



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF PLANNING & DEVELOPMENT
OFFICE OF THE GOVERNOR



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REQUEST FOR PROPOSALS

RFP24-OPD/MOTA-42400072

**“Assessment, Design, and Permitting of the Tinian (Puntan Diablo)
Small Community Exempt Landfill (SCEL)”**

The Office of Planning and Development (OPD) in partnership with the Office of the Mayor of Tinian and Aguiguan are soliciting proposals from qualified consultants/contractors to prepare the Assessment, Design and Permitting of the existing Puntan Diablo disposal facility on Tinian Island, CNMI, in accordance with the attached Scope of Work (SOW). The main goal of the project is to assess, design, and permit an environmentally compliant municipal solid waste disposal (MSW) facility for the island of Tinian. Because Tinian was granted a Small Communities Exemption (SCEL) under RCRA in 2019, the successful bidder will be asked to include as part of their SOW the remaining tasks to complete the Bureau of Environmental and Coastal Quality (BECQ)’s regulatory requirements for small community exemption under 40 CFR 258.1(f), as well as developing waste management options with consideration of ongoing efforts to implement “Zero Waste” management outcomes for municipal solid waste streams for the Municipality of Tinian and Aguiguan.

The Scope of Work will be available on or after **March 21, 2024**, at the CNMI Division of Procurement Services located at Bldg. No. 12552, Anatahan Drive, Capitol Hill, Saipan and/ or at the Vendor Self Service Portal at <https://selfservice.dof.gov.mp/vss/>

A mandatory pre-proposal call is scheduled for **Tuesday, April 9, 2024, at 10:00 a.m.**, via videoconference (Microsoft Teams). Proposers must register in advance by **April 8, 2024, 4:30 p.m.**, CNMI time, by emailing planning@opd.gov.mp. All proposers who have registered for the call will receive a secure meeting link in advance of the call.

Questions regarding this project can be sent via email to planning@opd.gov.mp, no later than **April 12, 2024, (ChST)**. Responses to questions shall be shared with all prospective proposers.

Sealed proposals for this project shall be submitted with **one (1) original and four (4) copies** to the Office of the Director of Procurement Services, located at Bldg. No. 12552, Anatahan Drive, Capitol Hill, Saipan, **no later than Tuesday, 10:00 a.m., ChST., April 23, 2024**, and must be sealed and marked **“RFP24-OPD/MOTA-42400072 – Assessment, Design, and Permitting of the Tinian (Puntan Diablo) Small Community Exempt Landfill (SCEL)”**

Proposals located outside the CNMI may obtain an additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent including name, contact details, and a statement expressing intent to submit a proposal. The Director of Procurement Services must receive notice of intent to propose no later than **Tuesday, 10:00 a.m., ChST., April 23, 2024**, and may be transmitted via facsimile to (670) 664-1515, or via e-mail at bidintent@dof.gov.mp.

Proposers located outside the CNMI, must also submit **one (1) original and four (4) copies** of the sealed proposals and must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **no later than Tuesday, 10:00 a.m., ChST., April 23, 2024** and mailed to the Director of Procurement Services at P.O. Box 510008 CK, Saipan MP 96950 and the proposal documents must be received no later than **May 1, 2024**. However, if no Notice of Intent to Propose is received from proposers outside the CNMI, proposals will be open on **Tuesday, 10:00 a.m., ChST., April 23, 2024**. Failure to submit the required number of copies of the proposal may be cause for rejection of a 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 Solid Waste/Zero Waste Management Planning/Design | 30% |
| 2. | Experience in sanitary landfill design and operations, including Small Community Exempt Landfills (SCEL), and permitting | 30% |
| 3. | Proposed approach/methodology consistent with Scope of Work and timeframe | 30% |
| 4. | Cost | 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 or

clarification of the RFP. Revision of proposals may be permitted after submission, and prior to award date for the purpose of obtaining the best final offer. In replying to requests for clarifications, 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 RFP. 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.



Elizabeth S. Balajadia
Acting Director, Office of Planning and Development



Geraldine T. Cruz
Acting Director, Division of Procurement Services

NOTICE OF INTENT

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

Dear Mrs. Geraldine T. Cruz,

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

FOR **RFP24-OPD/MOTA-42400072**
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 bidintent@dof.gov.mp or fax to (670)664-1515. Note that failure to submit this required document will be subject to rejection of bid/proposal.

