



Commonwealth of the Northern Mariana Islands

OFFICE OF THE GOVERNOR Bureau of Environmental and Coastal Quality

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REQUEST FOR PROPOSALS RFP20-BECQ/DCRM-096 DEVELOPMENT OF BETTER BUILDINGS GUIDEBOOK TO ADDRESS COASTAL HAZARDS

The Bureau of Environmental and Coastal Quality – Division of Coastal Resources Management (BECQ-DCRM) is soliciting proposals from qualified individuals, organizations, consultants or other equally relevant firms to conduct and develop the CNMI Coastal Management Program's (administered by the Division of Coastal Resources Management) Development of Better Building's Guidebook.

Questions regarding this project can be addressed to the DCRM Planning team by email at planning@dcrm.gov.mp, no later than the close of business **August 07, 2020, ChST**. Responses to questions shall be shared with all prospective proposers. The questions from prospective applicants and the responses from BECQ-DCRM will also be posted to the websites that is listed the RFP, in an addendum. Proposals must be sealed and marked "**RFP20-BECQ/DCRM-096, CNMI Better Building's Guidebook.**" For proposers within the CNMI, **one (1) original and five (5) copies** must be submitted to the Director of Procurement and Supply, located at the former Emergency Management Office, Building No. 1301, Ascension Drive, Capitol Hill, Saipan, MP, **no later than 11:00 a.m., ChST, on August 20, 2020.**

Proposers located outside the CNMI may obtain an additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose. Notices of Intent to Propose must be received by the Director of Procurement and **Supply no later than 11:00 a.m., ChST, on August 20, 2020** and may be transmitted via facsimile to (670) 664-1515, or via e-mail to a.magofna@dof.gov.mp.

For proposers located outside the CNMI, **one original and five (5) copies** of the sealed proposal must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **August 20, 2020**, and mailed to the Director of Procurement and Supply at P.O. Box 510008 C.K., Saipan MP, 96950 and must be received by the Director of Procurement and Supply no later than **August 31, 2020**. Note that failure to submit the required number of copies of the proposal may be cause for rejection of a proposal.

Interested parties may pick up the applicable scope of work (SOW) and submittal requirements at the Office of the Director of Procurement and Supply, Capitol Hill, Saipan on **July 22, 2020**

from 7:30 AM to 4:30 PM (Monday through Friday, except on holidays and austerity Fridays).

Proposal submissions must precisely follow the submittal requirements identified in the Scope of Work and Submittal Requirements.

Procurement of these services is made in accordance with the NMIAC Section 70-30.3.210 of the CNMI Procurement Regulations. Proposals for the project will be evaluated based on the following criteria:

1. Team Qualifications and Relevant Experience	30%
2. Cost	30%
3. Proposed Methods	20%
4. Project Timeline	20%
TOTAL	100%

Technical merit and experience will be given greater importance than overall cost, and the Government reserves the right to award this RFP to a bidder other than the lowest cost applicant. For proposals of equal merit, the overall cost will gain greater importance for a final decision.

Discussions may be conducted with applicants who submit proposals determined to be reasonably credible of being selected for award, for the purpose of clarification. Discussions may also be conducted and to ensure full understanding and fulfillment of solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of proposals may be permitted after submission, and prior to award date for the purpose of obtaining the best final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing applicants. After a selection is made, negotiations will be conducted with the highest qualified firm to determine the final fair and reasonable price of the contract for the work to be performed. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with Section 3-301 of the CNMI Procurement Regulations.

Procurement procedures shall be in full compliance with the CNMI Procurement Regulations, dated May 24, 2001, or latest revision thereof. Public Law 15-95 (Local Preference Act) as amended by Public Law 15-118 does not apply to this Federally funded project. All wage rates for employees performing the work, labor and services on this project shall be paid at the current U.S. prevailing wage rates established for the Commonwealth of the Northern Mariana Islands (CNMI).

All responses to this RFP should take into account any and all taxes, including excise tax, which will become the obligation of the applicant awarded a contract. The applicant selected will be subject to a responsibility determination in conformance with the NMIAC Section 70-30.03-245 of the CNMI Procurement Regulations. Award shall be made to the responsible proposer whose proposal is determined in writing to be most advantageous to the government, taking into consideration price and the evaluation factors set forth in this request for proposal. No other factors or criteria shall be used in the evaluation.

BREACH OF ETHICAL STANDARDS

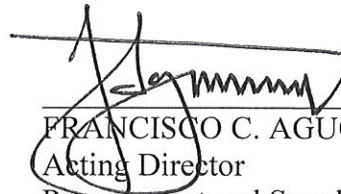
(To be part of Solicitation for quotes, ITBs and RFPs)

- **Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. NMIAC Section 70-30.3-725(a).
- **Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor or order. NMIAC Section 70-30.3-725(b).
- **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. NMIAC Section 70-30.3-730.

The government reserves the right to reject any and all proposals and to waive any imperfection in a proposal if in the best interest of the Commonwealth of the Northern Mariana Islands. All proposals shall become property of the CNMI government upon submission.



