

REQUEST FOR PROPOSALS

RFP21-OPD-062

“Comprehensive Inter-island Solid Waste Management Plan”

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) and the Mayor’s Offices of Tinian and Rota is soliciting proposals for the drafting and finalization of a comprehensive solid waste management plan for the Commonwealth of the Northern Mariana Islands (CNMI).

Questions regarding this project can be made to Mr. A. Kodep Ogumoro-Uludong by email at Kodep.uludong@opd.gov.mp , no later than the **close of business, April 05, 2021**. Responses to questions shall be shared with all prospective proposers. The questions from prospective applicants and the responses from DPW will also be posted to the websites that listed the RFP..

Sealed proposals for this project shall be submitted with **one (1) original and four copies** to the Office of the Director of Procurement Services located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, **no later than 09:00 a.m., local time, Chamorro Standard Time, April 19, 2021** and must be marked “RFP21-OPD-062”.

Proposals submitted by firms outside the Commonwealth must be postmarked by the U.S. Postal Service or the official postal service of a foreign Country by **09:00 a.m., Chamorro Standard Time, April 19, 2021** and mailed to the Office of the Director of Procurement Services to P.O. Box 10008 C.K., Saipan , MP 96950 and the proposal documents must be received at the Office of the Director Procurement Services, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill Saipan no later than the **close of business, April 28, 2021**.

Proposers outside the Commonwealth must fill out the **Notice of Intent Form (Page 4)** in order to receive an additional seven (7) working days for receipt of the actual proposal documents. This notice of intent form may be submitted via email to f.aguon@dof.gov.mp or via facsimile to (670) 664-1515 but must be received **no later than 09:00 a.m., Chamorro Standard Time, April 19, 2021**. All prospective applicants who send their Notice of Intent by this date will receive a copy of all questions from other prospective applicants and the reply. **Note that failure to submit the required Notice of Intent Form will be subject to the rejection of proposal.**

Procurement of these services is made in accordance with NMIAC Section 70-30.3-210 of the CNMI Procurement Regulations. Proposals for the project will be evaluated based on the following criteria:

| | | |
|--------------|--|-------------|
| 1. | Qualifications in relevant solid waste management / planning | 30% |
| 2. | Experience in solid waste management / implementation programs | 30% |
| 3. | Proposed methods consistent with Scope of Work and timeframe | 30% |
| 4. | <u>Cost</u> | 10% |
| 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.

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 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.

The provisions of the Procurement Regulations, NMIAC Section 70-30.3-725 and 70-30.3-730 prohibiting Gratuities and Kickbacks and Contingent Fees shall apply.

BREACH OF ETHICAL STANDARDS

· **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 therefore. 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.

/s/ A. KODEP OGUMORO-ULUDONG
DIRECTOR
OFFICE OF PLANNING & DEVELOPMENT

/s/ FRANCISCO C. AGUON
ACTING DIRECTOR
PROCUREMENT SERVICES

NOTICE OF INTENT

(This ONLY applies to Bidders/Proposers located outside of the CNMI)

Dear Mr. Francisco C. Aguon,

_____, is submitting a Notice of Intent to Bid/Propose
Company Name

FOR _____
ITB No. / RFP No.

Provide the Following Information:

Last Name, First Name M.I. Position Title:

Address:

Email:

Telephone No.

Fax No.

Signature:

Date:

Notice to all Proposers/Bidders located outside of the Commonwealth Northern Mariana Islands. This Notice of Intent MUST be filled out and submitted on or before the given ITB/RFP submission deadline to the Acting Director of Procurement Services via email to faguon@dof.gov.mp or via facsimile to (670) 664-1515. Note that failure to submit this required document will be cause for rejection of bid/proposal.

RFP21-OPD-062

SCOPE OF WORK

“Comprehensive Inter-island Solid Waste Management Plan”

PURPOSE OF THE PROJECT

The Office of Planning and Development (OPD) and the Department of Public Works (DPW) are soliciting proposals to for the creation of the first comprehensive inter-island Zero Waste and Solid Waste Management Plan for the Commonwealth of the Northern Mariana Islands (CNMI). This plan will support the assessment and integration of existing functional and operational work plans for advancing Zero Waste, solid waste management, transfer facilities, and convenience centers, as well as expand on data provided in the 2019 Feasibility Study report for DPW’s Marpi Landfill facility in order to provide recommendations to support the vision that “by 2030, 50% of the recyclable waste stream will be diverted from CNMI’s landfill or RCRA-compliant waste management facilities on Saipan, Tinian, Rota, and the Northern Islands with diverted waste composted, reused, or sold to support sustainable waste management systems.”