SCOPE OF WORK

RFP24-OPD/MOTA-42400072

“Assessment, Design, and Permitting of the Tinian (Puntan Diablo) Small Community Exempt Landfill (SCEL)”

Introduction

The island of Tinian is located 3.3 -miles south of Saipan and 55 miles north of Rota. Tinian is 12.5 miles long and (north-south), 6 -miles wide (east-west), with a total area of 41 square miles. Tinian has a population of approximately 2,050 people with a median household income of \$35,139 (in 2020). The Municipality of Tinian and Aguiguan (MOTA) includes the nearby uninhabited island of Aguiguan. The goal of this scope of work is to assess the existing environmental and operational conditions at the Puntan Diablo Municipal Solid Waste (MSW) disposal facility (currently an unpermitted open dump) on the island of Tinian, and if conditions are favorable, design and permit the site as a Small Community Exempt Landfill (SCEL) – see 40 CFR 258.1(f).

Permitting will be under the CNMI's Bureau of Environmental and Coastal Quality (BECQ) Landfill Regulations as applicable. The proposed design and upgrading of a small community exempt landfill at the existing Puntan Diablo site would address the current and future needs and have the capacity to manage Tinian's municipal solid waste (post-waste diversion activities involving reuse, recycling or composting) until a permanent site is developed, constructed, permitted and available for use. The Municipality of Tinian is proposing a new landfill with substantially larger capacity in the Atgidon area (within the military leaseback area). However, this Atgidon site is not expected to be ready for approximately 8-10 years.

To receive the permit for Puntan Diablo, this State-owned SCEL will still require a Closure and Post Closure Plan that includes a Final Cover Design reviewed and approved by BECQ (see 40 CFR 258.6(b)(3) for a SCEL).

The Scope of Work (SOW) requires field investigations to confirm the site conditions and boundaries of the existing dump as established by the CNMI Office of Planning and Development and MOTA in coordination with the Department of Public Lands (DPL).

This SOW has been developed with two Phases: each Phase having two primary Tasks within them. A period of decision making (“Go” or “No Go”) separates the two sections.

**PHASE 1 OVERVIEW OF PROJECTED TASKS – ASSESSMENT OF THE PUNTAN DIABLO
DUMPSITE**

Phase 1: Site/Project Assessment

Task 1: Technical and Environmental Assessments (field work is required)

Task 2: Preliminary Design and Cost Estimates

Task 3: Meetings and Presentations Schedule

The Contractor shall review historical design studies and other documents/reports prepared for the landfill site, its local environs, the military leaseback area, and other relevant documents for the island of Tinian, and determine for approval by the CNMI which studies/reports still apply or can be useful baseline data for the SCEL project. These include, but are not limited to the following:

- 1) Tinian Landfill Concept Layout Basis of Design, EA Engineering, Science and Technology, Inc., Sept. 2014
- 2) Commonwealth of the Northern Mariana Islands Joint Military Training Solid Waste Study, Dept. of the Navy, NAVFAC, Pacific, August 2014

The first Phase (Phase 1) is Site/Project Assessment. The Tasks within this include technical assessments (including an assessment of permitting requirements) as well as the development of a preliminary design with cost estimates. This task requires fieldwork to ascertain existing conditions.

Phase 1 consists of research and field investigations to confirm or produce:

- Topographic Survey and Mapping
- Delineation of current dump site waste boundary
- Identification of proposed property boundary for the SCEL landfill operations
- Land ownership documentation
- Current staging areas for recyclable materials, bulky wastes, and other materials excluded from subsequent placement on the SCEL
- Current site access controls, and other relevant site conditions
- Other permitted facilities available or planned on the island for recyclable and compostable materials

- Population data, demographic data, and similar data used to generate waste generation projections (available Tinian and CNMI waste characterization data will be provided).
- Threatened and Endangered Species Review and Cultural/Historical Preservation Review
- Preliminary design of the SCEL at the Puntan Diablo Municipal Solid Waste (MSW) disposal facility
- Permitting requirements, including State siting requirements/regulations for a SCEL at this site:
 - Provide documentation of current and projected tonnage of municipal solid waste disposed daily, based on an annual average
 - Provide applicable documents and other requirements in accordance with BECQ's rules and regulations for SCELs

Phase 1 deliverables are detailed in the section titled "Deliverables."

After Phase 1, the Tinian leadership, (MOTA), the Office of Planning and Development and other CNMI planning partners will review the Task 1 data and recommendations and make a formal decision to proceed with Phase 2. The decision to proceed with Phase 2 will depend, in part, on project viability, cost estimates, and available funding.

