

REQUEST FOR PROPOSALS

RFP22-OPD-42200105

“Work Plan Development and Site Assessments -Garapan Brownfields Assessment”

The Office of Planning and Development (OPD) in partnership with the Bureau of Environmental and Coastal Quality, the Department of Public Lands, the Department of Commerce, the Saipan Zoning Office, and the Garapan Revitalization Taskforce are soliciting proposals from qualified contractors or firms to develop a work plan and American Society for Testing and Materials (ASTM) Phase I and II environmental site assessments for identified properties within the Garapan Core and surrounding Ports and Industrial Area on the island of Saipan, Commonwealth of the Northern Mariana Islands (CNMI). This project will support redevelopment planning and remediation prioritization for the Garapan area of Saipan.

Questions regarding this project can be made to Erin Derrington by email at erin.derrington@opd.gov.mp no later than the **close of business, Monday, June 24, 2022 Chamorro Standard Time**. 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, in an addendum.

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 Horiguchi Bldg. Ground Floor, 123 Koppa Di Oru & Beach Road, Garapan, Saipan **no later than 9:00 a.m., local time, Chamorro Standard Time, July 06, 2022** and must be marked **“RFP22-OPD-42200105.”**

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 **July 06, 2022** and mailed to the Office of the Director of Procurement Services to P.O. Box 510008 C.K., Saipan , MP 96950 and the proposal documents must be received at the Office of the Director of Procurement Services, at the Horiguchi Bldg. Ground Floor, 123 Koppa Di Oru & Beach Road, Garapan, Saipan, no later than the **close of business, July 14, 2022**. Bids will be opened and read at the Division of Procurement Services, at **9:00 a.m. ChST, July 15, 2022**. However, if no Notice of Intent to Bid are received from bidders outside the CNMI, bids will be opened at **9:00 a.m. ChST on July 06, 2022**.

Proposers outside the Commonwealth must notify the Director of Procurement Service, 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 bidintent@dof.gov.mp but must be received **no later than 9:00 a.m., local time, Chamorro Standard Time, July 06, 2022**. 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 (30%)
- 2) Experience with similar projects (30%)
- 3) Approach to Project (25%)
- 4) Time Frame (10%)
- 5) Cost (5%)

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.

This project is funded by an Environmental Response, Compensation, and Liability Act (CERCLA) Section 104(K) grant from the United States Environmental Protection Agency (USEPA). The conditions of this grant, Federal Regulations 470 CFR Part 31.36(c)(vii)(2), prohibit the use of statutorily or administratively imposed local geographical preferences in the evaluation of bids or proposals. Therefore, the Commonwealth Local Preference Law, CNMI Public Law No. 15-95 and as further amended by CNMI Public Law 15-118, will not be applied as part of the selection process for this grant, i.e., there will be no preference for local bidders.

In accordance 2 CFR Part 200.324 the grantee and subgrantee(s) must perform a cost or price analysis in connection with applicable procurement actions, including contract modifications.

The CNMI will follow procurement procedures as outlined in 2 CFR Part 200.317. OPD and any subrecipients shall comply with federal cross-cutting requirements, including but not limited to DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR § 1910.120; Uniform Relocation Act (40 USC § 61); National Historic Preservation Act (16 USC § 470); Endangered Species Act (P.L. 93-205); Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR § 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333); the Anti-Kickback Act (40 USC § 276c); and Section 504 of the Rehabilitation Act of 1973

as implemented by Executive Orders 11914 and 11250 as detailed further at <https://www.epa.gov/grants/epa-subaward-cross-cutter-requirements>.

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.