The Department of Public Work’s Solid Waste Management Division is responsible for the proper operation and management of all municipal solid waste disposal in the Commonwealth, ensuring the protection of health, safety and welfare of the general public as well as the preservation of the environment. Currently, DPW operates solid waste facilities on Saipan, Tinian, and Rota, however, only Saipan’s Marpi Landfill is lined and operated in compliance with the federal Resources Conservation and Recovery Act.

Recent reports indicate that the rate of use of the Saipan landfill is outpacing its expansion, with “Cell 1” reaching capacity, prompting the need to close that portion of the landfill, expand “Cell 2” and line “Cell 3” to comply with the federal Resource Conservation and Recovery Act (RCRA) Subtitle D landfill requirements. The 2019 DPW Feasibility Study focused on waste streams at the Marpi Landfill on Saipan. Based on fifty samples over six days, waste was grouped as “fiber”, “plastic”, “glass”, “metals”, “organics”, and “other”, with subcategories defined for each grouping. The results indicated that plastic and fiber make up almost half of all the municipal solid waste disposed at the Marpi Landfill. Based on preliminary findings, recycling and overall annual disposal rates have been rising, but have not consistently been meeting projected disposal projections from when the Landfill was designed.

This RFP aims to build from the 2019 DPW Feasibility Study and expand analysis to assess the capacity at the Lower Base transfer station and the Marpi Landfill as well as evaluate economic, market, technical, financial, and management options for solid waste management for the CNMI. The successful bidder will work with the existing Inter-Island Integrated Solid Waste Management Taskforce of approximately 12 members from Saipan, Tinian, Rota, and California and other relevant subject matter experts as relevant to build from and unify existing plans, expand planning and staffing capabilities through specific training plan recommendations, and fill critical data gaps to support comprehensive and integrated the Office of Planning and

Development (OPD) and the Department of Public Works (DPW) and to support Zero Waste policy and program development, including:

- Proven Zero Waste and solid waste management approaches appropriate for small islands,
- Priorities, based on the U.S. Environmental Protection Agency’s Solid Waste Management Hierarchy, focusing on:
 1. Source Reduction and Reuse (on island)
 2. Composting (on island) and Recycling (on and off island)
 3. Safe Landfill Treatment and Disposal (on or off islands, including recommendations for reduction and management of hazardous waste)

In addition, the plan’s priorities and “specific, measurable, achievable, realistic, and timebound” objectives should be developed using solid waste data (historic and developed under this plan) and should incorporate community input early in the plan development process. This plan development process will include at least one public and interagency scoping session and one plan presentation in all Senatorial Districts (Saipan and the Northern Islands, Tinian, and Rota). Due to Covid19 and ongoing travel restrictions and social distancing requirements, remote meetings are anticipated, however, proposals are encouraged to outline flexible engagement options and provide descriptions of line-item costs necessary to achieve project deliverables.

DELIVERABLES

The deliverables for this project will be (1) on-island stakeholder visioning session to inform plan development, (2) a draft plan scheduled to be developed within a expeditious yet sufficient timeframe to incorporate updated data and (3) a final plan that provides adequate time for interagency review and public comment within eighteen (18) months of the issuance of the notice to proceed at the latest. The final plan will include:

1. Contractor-generated CNMI solid waste characterization weight-based data that includes at least categorization of municipal solid and construction and demolition waste as:
 - Paper (corrugated cardboard and “other paper”),
 - Plastic (PET #1, HDPE #2, polystyrene, bags and film, beverage containers, and to-go food containers)
 - Glass and ceramics,
 - Ferrous and non-ferrous metals (breaking out white goods/appliances aluminum and steel cans)
 - Organics (yard waste, food waste, clean wood, pallets, and other organics),
 - Textiles and Leather,
 - Electronics and batteries
 - Other/Construction and Demolition Materials: (Concrete and asphalt, Dirt and other fines, drywall and masonry, roofing materials, carpet and flooring, and other bulky or composite items
 - Excluded special wastes or hazardous wastes if detected

Proposals are encouraged to detail approaches to updating the 2019 DPE Feasibility Study to expand on waste categories and also include assessment of waste streams from Saipan Lower Base Transfer Station, Marpi Landfill, illegal dump sites and other possible sources. All physical characterization work will take place on the island of Saipan. The contractor will furnish safety equipment, sorting equipment, and scale.