PHASE 2 – OVERVIEW OF PROJECTED TASKS – DESIGN AND PERMITTING

The second Phase (Phase 2) involves the development of additional site-specific reports, final designs, and permitting tasks. Phase 2 would likely support permanently closing some areas of the existing open dump's waste footprint.

Phase 2: Design and Permitting

- Task 1: Geotechnical and Geophysical Surveys
- Task 2: Zero Waste Infrastructure Preliminary Analysis
- Task 3: Final Design, Plans and Specifications, and Cost Estimates
- Task 4: Operations and Closure Plans
- Task 5: Permit Applications Ready for Submittal
- Task 6: Meeting notes and project reports for close-out

This Phase 2 will include at a minimum:

- geotechnical and geophysical surveying/reporting
- a final landfill site development and engineering design

- final report, plans and design drawings, technical specifications and cost estimates
- operations plan, closure/post closure plan, and
- final solid waste management facility permits ready for submittal.

Phase 2 deliverables are detailed in the section titled "Deliverables".

DELIVERABLES:

PHASE 1

Task 1: A Preliminary Technical Assessment Report

Preliminary Technical / Environmental Assessment Report describing why the site is suitable for SCEL permitting, or an assessment report detailing why the Puntan Diablo site is or is not suitable for operations of a SCEL. The report should not exceed fifteen total pages. To be suitable for a SCEL, the report must demonstrate that the Puntan Diablo site will dispose of less than twenty (20) tons of municipal solid waste daily based on an annual average, there is no evidence of ground-water contamination from the MSWLF unit, and the MSWLF unit has no access to a regional waste management facility by surface transportation. In addition, the proposer/bidder should consider the BECQ's official solid waste guidelines on SCELs, in addition to 40CFR258.1 (f).

Task 2: A Preliminary Design with Cost Estimates for the Puntan Diablo site. The preliminary design of the site must include a landfill with capacity for no less than ten (10) years.

Task 2A: Base Map. Locate the site on a macro-scale topographic survey map with 1 foot contour intervals and with a scale of at least 1:50 or 1:100 for an area of at least 2 miles around the site. If a macro-scale topographic survey map is not available, it shall be developed through aerial photography or similar available technology. Show all paved and unpaved roads on the macro-scale topographic map, as well as all streams, rivers, lakes, utility lines, and water supply wells, as well as other known groundwater wells including possible monitoring locations.

Task 2B: Topographic Survey and Site Environs Map.

- A topographic survey shall be done for the entire area needed for a 10+-year landfill life at proposed site. The survey shall be adequate to develop a topographic contour map of the landfill campus with 1 foot contour intervals. The perimeter boundary survey coordinates shall be mapped together with the 1-foot topographic contours.

- All roads, surface waters, landfill access points and major landmarks shall be indicated on the map, as well as survey benchmarks.
- Identify all underground and overhead utility systems on the topographic survey maps, including water supply wells and lines, drainage channels and culverts, sewerage, cables, drains, gas pipelines, and utility poles. Identify all structures, including squatter housing and animal corrals.
- The map shall be at a scale of at least 1:20.
- Topographic map shall include perimeter coordinates and benchmarks.

Task 2C: Cost Estimates

- Cost estimates based on preliminary engineering design and technical assessments shall be prepared for purposes of determining the budgetary requirements for the construction of the SCEL. These estimates shall include the items of work/tasks proposed, quantities and unit prices, such as but not limited to the following:
 - Mobilization
 - Site Preparation
 - Site Work
 - Waste Relocation
 - Subgrade Preparation
 - Erosion Controls/Pollution Prevention
 - Testing/commission
 - Capping
 - Stormwater Management
 - Site Restoration
 - Demobilization
 - Construction Management
 - Utilities (power, water, internet, etc.)
- **Task 3: Zero Waste Opportunity Analysis.** To protect human health and reduce waste and greenhouse gas emissions associated with landfill disposal and waste to energy, develop Analysis using provided waste characterization and demographic data. The analysis should be no longer than 8 pages and should include:
 - Projections of potential diversion of materials (percentage and tons/per year total and by material type) from landfill/waste to energy disposal through:
 - Reuse Area/Facility
 - Composting/Mulching Organic Materials (green waste, clean wood, food, paper, etc.)
 - Recycling (Additional Facilities)
 - Household Hazardous Waste Facility
 - Preliminary construction cost estimates each Facility

- Siting recommendation(s) and space requirements for each facility and recommendations on whether co-location at the Puntan Diablo site should be considered
- Estimate utilities needed for each facility (power, water, internet, etc.)