A. KODEP OGUMORO-ULUDONG
Director, Office of Planning and Development
Expenditure Authority



FRANK C. AGUON
Director, Procurement Services

RFP22-OPD-42200105

SCOPE OF WORK

“Work Plan Development and Site Assessments-Garapan Brownfields Assessment”

PURPOSE OF THE PROJECT

The Office of Planning and Development (OPD) in partnership with the Bureau of Environmental and Coastal Quality, the Department of Public Lands, the Department of Commerce, and the Garapan Revitalization Taskforce are soliciting proposals from qualified contractors or firms to develop a work plan and American Society for Testing and Materials (ASTM) Phase I and II environmental site assessments for identified properties within the Garapan Core and surrounding Ports and Industrial Area on the island of Saipan, Commonwealth of the Northern Mariana Islands (CNMI). This project will support redevelopment planning and environmental remediation prioritization for the Garapan area of Saipan.

The Commonwealth of the Northern Mariana Islands (CNMI) OPD under the Office of the Governor has received funding from the United States Environmental Protection Agency (USEPA), appropriated under the Brownfields Hazardous Substance 104k grant program, to conduct Environmental Site Assessment (ESA) activities of sites identified as potential brownfields. This assessment grant proposal will support data collection and planning needs of community redevelopment priorities in the Commonwealth of the Northern Mariana Islands (CNMI) that will result in a cleaner, healthier environment and more productive, beneficial use of land resources. The Targeted Area of this assessment will focus on the Lower West Takpochao Planning Area (LWTPA) which encompasses Garapan, the economic and population center of Saipan, the most populous and largest island of the CNMI.

Sites that are typical of the dozens of brownfield sites in the Target area include (i) abandoned textile facilities that may contain hazardous substances remaining from garment factory operations, (ii) automotive repair properties and associated commercial / industrial sites, and (iii) old staging areas and right of ways that are likely to contain asbestos pipes and upon which machinery and construction debris have routinely been piled. Several priority sites have been identified in high-demand for reuse for commercial development and environmentally sensitive redevelopment areas. Providing tools to support phase 1 property assessments will support further redevelopment dialogs in this flood-prone but critical commercial center.

The successful bidder will work with OPD, the Bureau of Environmental and Coastal Quality, the Department of Public Lands, the Department of Commerce, the Saipan Office of Zoning, and the Garapan Revitalization Taskforce (Garapan Brownfields Project Team) to support ongoing planning, site assessment, and remediation efforts focusing on the project area. This proposal will result in redevelopment plans for priority brownfield sites that will be consistent with and incorporated into the Garapan Revitalization Plan Update, Garapan Watershed Management Plan Update and CNMI's Comprehensive Sustainable Development Plan by informing land reuse and redevelopment needs including required clean-up costs and next steps identified by this assessment. Each of the projects are catalytic and likely to spur additional developments consistent with these plans, and thereby leverage the impact of EPA CWA funds. Identified redevelopment strategies will align with CNMI's Comprehensive Sustainable Development Plan, reflect “smart,

safe growth” principles, and be consistent with guidance included in the Public Land Use plan. It will also be consistent with community feedback and ongoing Garapan Core and port expansion planning efforts with the aim to advance the redevelopment and reuse of long-vacant buildings and lots that are well suited for adaptive reuse for mixed use development. Having a clear understanding of hazardous waste management needs and recommendations to support redevelopment efforts will provide critical support to these planning and revitalization efforts in this federally designated Opportunity Zone. Where concerns of past contamination present an impediment to investment and redevelopment, this project will enable abatement costs to be quantified, removing a source of uncertainty that represents a barrier to redevelopment, and where appropriate, complete market studies that can be used to document demand for desired uses and to aid developers in securing funding. These assessments and studies will provide critical data to support ongoing area-specific and comprehensive planning efforts in the CNMI.

DELIVERABLES

The deliverables for this project will be (1) inventory and site selection for Target Area; (2) Phase I and II Environmental Site Assessments (ESAs); (3) Redevelopment Planning for Economic Feasibility Recommendations Report including cleanup and redevelopment planning recommendations for prioritized sites within the project area. These tasks, deliverables, and anticipated timelines are detailed further as follows.