2. Conduct Zero Waste Visioning Session for island stakeholders, with materials and outcomes including education and outreach specific to the U.S. EPA's Managing and Transforming Waste Streams Tool to support stakeholder engagement and planning processes.
3. Produce a draft and final Zero Waste and Integrated Solid Waste Management Plan that includes achievable objectives and implementation priorities to support accessible Zero Waste Management in the CNMI as detailed further below.

QUALIFICATIONS

Interested bidders should demonstrate qualifications of their firm(s)/contractor(s) reflecting:

- Experience developing zero waste and solid waste management plans and policies;
- Experience working with island communities or remote communities; and
- Strong project management and product delivery credentials.

PROPOSALS

Proposals must include the production of this "Comprehensive Inter-island Solid Waste Management Plan" and must ensure the provision of project deliverables in a timely manner and propose an approach that meets the following specifications

- Proposal will reflect coordination with existing Solid Waste Management Taskforce, comprised of representatives from the Department of Public Works, Office of Planning and Development, Bureau of Environmental and Coastal Quality, Offices of the Mayors of Tinian, Rota, and the Northern Islands, and U.S. Environmental Protection Agency (SW Taskforce), including the provision of periodic updates to the SW Taskforce and at least quarterly reporting;
- Proposed project schedule will ensure sufficient time for SW Taskforce review and comment on Draft Plan, publication of Draft Plan for public feedback, revision of Draft Plan in coordination with Taskforce, and publication of Final Plan after additional public comment period within eighteen (18) months of the issuance of the notice to proceed at the latest.

Interested contractors shall prepare and submit a proposal and cost estimate that responds to the objectives and deliverables of this Scope of Work, detailed further below. Proposals that detail timelines and itemized costs for each island and each deliverable are strongly encouraged.

Proposals submitted by applicants must contain, at a minimum:

- 1) The name and address of the applicant/s and their organization, including the name and telephone or email address of the person to be contacted relative to this proposal.
- 2) Draft proposal of collection and disposal methodology, which shall include as much detail as practical for accomplishing the required objectives and deliverables. Itemized lists of materials / supplies needed with identification of component leads are encouraged.
- 3) The name/s and resumes of the staff and/or contractors or sub-contractors, if relevant, to participate in the project. Resumes shall describe in detail the individuals' educational background and professional experience relevant to the project, including relevant trainings in solid waste and/or Zero Waste management. Proposed on-island and/or off-island staffing plans and key points of contact should be identified and with brief bios or resumes should be provided for key technical contacts.
- 4) A schedule for completing the project. This schedule shall indicate the duration of each task and specify submittal dates for deliverables and invoices.
- 5) A detailed cost estimate for completion of the project, including direct and indirect costs. Descriptions of line items as well as necessary and optional project costs are encouraged.

Interested bidders are encouraged to consider leveraging existing weekly meetings with project coordinators and monthly "All Hands" check-ins with the SW Taskforce. Project proposals must include timelines and identify task leads and milestones necessary to support a comprehensive and expeditiously developed draft plan and final plan within eighteen (18) months of issuance of a Notice to Proceed. This plan and supporting Scope of Work detailed further in project proposals must include consideration of the following components:

- Data assessment of CNMI existing and projected future solid waste streams including Transfer Stations, Marpi Landfill, illegal dumps and dump sites and incorporating separate information from waste stream small island communities on Rota, Tinian, and Northern Islands as available. This planning effort will assess best available data, fill gaps where needed, and provide analysis, prioritization facilitation, and recommendations that (i) identify environmentally compliant Zero Waste and solid waste management alternatives including making recommendations for hardfill sites and C&D management and (ii) work with SW Taskforce to develop plan to achieve more sustainable consumption and production patterns including the goal that "by 2030, 50% of the recyclable waste stream will be diverted from CNMI's landfill or RCRA-compliant waste management facilities on Saipan, Tinian, Rota, and the Northern Islands with diverted waste composted, reused, or sold to support sustainable waste management systems"
- Informed by the data assessment, the contractor shall review and conduct an on-island **Zero Waste Visioning Session or sessions** (approximately 6 hours) within the first 6 months of the process, similar to the Zero Waste Visioning Session hosted in Guam in 2012 for approximately 50 on-site CNMI stakeholders – as current Covid policies allow - with webcast access will be provided for additional meeting observers. The meeting will be held in Saipan at a location at a site provided by the contractor with OPD site approval.