ELICEO D. CABRERA
Administrator
Bureau of Environmental and Coastal Quality



FRANCISCO C. AGUON
Acting Director
Procurement and Supply

RFP20-BECQ/DCRM-096
SCOPE OF WORK
DEVELOPMENT OF BETTER BUILDINGS GUIDEBOOK
TO ADDRESS COASTAL HAZARDS

PURPOSE OF THE PROJECT

The Bureau of Environmental and Coastal Quality- Division of Coastal Resources Management (BECQ-DCRM) is seeking to contract a qualified individual, organization, or firm to provide technical assistance to the Commonwealth of the Northern Mariana Islands (CNMI) Division of Coastal Resources Management (DCRM) through the development of content, language translations, and design of a Better Buildings Guidebook. The guidebook will incorporate research and analyses from various data sources produced in collaboration with the tasks listed under DCRM's 2015-2020 Section 309 Assessment and Strategy Report: Better Buildings to Address Coastal Hazards. These data sources consist of, but are not limited to, the Low Impact Development Report (Ohana Kit ADU and Home Building Systems), Smart-Safe Growth Guidance Manual (Nimbus Environmental), Sustainable CNMI Manual (Horsley-Witten Group), and the CNMI and Guam Stormwater Manual (Horsley-Witten Group), tailored to specifically address the CNMI's needs. The document shall contain criteria that will be reflected upon DCRM's proposed regulatory incentive-based program, supplementing the program by providing insight to prospective developers to incentivize more environmentally friendly and climate-smart building practices in the CNMI.

The purpose of this project will be to develop a guidebook, targeting developers and foreign investors, that provide details on the importance of hazard preparedness and resilience in the planning and siting of new development projects. Specific activities involved in the scope of work are detailed in the 'Deliverables' section of this RFP.

BACKGROUND

The Commonwealth of the Northern Mariana Islands (CNMI) is a remote island chain located in the western Pacific, approximately 4000 miles west of Hawaii, with a population of about 50,000 people. In the past decade, Saipan, the capital island of the CNMI, has experienced a surge of development from foreign investors. This increase in development placed further strain on the island's natural resources. Typhoon Soudelor in 2015 and Super Typhoon Yutu in 2018 further signified the need to improve infrastructure resiliency toward anticipated intense typhoons. As development pressure in the CNMI persists, DCRM identified the opportunity to integrate climate resilience and low-impact development for stormwater management into design and construction plans. Better Building Practices to Address Coastal Hazards is one of DCRM's federally approved Coastal Zone Management Act (CZMA) Section 309 revised strategies to incorporate key elements of both coastal hazard preparedness and cumulative and secondary impact strategies into a single approach, through planning and siting of new projects. To complete this task, an analysis of recommendations extracted from BECQ publications will be conducted and created into a guidebook. The Better Buildings Guidebook will provide feasible and appropriate practices in the CNMI, to increase infrastructural resilience to extreme weather and climatic impacts, while reducing environmental impacts. The research, guidebook, and insight from agency and stakeholder support will be utilized for proposing regulation change to

the DCRM Agency Board. Ideally, this regulation change will include a clear regulatory incentives program which will be incorporated into the permitting process to address hazard preparedness.

DELIVERABLES

The deliverables will result in a user-friendly guidebook of low-development building practices well-suited for addressing stormwater management, non-source point pollution, and climate change impacts.

The content for the guidebook will be based upon recommendations and approval by DCRM staff. The prospective contractor will be tasked with developing the appropriate content from these recommendations, assembling and designing the layout of the book, then properly translating content for stakeholder comprehension. They will be expected to collaborate and cooperate with DCRM staff throughout the process to ensure consistency and timeliness. **The project must be completed no later than 180 days (6 months) after the contract is issued.**

The final deliverables will consist of:

- Final version of guidebooks in high quality Portable Document Format (PDF), as well as Microsoft Office (Word and Publisher) format for the following four languages: English, Mandarin-Chinese, Korean, and Japanese.

DESCRIPTION OF TASKS

1. Development of content, first draft for review and project meeting with DCRM.

- a. Based upon DCRMs recommendations, the selected contractor will extrapolate relevant research and analysis to be used as the literature content of the guidebook. These resources are accessible on the DCRM website. This will include, but not limited to, the following manuals and reports:
 - i. Hawaii Ohana Kit ADU & Home Building System (2018). *Low-Impact Development Best Management Practices: Past, Present, and Future*. Prepared for the CNMI Division of Coastal Resources Management.
 - ii. Nimbus Environmental Services (2018). *Guidance Manual for Smart, Safe Growth: Commonwealth of the Northern Mariana Islands*. Prepared for Federal Emergency Management Agency and Environmental Protection Agency.
 - iii. Horsley-Witten Group in collaboration with One Straw Sustainability Consulting, Green Engineering, and Hofschneider Engineering Corporation (2018). *Sustainable CNMI: A Manual for Design, Construction, and Operational Practices for the Hotel Sector*. Prepared for CNMI Bureau of Environmental and Coastal Quality.
 - iv. CNMI Bureau of Environmental and Coastal Quality in collaboration with other CNMI agencies (2015). *Construction Site Chemical and Material Control Handbook: A Guide to Reducing Nonpoint Source Pollution from Construction Sites*.