Task 1: Inventory and Site Selection

With support from the Garapan Brownfields Project Team, the selected contractor or firm will facilitate the compilation and review of a “Target Area Inventory”. The inventory will build off an initial analysis completed in 2018 of the vacancy status and current listings on State or Federal environmental databases for the over 1,000 parcels in the Target Area, as well as a partial inventory of other eligible sites in the watershed that may opt into an inventory list if resources permit. The purpose for the inventory will be to identify and prioritize brownfield sites that are either having the greatest negative impact on the communities, or which have the greatest potential to advance priorities identified by the community and/or to leverage other major investments in the Target Area, including a report for recommended Phase II assessment and revitalization next steps. The inventory will be linked to parcel data and OPD’s centralized geographic information system (GIS) to maximize its value as a planning resource and to enable data to be analyzed as a whole and used to generate detailed maps that can be incorporated into reuse planning documents.

Outputs: Completed inventory of Target Area.

Anticipated Timeline: Site inventory to be completed from receipt of notice to proceed and to continue for up to nine months with site prioritization to be revisited and incorporated into final report developed for Task 3.

Task 2: Phase I and II ESAs

This task includes completion of Phase I and Phase II ESAs on priority sites identified in Task 1. Phase I ESAs will comply with the All Appropriate Inquiry (AAI) Final Rule and the ASTM E1527-13 standard. Most priority sites contain buildings that will be renovated

or demolished as part of site reuse plans. The information and data on environmental conditions generated during the development of the descriptions of work and assessment activities shall be analyzed to qualify the adequacy of the work performed and evaluate whether a release or disposal of hazardous substances or petroleum products has occurred. The assumptions upon which the work descriptions were based shall be verified and any target analytes that were detected shall be evaluated to determine whether they are attributable to the site.

For the purpose of this project, the CNMI DEQ Environmental Screening Levels (March 2009) (DEQ ESL) and the U.S. Environmental Protection Agency Regional Screening Levels (EPA RSL) shall be used to compare with the data generated from this project. Milestones include the completion of the verification of assumptions and verification of data. Deliverables include the narrative of the evaluation of data which is to be a part of the Final Report. The contractor will perform the ESA activities pursuant to the ASTM E 1903-97 (2002) standard.

Outputs: 8-12 Phase I, 6-10 Phase II, QAPP, SAP, 6 RBM surveys, NHPA, etc.

Anticipated Timeline: Upon identification of initial site prioritizations from Task 1 through June 2024.

Task 3: Redevelopment Planning for Economic Feasibility

With support from the Garapan Brownfields Project Team, the selected contractor or firm will facilitate the compilation of a draft and final report. This effort will include at least four (4) public meetings, organized, hosted, and coordinated by the selected bidder, to discuss project findings and initial recommendations of the draft report. These meetings will be leveraged to identify remediation priorities from the sites assessed in Task 2, and are detailed further in the Community Engagement Plan, attached. The selected bidder will work with the Garapan Brownfields Project Team to select three (3) priority sites to develop additional clean-up guidance and revitalization recommendations. The contractor will develop drafts and final detailed reports for each of the selected sites that include site-specific reuse or market studies, as well as two small area-wide planning recommendation components focused one or more priority sites within the multi-block revitalization area. Recommendations will be shared with the project team and at community meetings to obtain and incorporate stakeholder feedback in the final report.

The selected bidder will lead the development of meeting notices to be published at least two weeks before meetings will be held, with prior review and approval from the project team coordinator. The selected bidder will also be responsible for developing and sharing meeting materials and website content with sufficient time for team feedback, as well as taking and sharing meeting notes within one week of quarterly team meetings and the four community meetings.

Outputs: At least four (4) public meetings held to support assessment, with four (4) quarterly project team meetings; meeting notes, website content, and a draft report and final report and recommendations.

Anticipated Timeline: From receipt of Notice to Proceed to August 23, 2024. The draft report shall be produced no later than November 3, 2023 to allow for sufficient time for two follow-up community meetings to incorporate feedback and provide the project team a revised final report by May 1, 2024. The project team will review the draft revised final, provide additional feedback and edits if needed, and the selected bidder shall revise and circulate a formatted final document by August 18, 2024.