- Include at least one week of solid waste characterization data collection by material type, including municipal solid waste and detailed breakdown of construction and demolition debris from Saipan; proposals that include descriptions for capturing other waste streams and including data from Rota and the Northern Islands and support classification for shipped waste from Tinian from approved municipal or commercial sources are encouraged;
- Initial plans and equipment options with cost estimates to support Zero Waste and solid waste management operational compliance including brief facilities options and operations work plans and siting recommendations and best practices for on-island:
 - reuse facilities (planned);
 - compost facilities (planned) and cost benefit analysis and recommendations for sustainable funding options for compost production and potential resale or reapplication program(s);
 - recycling facilities (planned) and cost benefit analysis and recommendations for sustainable funding options for recycling redemption program(s);
 - transfer stations (expansions planned);
 - household hazardous waste facilities (planned);
 - solid waste landfill operations;
 - vector management plans;
 - hazardous waste management and disposal plans including household waste management facility plans;
 - equipment options and recommended maintenance plans;
 - training plans including recommended certifications for facility and equipment operators;
 - an “all islands all disasters” solid waste management plan which will build from typhoon disaster plan and operational work plan components, to be developed further with DPW and Taskforce;
 - assessment of options including cost benefit analysis for community-wide municipal and commercial waste collection, including consideration of opportunities for public private partnerships;
 - Draft and Final Plan will reference and update, where necessary, existing work plans for Marpi Landfill as well as Tinian and Rota waste management sites including existing and proposed transfer stations, convenience centers, and compost facilities. These total roughly twelve small scale facilities - three main MSW facilities, two private recycling providers, three transfer stations, and four green waste sites which are currently primarily used for storm debris;
 - Draft and Final Plan will reference and update, where necessary, 2019 Feasibility Study for Marpi Landfill and Solid Waste Management Characterization Reports, available from DPW;
 - Assessment of financial feasibility and pricing schedule, propose rate adjustments to support goal of sustainable program funding and universal community accessibility and use, including examples of approaches being

implemented in similar jurisdictions such as curbside pick-up; tire collection; reuse facilities and equipment; recycling redemption programs; on-island recycling opportunities and brief recycling market analysis for cardboard, paper, glass metals, and plastics; composting; and vendor collection programs for white goods, e-waste, and household hazardous waste;

- Litter enforcement status assessment and implementation recommendations;
- Hyperlinked references to include additional debris management and response resources to support management goals and policy recommendations; and
- Preliminary recommendations for additional siting options for environmentally compliant solid waste management facilities to support project goals.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated by a selection team appointed by the OPD Director and the DPW Secretary. All proposals will be evaluated according to the following criteria:

| | | |
|--------------|--|-------------|
| 1. | Qualifications in relevant solid waste management / planning | 30% |
| 2. | Experience in solid waste management / implementation programs | 30% |
| 3. | Proposed methods consistent with Scope of Work and timeframe | 30% |
| 4. | <u>Cost</u> | <u>10%</u> |
| Total | | 100% |

Technical merit is more important than price, and the Government reserves the right to award to other than the lowest proposer. As proposals become more equal in technical merit, the importance of cost will increase.

KEY PERSONNEL

It is essential that the successful applicant provide an adequate staff of experienced 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 the Expenditure Authority.

CANCELLATION OF REQUEST FOR PROPOSALS

EXPENDITURE AUTHORITY 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 Mariana Islands. All proposals shall become the property of the Commonwealth of the Northern Mariana Islands government.

