

## 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](mailto: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 09:30 a.m., local time, Chamorro Standard Time, April 19, 2021** and must be marked “RFP21-OPD-063”.

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 **09:30 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](mailto:f.aguon@dof.gov.mp) or via facsimile to (670) 664-1515 but must be received **no later than 09:30 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%
<b>Total</b>		<b>100%</b>

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)

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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 [f.aguon@dof.gov.mp](mailto:f.aguon@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-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>
<b>Total</b>		<b>100%</b>

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**