



Commonwealth of the Northern Mariana Islands
Office of the Secretary of Public Works
2nd floor - Oleai Joeten Commercial Center
Saipan, MP 96950



REQUEST FOR PROPOSALS
DPW23-RFP No.: 42400002

Project Management Services for Route 302 (Naftan Road) Improvements Project
No. TQ-THS-0302 (201)

Governor Arnold I. Palacios and Lt. Governor David M. Apantang, through the Department of Public Works (DPW) are soliciting sealed Proposals for the **Project Management Services for Route 302 (Naftan Road) Improvements**, Commonwealth of the Northern Mariana Islands.

This procurement is made in accordance with the CNMI Procurement Regulations, dated 2004 ed. Proposal procedures shall be in full compliance with **§70-30.3-305** of the regulations.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITUES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

Prior to being awarded a design contract, the firm or company must have or obtain a valid Certificate of Authorization (COA) from the Commonwealth of the Northern Marianas Board of Professional Licensing. Information about obtaining a COA may be requested from Ms. Esther S. Fleming, Executive Director, at telephone numbers (670)234-5897/5898 or by facsimile to (670) 234-6040.

The RFP Package and Scope of Work is available on or after **October 25, 2023** at the Department of Public Works, Office of the Secretary, 2nd Floor, Oleai Commercial Center, Saipan.

A Pre-Proposal Conference is scheduled for 9:00 a.m. local time at the **Department of Public Works Conference Room**, 2nd Floor Oleai Joeten Commercial Building on **November 13, 2023**. Questions regarding this RFP must be submitted in writing to Mr. Anthony A. Camacho, Director of Technical Services Division, 2nd Floor Oleai Commercial Center, Saipan, no later than 4:30 p.m. local time **November 17, 2023**.

SELECTION CRITERIA: This procurement is made in accordance with **§70-30.3-305** of the CNMI Procurement Regulations, 2004 ed. Proposals will be evaluated based on the following criteria:

1. Qualifications of Personnel or Sub-Consultant – 30%
2. Past Experience & Performance as a Project Manager – 40%
3. Project Methodology – 30%
4. Fee Proposal – 0%

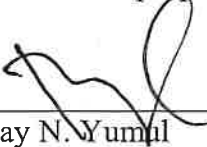
A firm that submits a Proposal as a prime consultant cannot submit as a subconsultant on another Proposal. However, a sub-consultant may submit as sub-consultant on proposals by more than one prime consultant.

The successful Proposer shall be subject to a responsibility determination in accordance with the CNMI Procurement Regulations, §70-30.3-245.

Proposals must be sealed and marked "DPW23-RFP No. 42400002". For Proposers located within the CNMI, **one original and five (5) copies** of sealed proposals must be submitted to the Director of Procurement Services located at **Building 12552, Ascencion Drive, Capitol Hill, Saipan**, no later than 10:00 a.m. local time, **November 27, 2023**. Proposers located outside the CNMI may obtain an additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose. Notices of Intent to Propose must be received by the Director of Procurement Services no later than 10:00 a.m. local time, **November 27, 2023**, and may be transmitted via facsimile to (670) 664-1515, or via e-mail to **bidintent@dof.gov.mp**. For proposers located outside the CNMI, one original and five (5) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **November 27, 2023** – AND must be received no later than **December 06, 2023**. Note that failure to submit the required number of copies may be cause for rejection of a proposal.

Discussion shall be conducted with at least three of the firms regarding the contract requirements and technical approach and selection made there from, in order of preference, of no less than three firms determined to be the most highly qualified to perform the services required. Fee proposals is solicited; however, this information shall not be considered in the selection of the most highly qualified Firms. Fee proposals may be used in determining a fair and reasonable price.

The government reserves the right to reject any or all Proposals and to waive any imperfections in any Proposal in the best interest of the Government. All Proposals shall become the property of the Government.



