

# BIDDERS CHECKLIST

When preparing a bid, here is a handy reference to make sure you haven't overlooked something which could disqualify your bid.

1. Have you thoroughly read the solicitation and understand it?
2. Have you conformed to all the necessary specifications and standards?
3. Have you acknowledged all amendments?
4. If any bonding is required, is it included or has it been obtained?
5. Have you carefully entered your pricing information? (Lump sum or per item as specified in the bid).
6. Are your figures legible?
7. Is your offer for delivery in exact accordance with that required in the bid?
8. Have you properly completed the "Representations, Certifications and Acknowledgements"?
9. If you have any discounts, have they been stated correctly?
10. Is the person who signed the bid authorized to do so?
11. Have you properly identified your envelope to ensure it reaching the buyer by bid opening?
12. Will your bid arrive on time? It is your responsibility to ensure this!

This is a very general list of items you need to double check. It is not all inclusive and it is important to remember to complete and use care in the preparation of your bids. *Mistakes can cost you money!!*

**REQUEST FOR PROPOSALS**  
**RFP21-OPD/DPW-154**

**“Backup Power Feasibility Assessment”**

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) is soliciting proposals for the development of a backup power feasibility assessment and cost benefit analysis for the Marpi Landfill on Saipan in the Commonwealth of the Northern Mariana Islands (CNMI).

Questions regarding this project can be made to Michael Johnson by email at [michael.johnson@opd.gov.mp](mailto:michael.johnson@opd.gov.mp), **no later than 4:30 p.m., Chamorro Standard Time (“ChST”), Wednesday, September 01, 2021.** Responses to questions shall be shared with all prospective proposers. The questions from prospective applicants and the responses from OPD/DPW will also be posted to the websites that listed the RFP, in an addendum.

Sealed proposals for this project shall be submitted with **one (1) original and four (4) copies** to the Office of Procurement Services, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, **no later than 9:30 a.m., ChST, Monday, September 20, 2021** and must be marked “RFP21-OPD/DPW-154.”

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 **no later than 9:30 a.m., ChST, Monday, September 20, 2021** and mailed to the Office of Procurement Services to P.O. Box 510008 C.K., Saipan , MP 96950 and the proposal documents must be received at the Office of Procurement Services, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill Saipan no later than the **no later than 9:30 a.m.,ChST, Tuesday, September 28, 2021.**

Proposers outside the Commonwealth must notify the Acting Director of Procurement Services, in writing, if they intend to submit a proposal in order to receive an additional seven (7) working days for receipt of the actual proposal documents. This notice of intent including name, contact details and a statement that they intend to submit a proposal may be sent in any mode of written communication including facsimile to (670) 664-1515 or e-mailed to [sp.cabrera@dof.gov.mp](mailto:sp.cabrera@dof.gov.mp) but must be received **no later than 9:30 a.m., ChST, Wednesday, September 29, 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.

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 fields such as electrical engineering	30%
2.	Experience providing similar feasibility and cost benefit assessments	30%
3.	Proposed methods consistent with Scope of Work and timeframe	30%
4.	Cost	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

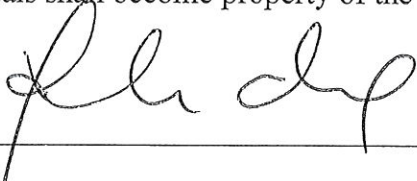
(To be part of Solicitation for quotes, ITBs and RFPs)

· **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 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.



A. KODEP OGUMORO-ULUDONG

Director, Office of Planning and Development



DAVID DLG. ATALIG

Secretary, Department of Finance

## RFP21-OPD/DPW-154

### SCOPE OF WORK

#### “Backup Power Feasibility Assessment”

#### PURPOSE OF THE PROJECT

for the development of a backup power feasibility assessment and cost benefit analysis for the Marpi Landfill on Saipan in the Commonwealth of the Northern Mariana Islands (CNMI). This assessment will include analysis of traditional generator as well as renewable energy generation options to ensure 24 hour a day, 7-days a week availability of back-up power to run the leachate pump system at the Marpi Landfill. Because power lines cannot be run through the adjacent conservation area, and because 24-7 back-up power is a regulatory requirement, it is requested that this feasibility assessment identify costs to obtain (purchase and ship to Saipan, CNMI), install, and maintain at least 150KW back-up systems for the life of the proposed power generation technology to ensure environmentally compliant operations.