/s/ A. KODEP OGUMORO-ULUDONG
DIRECTOR
OFFICE OF PLANNING & DEVELOPMENT

/s/ FRANCISCO C. AGUON
ACTING DIRECTOR
PROCUREMENT SERVICES

REQUEST FOR PROPOSALS

RFP21-OPD-063 “Tinian Zero Waste Study and Pilot Project”

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) and the Office of the Mayor of Tinian is soliciting proposals from qualified contractors to develop a Zero Waste assessment, pilot project, and Management Plan recommendations specific to “Zero Waste” for current and projected future waste streams for the Municipality of Tinian and Aguiguan.

Questions regarding this project can be made to Mr. A. Kodep Ogumoro-Uludong by email at Kodep.uludong@opd.gov.mp, no later than the **close of business, April 05, 2021**. Responses to questions shall be shared with all prospective proposers. The questions from prospective applicants and the responses from DPW will also be posted to the websites that listed the RFP.

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BREACH OF ETHICAL STANDARDS

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/s/ A. KODEP OGUMORO-ULUDONG
DIRECTOR
OFFICE OF PLANNING & DEVELOPMENT

/s/ FRANCISCO C. AGUON
ACTING DIRECTOR
PROCUREMENT SERVICES

NOTICE OF INTENT

(This ONLY applies to Bidders/Proposers located outside of the CNMI)

Dear Mr. Francisco C. Aguon,

_____, is submitting a Notice of Intent to Bid/Propose
Company Name

FOR _____
ITB No. / RFP No.

Provide the Following Information:

Last Name, First Name M.I. Position Title:

Address:

Email:

Telephone No.

Fax No.

Signature:

Date:

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RFP21-OPD-063

SCOPE OF WORK

“Tinian Zero Waste Study and Pilot Project”

PURPOSE OF THE PROJECT

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) and the Office of the Mayor of Tinian is soliciting proposals from qualified contractors to develop a Zero Waste assessment, pilot project, and Management Plan recommendations specific to “Zero Waste” for current and projected future waste streams for the Municipality of Tinian and Aguiguan.

Currently the Tinian is operating an “open dump” that is not compliant with requirements of the Resources Conservation and Recovery Act (RCRA) and other local environmental restrictions. The Tinian Leadership have identified the goal to work towards an environmentally friendly and effective “Zero Waste” model that leverages the newly constructed transfer station, maximizes composting opportunities, and ensures cost-effective management options for the resident population of less than 3,000 residents. The “Zero Waste” focus is in part due to geographic advantages – the entire resident population of approximately 700 – 800 households is situated in an area of about 3 square kilometers within seven housing subdivisions.

The successful bidder will work with the Tinian Solid Waste Management Working Group (Tinian SW Working Group) including representatives from the Office of the Mayor of Tinian and Aguiguan, Tinian Department of Public Works, and the Office of Planning and Development (OPD) as well as coordinate activities to provide recommendations to and solicit feedback from the existing Inter-Island Integrated Solid Waste Management Taskforce (SW Taskforce) to align with concurrent planning updates and fill critical data gaps to support Tinian’s Zero Waste policy and program development.

DELIVERABLES

The deliverables for this project will be (1) at least one-week (seven days) of waste collection data to support assessment of Tinian’s municipal solid waste stream and (2) a draft plan scheduled to be developed within an expeditious yet sufficient timeframe to incorporate updated data as well as solicit and incorporate feedback from the Tinian SW Working Group and SW Taskforce within twelve (12) months of the issuance of the notice to proceed at the latest.

Project deliverables will include:

1. Contractor-generated Zero Waste and Solid Waste Assessment
 - Convene Tinian Zero Waste Project Team including Tinian SW Working Group and critical stakeholders to design and implement “collection pilot project” to conduct waste classification and assess community awareness and needs to achieve Zero Waste goals and affordable management options.