Ray N. Yumul
Secretary of Public Works



Brien Sers Nicholas Jr.
Acting Director, Procurement of
Procurement Services



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REQUEST FOR QUALIFICATION STATEMENTS

**Request for Qualification for Provision of Architect and Engineering Services
DPW Project Management Services**

**ROUTE 302 (NAFTAN ROAD) IMPROVEMENTS
PROJECT NO. 0302(201)
RFP NO.: DPW23-RFP No. 42400002**

I. General Description:

The Commonwealth of the Northern Mariana Islands (CNMI) Government, Department of Public Works (DPW), is soliciting proposals for Project Management Services for Route 302 (Naftan Road) Improvement. The CNMI intends to enter into contract with full Project Management in accordance with the scope of work as described herein for the Route 302 (Naftan Road) Improvement project located in Saipan; Commonwealth of the Northern Mariana Islands.

II. Project Information:

The proposed project is approximately 2.64 miles from the intersection with Route 304 (Flame Tree Road) west side to the intersection with Route 304 (Flame Tree Road) on the eastside. The project is approximately located at Station 0+00 at the west intersection with Flame Tree Road to station 125+46 end of Route 302 located at the east intersection with Flame Tree Road, a total length of 2.38 miles and the remaining length is located at Route 304 (Flame Tree Road) from station 0+00 to 13+82 or an approximate length of 0.26 mile. The project limits shall be within the established APE as shown on the construction plan.

III. Methods of Services:

To provide Project Management Services for Route 302 (Naftan Road) Improvement project. The Project Manager (PM) will be utilizing the Federal Highway Administration (FHWA) guidelines and the National Environmental Policy Act (NEPA).

The work requires the PM to provide the necessary personnel, equipment, materials, and other necessary services to satisfactorily complete the work. This contract shall be project specific and method of payment shall be specific rates of compensation.

IV. Scope of Work ("SOW")

The Project Manager (PM) position is an independent contractor position who is assigned responsibility for effective management of specified projects and to assist the Department of Public Works with the project implementation. Assignments and coordination of the PM is provided by the Contracting Officer. The PM shall include sub consultants to perform services in the area of architectural, civil, geotechnical, electrical, mechanical and environmental works. The PM must provide relevant qualifications, and capability in performing the Scope of Services listed below. The PM will be required to show the necessary experience, expertise, technical ability and skill in the areas identified in the Scope of Services and any other areas for successful project delivery.

The Project Manager will be responsible for the construction Contract Administration and overseeing of the entire duration of the contract and Construction Inspector shall be required to conduct daily inspection to ensure compliance with the constructions, plans, and all relevant requirements for the satisfactorily execution of the work for the entire duration of the contract.

The amount of work for project manager will be intended for the needs of the Department specific to the project and the skills and experience of the proposers. The contract time is a one-year contract with the option of a one-year contract extension. The Commonwealth will use the services of project managers on an as-needed basis for specific project.

This RFP is issued under the authority of the Commonwealth Procurement Regulations, dated 2004 edition. Proposal procedures shall be in full compliance with Title 70, §70-30.3-305 of the regulations.

This RFP does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to cancel in part or in its entirety the Request for Proposal if it is in the best interest of the CNMI Government to do so.

V. Responsibilities: The Project Manager (PM) shall be capable of performing the duties of the Construction Inspector should the need arise on special occasions for a short duration at the discretion of the Contracting Officer.

- a. Support Services and Coordination:
 - Monitor the work of the construction contractor and assist the CO to settle all work problems; reviewing schedules, resolving interference and conflicts, assigning work space, arrange access, ensuring protection of installed work and enforcing job rules on a continuous basis.
 - Enforce requirements for barricades, warnings lights, signs, job housekeeping, fire protection, noise abatement and dust control for the protection of CNMI property, employees and the general public.
 - Record construction activities with color photographs for archiving and inclusion in progress reports and references.
- b. Coordinate as necessary the performance of work with following:
 - DPW, FHWA, and other CNMI government agencies.
 - Other FHWA consultants and their sub consultants.
 - Contractors of other projects that may impact the Project.
 - Other public officials as required by the CO.
- c. Environmental Works: The project Manager shall supplement the project needs to include Biologist/Environmentalist and Archaeologist.
 - Biologist shall be knowledgeable of the Endangered Species Act (ESA) of 1973, the Essential Fish Habitat (EFH) issued by the United States Fish and Wildlife Service (USFWS).
 - Archaeologist duties shall be approved by the CNMI Historic Preservation Office (CNMI-HPO) and duties shall be in accordance with the preparation of Research Design, Monitoring and Data Recovery Plan approved by the CNMI-HPO.
- d. Interpretation of the Plans and Specifications:
 - Clarify contract documents and related codes as necessary. Process and maintain a log of all Request for Information (RFI).
 - Process shop drawings and material submittals. Maintain a submittal log. Process a value engineering proposal for review by DPW or its duly authorized agents.

