

**Commonwealth of the Northern Mariana Islands
Request for Proposals (RFP)**

RFP22-OPD-42200085

**“REQUEST FOR PROPOSAL OF ARCHITECT AND/ OR ENGINEERING SERVICES
–CULTURAL EVENT CENTER FACILITIES DEVELOPMENT PROJECT”**

The Commonwealth of the Northern Marian Islands (CNMI) is soliciting proposals from qualified consulting firms to provide professional services for the design and construction management services for the Cultural Events Center Facilities Development Project on the island of Saipan. The Facility will be located in Susupe, Saipan as indicated on the attached Site Plan (Attachment A).

This solicitation is in accordance with CNMI Procurement Regulations NMIAC § 70-30.3-305. To also include provisions of CNMI Procurement Regulations, NMIAC Section §70-30.3-725 prohibiting kickbacks and gratuities, NMIAC Section §70-30.3-730 prohibition against contingent fees shall apply.

All firms submitting their RFPs may be considered as a Registered A&E firm with the CNMI pursuant to NMIAC §70-30.3-250.

All firms must have or obtain a valid Certificate of Authorization (COA) form the Commonwealth of the Northern Marianas Board of Professional Licensing. Information in obtaining a COA may be requested from the CNMI Board of Professional Licensing.

A pre-proposal meeting will be held on **March 22, 2022, at 10:00 a.m.** via Zoom Video Communication. Interested firms will be provided the video teleconference link. Firms are requested to submit a notice of their intent to participate in the pre-proposal meeting one (1) day before the meeting via email at: koddep.uludong@opd.gov.mp and amber.weston@opd.gov.mp

Inquiries regarding this RFP must be submitted in writing on or before **March 25, 2022**, no later than the close of business, via email to Mr. Kodep Ogumoro-Uludong, Director, Office of Planning and Development (OPD) at: koddep.uludong@opd.gov.mp or submit via scan to (670) 285-3282.

Sealed proposal must be submitted with one (1) original and four (4) copies to the Office of the Director of Procurement Services, located at the Horiguchi Bldg., Ground Floor, 123, Koppa Di Oru & Beach Road, Garapan, Saipan, no later than **9:00 a.m. local time, April 11, 2022** and marked **RPF22-OPD-42200085- Proposal –Cultural Events Center Facilities Development Project**.

Proposals located outside of the Commonwealth of the Northern Mariana Islands may obtain an additional seven (7) working days for receipt of their proposals by submitting a Notice of Intent to Propose. Notice of Intent to Propose must be received by the Director of Procurement Services no later **9:00 a.m., local time, April 11, 2022** and may be any mode of communication including facsimile to (670)664-1515 or via email to bidintent@dof.gov.mp.

For proposers located outside of the Commonwealth of the Northern Mariana Islands an original and three (3) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **April 11, 2022** and the proposal documents must be received at the Office of the Director of Procurement Services, located at the Horiguchi Bldg., Ground Floor, 123 Koppa Di Oru & Beach Road, Garapan, Saipan by **April 19, 2022**. However, if no Notice of Intent to Propose are received from bidders outside the CNMI, bids will be opened at **9:00 a.m., local time, April 11, 2022**.

For specific instruction on information to include in the Proposal, refer to the section below entitled ***Proposal Elements***. Evaluation of the Proposals and the final consultant selection is presented in the section entitled ***Selection Process*** below.

Cultural Events Center Park Components

- Construction of a cultural center Main House Pavilion (approximately 30 feet x 50 feet or 1,500 square feet).
- Construction of up to 9 moderate-size kiosks (approximately 720 square feet each).
- Construction of up to 44 small kiosks (approximately 162 square feet each).
- Construction of an amphitheater stage with associate facilities such as rear storage area, and dressing rooms.
- Construction of new paved parking areas.
- Repair and renovation of Guma Sakman Building to be used as a training and exhibition center and also for administrative offices.
- Construction of up to three restroom facilities.
- Landscaping and general outdoor improvements, which may include lighting, sidewalks, and benches.