- Implement curbside pickup and other waste counts as needed to establish sufficient data (at least seven days of collection) to provide solid waste characterization on the island of Tinian. The contractor will furnish safety equipment, sorting equipment, and scale or propose how the scale at the existing Transfer Station could be used in coordination with DPW in a way that does not impact daily operations. At minimum weight-based data generated through this effort will include at least categorization of municipal solid and construction and demolition waste as:
 - Paper (corrugated cardboard and “other paper”),
 - Plastic (PET #1, HDPE #2, polystyrene, bags and film, beverage containers, and to-go food containers)
 - Glass and ceramics
 - Ferrous and non-ferrous metals (breaking out white goods/appliances aluminum and steel cans)
 - Organics (yard waste, food waste, clean wood, pallets, and other organics)
 - Textiles and Leather, and “other” including construction and demolition debris broken down by material type, textiles, leather, and rubber
 - Electronics and batteries
 - Other/Construction and Demolition Materials: (Concrete and asphalt, dirt and other fines, drywall and masonry, roofing materials, carpet and flooring, and other bulky or composite items)
 - Excluded special wastes or hazardous wastes if detected
2. Zero Waste Planning and Implementation Support
- The selected bidder will work with the Tinian SW Working Group to identify necessary revisions to current operational work plans to address Zero Waste and Solid Waste Management Plan objectives and recommendations
 - Based on identified objectives and needs identified in the assessment effort, contractor will develop at least five “Zero Waste” communications products that outline best practices for achieving project goals. These are anticipated to include an introduction to the how and why of “managing municipal solid waste / achieving Zero Waste”, “recycling 101”, “composting / food waste”, and “hazardous materials 101” as well as an information flyer to support the pilot project / assessment implementation phase. Topic categories will be identified in coordination with the Tinian Zero Waste Project Team.
3. Produce a Draft Zero Waste Plan and Recommendations for Existing Solid Waste Management Operations and Maintenance plans
- Working with the Zero Waste Project Team and Tinian SW Working Group, the consultant shall provide an initial draft plan within ten months of the notice to proceed that includes data collected from the assessment. The project team will provide feedback as needed to support at least one round of edits and revision and at least a 30-day public notice and comment period to enable stakeholder feedback and to allow for the submission of a “final draft” Zero Waste and Solid Waste management plan within twelve months of the notice to proceed. This plan shall include long- (10-year) and mid-term (5-year) goals with prioritized short-

term (1-3-year) priority action items to achieve Zero Waste and environmental compliance that at minimum:

- Aims to maximize waste reduction and diversion
- Establishes Measurement Program covering imports, disposal, and diversion (source reduction, reuse, recycling and composting) to support and track monthly progress
- Recommends updates to existing operational work plans
- Outlines site maintenance, training, and public engagement needs
- Provides assessment of financial feasibility of recommendations including providing details regarding existing funding and opportunities to supplement program funding to achieve efficient and sustainable program costs, including initial cost benefit analysis with references for implementation suggestions, including references to model legislation and policies if necessary.

QUALIFICATIONS

Interested bidders should demonstrate qualifications of their firm(s)/contractor(s) reflecting:

- Experience developing solid waste management plans and policies;
- Experience working with island communities or remote communities; and
- Strong project management and product delivery credentials.

PROPOSALS

Proposals must include the production of detailed waste stream analysis and a draft “Zero Waste Management Plan” for Tinian including a timeline that will ensure production of project deliverables in a timely manner and propose an approach that meets the following specifications:

- Proposal will reflect coordination with existing Inter-Island Integrated Solid Waste Management Taskforce, comprised of representatives from the Department of Public Works, Office of Planning and Development, Bureau of Environmental and Coastal Quality, Offices of the Mayors of Tinian, Rota, and the Northern Islands, and U.S. Environmental Protection Agency (SW Taskforce), and Tinian Solid Waste Working Group comprised of staff from the Office of the Mayor of Tinian, Tinian DPW, and OPD (Tinian SW Working Group) including the provision of periodic updates to the SW Taskforce and at least quarterly reporting;
- Proposed project schedule will ensure sufficient time for SW Taskforce and Working Group review and comment on the Draft Plan in order to provide sufficient time to produce a revised Final Draft Zero Waste Management Plan that includes all outlined plan components detailed further here within twelve (12) months of the issuance of the notice to proceed at the latest.

Proposals that will produce one week of baseline data at the existing “open dump”, green waste, and recycling collection facilities before outreach and then implement pilot curbside collection project to attempt to assess behavior change and additional communications needs are encouraged. Interested contractors shall prepare and submit a proposal and cost estimate that

responds to the objectives and deliverables of this Scope of Work, detailed further below. Proposals that detail timelines and itemized costs for each deliverable are strongly encouraged.