- **Task 4: Meetings and Presentation Schedule**

Regular Meetings and Presentation of Preliminary Technical Assessment and Preliminary Design (with Other Reports/Data from Phase 1 tasks).

The purpose of the meetings is to introduce the design project team, discuss the design goals and approach, review the project schedule, discuss anticipated challenges, and to seek feedback on the proposed project design. A summary of meeting minutes and confirmation of items discussed will be prepared and distributed to attendees. These minutes will serve as the guidance for the focus and direction of the remainder of the project.

- Presentation of Preliminary Technical Assessment.
- Presentation of Preliminary Design.

The preliminary design concept shall be coordinated with inputs from the stakeholders in a public forum format to be held on Tinian. The stakeholders shall include representatives from over fifteen different entities/organizations.

PHASE 2

- **Task 1: Geotechnical and Geophysical Survey**

Task 1A: Contextual Setting. (Environmental Assessment Report).

Conduct a review of available literature, well logs, boring logs, soil logs, water quality analyses geology, soils, groundwater flow, topography, water quality from existing data, and depth of each well (where information is available) from borehole log records or from property owners' records.

Provide a map of existing drinking water and well locations, watershed catchment divides, water intakes, etc., within 1 mile of the site.

Traffic Estimates. Estimate the daily disposal vehicle traffic and road design standards which will be required to accommodate the size and the number of vehicles anticipated.

Task 1B: Conduct test pits at the proposed landfill site excavated to a depth of at least 6-8 feet (or only to bedrock, if the soil mantle is less than 10 feet deep). Soil profiles and high groundwater markings shall be photographed and described. There shall be at least one test pit for every hectare of site required for the proposed sanitary landfill.

Task 1C: Evaluate the effects of seismic events on the site and subsurface soils, based on the soils and geotechnical data base developed above, including determination of the recommended seismic design acceleration, selection of the response spectrum appropriate to site conditions, determining the liquefaction potential of subsurface soils, determining slope stability requirements, and recommending mitigation measures.

- **Task 2: Utility Projections and Cost Assessments.** For each landfill and Zero Waste facility, develop and break out annual electrical and water needs and estimated cost to connect to needed utilities. Coordinate with the MOTA and OPD on utility availability and costs.
- **Task 3: Final Landfill Design; Final Designs are submitted for the Project Team and pertinent regulatory agency's design review in three stages:**
 - Task 3A: 30% progress drawing for initial project team review and comments.
 - Task 3B: 60% design.
 - Task 3C: 100% complete Final Design.

Design should include a Soil Balance Study to determine whether there is adequate soil of acceptable quality for construction of cells, daily cover, stormwater berms, etc. at off-site borrow areas and/or if construction projects can supply the necessary materials. Off-site borrow areas shall be inspected, their quantities estimated, and their locations shown in the plans. Ownership of site(s) shall be determined. The turnaround time for review of draft designs is anticipated to be two weeks (14 days) to ensure that the project moves forward in a timely manner.

- **Task 4: Operations and Closure Plans**

Prepare an Operations Plan for the Project Site, including, as necessary, care of closed dump areas. The Operations Plan should be developed so the landfill staff can comply with operating requirements in 40 CFR 258 Subpart C.
- **Task 5: Permit Applications Ready for Submittal.**

Prepare all required construction permit applications for Tinian's MOTA review, approval, and signature for submittal, including proposed Construction Drawing/Technical Specifications in accordance with CNMI's OPD and MOTA's standard contract for construction contracts, with plan specification and cost estimates (PS&E) and a project timeline or bar chart using the Critical Path Method.
- **Task 6: Meetings and Presentation Schedule.**

- Presentation meetings for Draft report deliverables (as shown above) for both Phase 1 and Phase 2 (after allowing for minimum 2-week review period) once the project timelines are agreed with the Contractor and approved by the CNMI and MOTA.
- 30%, 60% and 100% submittal Progress meetings during Final Design
- Final report summarizing project deliverables and recommendations including next steps to support design implementation.

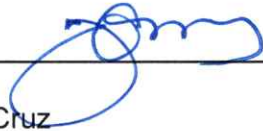
PROJECT SCHEDULE

PHASE 1: 12 months

PHASE 2: 18 months (after Phase 1 is completed)



Elizabeth S. Balajadia
Acting Director, Office of Planning and Development



Geraldine T. Cruz
Acting Director, Division of Procurement Services

END OF SCOPE OF WORK