QUALIFICATIONS

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

- Experience developing sampling plans and revitalization planning recommendations;
- Experience working in the CNMI;
- Strong project management and product delivery credentials;
- Documented experience conducting Phase I and II Assessments in accordance with ASTM E 1903-97 (2002) including:
 - a. Preparing scopes of work for Phase I and II ESAs, including:
 - i. Sampling plans,
 - ii. Health and safety plans,
 - iii. Chemical testing plans, and
 - iv. Quality assurance/quality control procedures.
 - b. Field screening and field analytical techniques
 - c. Environmental media sampling for soil and groundwater
 - d. Evaluation of data
 - e. Interpretation of results
 - f. Preparation of reports

PROPOSALS

Proposals must include the production of detailed approach to accomplish project outcomes 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 Garapan Brownfields Project Team and implementation of the Community Engagement Plan including the provision of periodic updates to the Project Team and at least quarterly reporting; and
- Proposed project schedule will ensure sufficient time for the Garapan Brownfields Project Team review and comment on project deliverables including inventory and site selection development, meeting materials, draft and final redevelopment and revitalization planning report.

Interested contractors shall prepare and submit a proposal and cost estimate that responds to the objectives and deliverables of this Scope of Work, including details listed below. If bidders believe timeline modification are needed, proposed timelines and associated budgets should be included with supporting justifications.

Proposals submitted by applicants must contain, at a minimum:

- 1) Name and address of the firm's local and main (if any) office, including the name and telephone/facsimile number of the person to be contacted relative to this proposal.

- 2) An organizational chart of the proposed project team, including all subcontractors, and a list of all personnel to be assigned to the project.
- 3) Narrative of the methodology, provided in as much detail as practical for accomplishing the required services.
- 4) The proposal shall include proposed costs for each task in this SOW, including hourly allocations and detailed individual staff duties to conduct and complete the project.
- 5) As part of the proposal, the contractor shall submit the name and resume of every manager and staff person proposed to participate on the project. All resumes shall describe in detail the individual's educational background and professional experience relevant to the project. It is essential the contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this contract. The contractor must assign specific individuals to the key positions. Once assigned to work under the contract, key personnel will not be removed or replaced without consideration of impact on the contract, and without written approval from the Expenditure Authority.
- 6) The contractor's proposal shall include a schedule for completing the project. This schedule shall indicate the duration of each task and specify submittal dates for all deliverables.
- 7) The contractor shall provide a detailed task-by-task cost estimate for completion of the project. The estimate shall include costs for labor, travel, subsistence, general and administrative expenses, and other direct and indirect costs. The estimate shall include a list of all deliverables and an estimate of the number of pages and material cost for each deliverable as applicable.
- 8) A schedule for completing the project. This schedule shall indicate the duration of each task and specify submittal dates for deliverables and invoices.

Interested bidders are encouraged to consider leveraging regular monthly meetings with the Garapan Revitalization Taskforce and quarterly OPD Taskforce Planning Taskforce meetings.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated by a selection team appointed by the OPD Director.

All proposals will be evaluated according to the following criteria:

1.	Qualifications	30%
2.	Experience with site cleanup activities and revitalization plans	30%
3.	Approach to project	25%
4.	Timeframe	10%
5.	Cost	5%

Total		100%
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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.

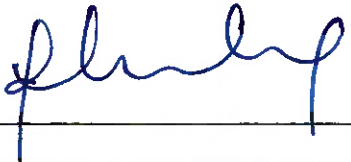
KEY PERSONNEL

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.



A. KODEP OGUMORO-ULUDONG
Director, Office of Planning and Development
Expenditure Authority



FRANK C. AGUON
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 ITB22-GOV-42200105.
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. Note that failure to submit this required document will be subject to rejection of bid/proposal.