- v. Horsley-Witten Group (2006). *CNMI and Guam Stormwater Management Manual: Volume 1 & 2*. Prepared for the Commonwealth of the Northern Mariana Islands and the Territory of Guam.
- b. The selected contractor must develop an assessment of extrapolated material and consider the following factors for ranking effectiveness:
 - i. Environmental and structural benefits
 - ii. Relative costs for implementing and maintaining practice
 - iii. Return on investment
 - iv. Regional applicability of the practice in the CNMI
 - v. Challenges/drawbacks for each practice
- c. After performing the assessment, the selected contractor shall take their findings and develop the content to include the following:
 - i. Detailed definitions
 - ii. Introductory implementation guidance
 - iii. Implementation tips
 - iv. Links to additional resources of each practice
- d. Upon completion of the guidebook content, the selected contractor will submit the first draft for review, edits, and comments by DCRM staff.

2. Stakeholder Engagement

While the content for the guidebook is developed, the selected consultant shall work closely with DCRM to determine the best option to engage with partner agencies and stakeholders. If it is feasible and proper social distancing measures are in place, then a workshop shall be scheduled to garner input. Cost for venue rental shall be budgeted with the caveat that it may not be feasible. If this is not possible, then the selected consultant shall meet with key partners to assess the ranking effectiveness of each BMP along with its justification. Once the meetings conclude, the vendor and the DCRM Planning team shall deliberate on the results.

3. Translation of guidebook into different languages

Following completion of the guidebook, the selected contractor shall translate the literature from English into three different languages: Mandarin-Chinese, Korean, and Japanese. The guidebooks shall be clear and written in plain language, designed to be easily understood and used by stakeholders.

4. Design and Layout of Guidebook

The selected contractor will design the layout to be navigable to the various foreign target audiences, with readable text and helpful visual elements like pictures and charts. The guidebook must be in a high quality PDF format suitable for publication and website postings.

5. Final Draft Review by DCRM

Upon receipt of the final draft, DCRM will review the content and layout of the Better Buildings Guidebook and examine the results of the priority ranking of recommended practices to ensure a satisfactory end product. After DCRM concurs with the final product, the contractor shall submit the final deliverables to DCRM in an editable and electronic version with text and illustrations in both Microsoft Office (Word and Publisher) and high quality PDF (Portable Document Format).

Bidders are encouraged to itemize costs for the required subparts of the guidebook as well as any supplemental proposal costs in the RFP response. The final Scope of Work (SOW), including potential discussions regarding project phasing and final timelines, will be agreed to in the final contract.

QUALIFICATIONS

The successful contractor should have:

1. Experience in Coastal/Urban/Environmental Planning, especially with Best Management Practices for Development.
2. Experience in interpreting Coastal/Urban/Environmental Planning research and analyses for stakeholders.
3. Experience in providing technical assistance to State Coastal Management Programs.
4. Familiarity with the CNMI Government and its regulatory structure as it pertains to coastal resource management.
5. Experience in graphic design and layout for publishing.
6. High proficiency in English, and a qualified team of language translators with advanced fluency levels in Mandarin Chinese, Korean, and Japanese.
7. Ability to accommodate recommendations and take constructive criticism in order to produce collaborative material.

PROPOSALS

Interested contractors shall prepare and submit a proposal and cost estimate that responds to the objectives and deliverables of this Scope of Work.

Proposals submitted must contain at a minimum:

1. The name and address of the applicant/s and their organization.
2. Narrative of methodology and anticipated output.
3. The name/s and CV/s of the staff that will participate on the project.
4. Schedule for completing the project. This schedule shall indicate the duration of each task and specify an anticipated timeline for submission.
5. Detailed cost estimate for completion of the project, including direct and indirect costs, detailed by project components. **Proposal estimates must be within DCRM's allotted budget of \$60,000.**

EVALUATION CRITERIA

1. Team Qualifications and Relevant Experience	30%
2. Cost	30%
3. Proposed Methods	20%
4. <u>Project Timeline</u>	20%
TOTAL	100%

KEY PERSONNEL

It is essential that the successful applicant provide an adequate staff of experience personnel, capable of and devoted to the successful accomplishment of the work to be performed for the project. The contractor must assign specific individuals to the key position/s. Once assigned to work under the contract, key personnel will not be removed or replaced without consideration of impact on the contract, or without written approval from BECQ-DCRM.

CANCELLATION OF REQUEST FOR PROPOSALS

The Bureau of Environmental and Coastal Quality-Division of Coastal Resources Management reserves the right to cancel this solicitation, and any or all proposals may be accepted, modified, or rejected in whole or part.

The government reserves the right to reject any and all proposals and to waive any imperfection in a proposal if in the best interest of the Commonwealth of the Northern Marianas Islands. All proposals shall become the property of the Commonwealth of the Northern Marianas Islands government.