Proposals that include maintenance and training plan recommendations as possible line-item costs are encouraged. Consideration of renewable energy options is further encouraged to support CNMI’s efforts to move towards renewable energy deployment goals and ensure systems redundancy so that a long-term and cost-efficient power generation solution can be implemented at the Marpi Landfill facility.

#### DELIVERABLES

The deliverables for this project will be:

- (1) a draft feasibility assessment including at minimum cost benefit analysis for a 150KW back-up diesel generator and a 150KW back-up solar power generation and storage system as well as other alternative viable energy generation sources identified by the contractor and approved by the review team for inclusion in the draft. The Draft Feasibility Assessment will be produced and reviewed by the OPD/DPW review team within four (4) months of the issuance of the notice to proceed, and
- (2) a final report and back-up power selection recommendations within six (6) months of the issuance of the notice to proceed at the latest.

#### QUALIFICATIONS

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

- Experience developing back-up power feasibility assessments or demonstrated relevant expertise the power generation and alternatives analysis; and
- Strong project management and product delivery credentials.

## PROPOSALS

Proposals must include the production of this “Backup Power Feasibility Assessment” 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, and U.S. Environmental Protection Agency (SW Taskforce), including the provision of at least one “kick-off” meeting and one draft review meeting once an initial assessment draft has been shared and feedback provided by the SW Taskforce;
- Proposed project schedule will ensure sufficient time for SW Taskforce review and comment on Draft Assessment and Final Report within six (6) 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 assessment and cost benefit analysis methodology, which shall include as much detail as practical for accomplishing the required objectives and deliverables. Itemized lists of critical tasks 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 energy systems and solid waste management systems if applicable.
- 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.

Interested bidders are encouraged to consider leveraging existing weekly meetings with project coordinators and monthly “All Hands” check-ins with the SW-Saipan Taskforce. Project proposals must include timelines and identify task leads and milestones necessary to support the development of sufficient cost benefit analysis to provide recommendations and support an equipment justification request within six (6) months of issuance of a Notice to Proceed. The equipment justification request must include consideration of the following components:

- Cost analysis shall consider the costs of obtaining, shipping, installing, running, and maintaining the back-up power option for the life of the equipment in question, including cost estimates for buying new versus used equipment, leasing the equipment, splitting costs for a multi-benefit system such as supporting primary operations at the Marpi facility if feasible, and other reasonable considerations and recommendations to support robust alternatives analysis.
- Initial environmental analysis report shall be conducted for at least two back-up power options using the CNMI’s Smart Safe Growth Guidance project review matrix (available at <https://opd.gov.mp/library/reports/opd-safe-smart-growth-guidance-for-cnmi/>) with a summary narrative of any identified environmental impacts of concern included in the feasibility discussion;
- Production of recommendations including hyperlinked references as relevant; and
- Sufficient lead time to allow for up to two weeks for draft review and discussion of any additional needs or follow-ups to provide timely final report with recommendations to ensure reliable and diversified back-up power options can be procured to achieve 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 fields such as electrical engineering	30%
2.	Experience providing similar feasibility and cost benefit assessments	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 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 OPD.

## CANCELLATION OF REQUEST FOR PROPOSALS

OPD reserves the right to cancel this solicitation, and any or all proposals may be accepted, modified, or rejected in whole or part.

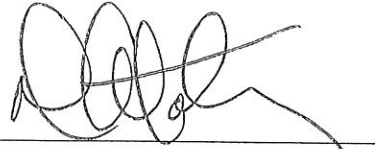
The government reserves the right to reject any and all proposals and to waive any imperfection in a proposal if in the best interest of the Commonwealth of the Northern Mariana Islands. All proposals shall become the property of the Commonwealth of the Northern Mariana Islands government.



---

A. KODEP OGUMORO-ULUDONG

Director, Office of Planning and Development



---

DAVID DLG. ATALIG

Secretary, Department of Finance



# 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 RFP21-OPD/DPW-154.  
ITB No./ RFQ 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 [sp.cabrera@dof.gov.mp](mailto:sp.cabrera@dof.gov.mp) or via facsimile to (670) 664-1515. Note that failure to submit this required document will be subject to rejection of bid/proposal.