Proposals submitted by applicants must contain, at a minimum:

- 1) The name and address of the applicant/s and their organization, including the name and telephone or email address of the person to be contacted relative to this proposal.
- 2) Draft proposal of collection and disposal methodology, which shall include as much detail as practical for accomplishing the required objectives and deliverables. Itemized lists of materials / supplies needed with identification of component leads are encouraged.
- 3) The name/s and resumes of the staff and/or contractors or sub-contractors, if relevant, to participate in the project. Resumes shall describe in detail the individuals' educational background and professional experience relevant to the project, including relevant trainings in solid waste and/or Zero Waste management. Proposed on-island and/or off-island staffing plans and key points of contact should be identified and with brief bios or resumes should be provided for key technical contacts
- 4) A schedule for completing the project. This schedule shall indicate the duration of each task and specify submittal dates for deliverables and invoices.
- 5) A detailed cost estimate for completion of the project, including direct and indirect costs. Descriptions of line items as well as necessary and optional project costs are encouraged.

Interested bidders are encouraged to consider leveraging existing weekly meetings with project coordinators and monthly "All Hands" check-ins with the SW Taskforce. Project proposals must include timelines and identify task leads and milestones necessary to support a comprehensive and expeditiously developed Final Draft Zero Waste plan within twelve (12) months of issuance of a Notice to Proceed. This plan and supporting Scope of Work detailed further in project proposals must include consideration of the following components:

- Address Tinian's need to conduct a waste stream assessment to gather baseline data with description of proposed approach for a waste stream assessment that will generate at minimum one-week (seven days) of current use data from municipal solid waste (MSW) sources and supporting public outreach materials that will facilitate community participation in initial assessment and future "Zero Waste" initiatives;
- Summarize and assess the current waste streams on Tinian including estimated cubic yards at the current DLNR site, Green waste site, and the current "dump" in order to calculate the current volume of each waste stream and project the volume based on future events and considering potential impacts to Land, Sea, Air and Groundwater as well as initial cost benefit analysis to support impact avoidance, minimization, and, if necessary, mitigation;
- Develop a draft Standard Operating Plan (SOP) for MSW on Tinian including updates to existing work plans and operational plans to include proposed revisions specific to:
 - Recycling

- Compositing
 - Curbside collection
 - Disposal methods (including at environmentally compliant site on Tinian and transportation cost assessment for MSW and HW)
 - Hazardous waste (training including identification and response/management)
 - Project operational costs for the Tinian Transfer Station regarding sustainable allocation of resources to meet manpower requirements and support costs of maintenance of specialized equipment.
- Based on draft SOP, assess and provide cost feasibility analysis for proposed interventions including estimates and proposed shipping schedules for off-island shipping and disposal of recyclable materials and hazardous waste; and
 - Provide a report to support plan implementation including initial recommendations for siting an environmentally compliant municipal waste disposal or management facility on Tinian, and implementation recommendations including Public Education campaign, agency trainings, and environmentally friendly legislation to support Zero Waste program expansion.

This effort will result in the production of a Final Draft Master Plan on Zero Waste Management and supporting implementation policies and next steps for Tinian within twelve (12) months of the issuance of the Notice to Proceed.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated by a selection team appointed by the OPD Director, Mayor of Tinian, and the Tinian DPW Resident Director. All proposals will be evaluated according to the following criteria:

| | | |
|--------------|--|-------------|
| 1. | Qualifications in relevant solid waste management / planning | 30% |
| 2. | Experience in solid waste management / implementation programs | 30% |
| 3. | Proposed methods consistent with Scope of Work and timeframe | 30% |
| 4. | <u>Cost</u> | <u>10%</u> |
| Total | | 100% |

Technical merit is more important than price, and the Government reserves the right to award to other than the lowest proposer. As proposals become more equal in technical merit, the importance of cost will increase.

KEY PERSONNEL

It is essential that the successful applicant provide an adequate staff of experienced 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 the expenditure authority.

CANCELLATION OF REQUEST FOR PROPOSALS

EXPENDITURE AUTHORITY 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 Mariana Islands. All proposals shall become the property of the Commonwealth of the Northern Mariana Islands government.

/s/ A. KODEP OGUMORO-ULUDONG
DIRECTOR
OFFICE OF PLANNING & DEVELOPMENT

/s/ FRANCISCO C. AGUON
ACTING DIRECTOR
PROCUREMENT SERVICES