- Construction of an Americans with Disabilities Act compliant Pedestrian overpass, with approximately 16 feet high underpass traffic clearance.
- Needed utilities and infrastructure identified in the application to support the above construction, repairs, and renovations.

Attachment B presents a general schematic of the proposed facilities

These facilities will be located adjacent to the Sports Complex and it is anticipated that many events will complement each other. By planning for the inevitable disaster, the CNMI intends on installing key infrastructure features that would prevent possible service interruptions experienced during the disaster recovery period. As much as is practical and feasible, the selected consultant shall endeavor to incorporate elements of design that highlight the unique cultural diversity of the Northern Marianas Islands.

Scope of Work

The following is the scope of work for the project:

1. Request for Proposals (RFP) of A&E Firms to perform the following:

- * Assist the OPD management with the compliance to the EDA Grant Special Award Conditions No.23- Evidence of Good Title, No. 27- Recorded Statement, and No. 28- Security Agreement – Equipment. This effort will require coordination with CNMI legal counsel and EDA legal counsel.
- * Prepare a preliminary design that incorporates the intended programs within the various structures for the proposed location

- * Detailed Design
 - a. Upon approval of the proposed design schematic, the Consultant shall prepare the complete plans and specifications, ready for competitive bidding, incorporating the required federal regulations, including assistance with equipment ordering and installation, cost estimates based on local Davis-Bacon wages, any necessary site surveys and geotechnical investigations, utility designs and connection coordination with the local utilities,
 - b. Prepare a 30% design for review by OPD and EDA
 - c. Prepare a 60% design for review by OPD and EDA
 - d. Final 100% Construction documents ready for bid
 - e. Prepare any required Environmental Assessment Report and assist with the public hearing

- * Provide project management and construction observation services,
 - a. Prepare the bid proposal, conduct the pre-bid meeting and respond to contractor inquiries
 - b. Prepare necessary addenda or clarifications

- c. After bidding review contractor bids for adherence to federal and local requirements
- d. After award and a Notice to Proceed (NTP) review contractor shop drawings and submittals
- e. Conduct periodic site visits and submit weekly progress reports to EDA and OPD
- f. Review and assist with change orders
- g. Assist OPD with the final inspection and certification of completion including the Occupancy Permit
- h. Review and prepare progress payment applications, and contractor wage compliance
- i. Prepare as-built drawings of the finished project, including changes made during construction
- j. Assist the OPD with the acquisition of the Occupancy Permit and Final Closeout with EDA

Proposal Elements

Each proposal is limited to twenty-five 25 double-sided pages, excluding the cover and dividers. The proposals should present the consulting team's unique qualification for this project and shall identify the following:

1. Qualification of Firm and/or Personnel: 50%

* The prime consultant and sub-consultants shall cite relevant experience with similar projects including design of education facilities, landscaping, environmental features, and familiarity with the tropical island environment. Experience with creating buildings resistant to tropical island environments, including corrosion, flooding, windstorms, and service interruptions is essential.

2. Experience in Project Management and Similar Projects: 30%

* The prime consultant's role in the overall project and ability to coordinate with NMTI management. The sub-consultant team member's qualifications and role in the project, and list recent project similar in nature.

3. Work Load: 15%

* NMTI is aware of the challenges of working in a remote location, so the availability of the consultant and sub-consultants to proceed in an expeditious manner is necessary to meet the federal requirements for project performance.

4. Fee Estimate: 5%

* Price is not an overall consideration in the selection of the best qualified consultant, however in the event two proposals are viewed as equally qualified, price may be the determining factor.

Selection Process

Within 30 days of the review and tabulation of scoring of proposals, the NMTI will negotiate a contract with the best qualified firm at a cost determined to be fair and reasonable to OPD. OPD will review and rank all submitted RFQs. After the selection is made, a negotiation will be conducted with the top ranked firm. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with NMIAC, subsection 70-30.3-301 of the CNMI Procurement Regulations.

The CNMI reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute a contract within a reasonable period of time as determined by the CNMI Procurement and Supply Office.