- Coordinate the work of the construction contractor and settle job problems regarding installation responsibility, work space, storage space, scheduling, conflicts, equipment use, housekeeping, protection of installed work, and job rules on a continuous basis.
 - Take photographs of the existing condition of the project area before the start of the construction, during each stage of the construction as it progresses, and of the completed project. Identify each photograph by including location from which the picture was taken, time of the day and date taken, and weather condition.
 - Conduct meetings with the construction contractor to solve problems, disputes, and disagreements.
 - Hold weekly meeting with the construction contractor and special meeting as required.
 - Maintain accurate records and minutes of each meeting and flag out all action items for the responsible party.
- e. Construction Scheduling:
- Coordinate and review the construction contractor's work schedules to insure timely project completion and minimum traffic disruption. Review all communications requesting utility and operational outages and coordinate such outages with the CO for approval.
 - Responsible for having the construction contractor update construction schedules as required.
 - Monitor and coordinate construction scheduling for continuity and logical placing of the various work components to insure timely project completion.
- f. Concurrent Operations:
- Ensure that the construction contractor installs temporary structures, signs, barricades, and detours as required.
 - Ensure that the construction contractor installs temporary facilities as required and removes them when they are no longer necessary.
- g. Safety: Monitor all construction operations of the construction contractor base on the job safety implementation plans, report unsafe conditions or unsafe acts to the construction contractor's staff and follow up in writing. Safety liabilities shall remain in the sole responsibility of the construction contractor.
- h. Quality Control: Monitor and manage the construction quality control plan.
- Observe the work, materials, and if necessary, witness tests so that all are in substantial compliance with the contract documents and all applicable codes, and the work conforms to the good construction practices.
 - Require the construction contractor to replace work that is not in accordance with contract documents.
 - Require the construction contractor to establish and follow the accepted quality control program and to request as necessary additional quality assurance tests to assure compliance with the plans and specifications.
 - Secure certified copies of all test results from the construction contractor.
 - Monitor and coordinate construction scheduling for continuity and logical placing of the various work components to insure timely project completion.
- i. Material Receiving: Monitor and manage the construction quality control plan.
- Maintain accountability and status records.
 - Check materials for conformance with the contract documents.
- j. Construction Changes and Claims:
- Maintain adequate and accurate record of facts, materials, labor and equipment associated with any potential claim or dispute. Alert the CO to any possible claim or dispute.

- Review and submit recommendations to the CO regarding the validity of all construction contractor claims for additional cost or time.
 - Prepare for issuance by the CO all field order, change orders, etc. relating to proposed construction changes. For all cost changes, the firm shall prepare detailed estimates and negotiate the cost of changes with the construction contractor.
- k. Labor Compliance: Perform periodic verification of the construction contractor's labor forces throughout the project. Employees of the construction contractor shall be selected at random and interviewed at a frequency of not less than once per month to check for compliance with the CNMI Department of Labor and Industrial Relations (DLIR) minimum wages and administrative rules. The firm shall complete a Labor Compliance Employee Interview Form for each employee that is interviewed and maintain a record of the duration of the project.
- l. Updating Contract Drawings: Review on a daily basis all field changes to the contract drawings. All changes shall be clearly red-lined and shall contain sufficient information as to locations of existing utilities, location and depth of new conduits, etc. The Firm shall also provide for the preparation of the final As-Built upon completion of the construction contract.
- m. Construction Contractor Progress Payments:
- Determine and/or verify quantities and prepare the monthly progress estimates for the construction contractor progress payments.
 - Determine final quantities for unit price contract items.
 - Review certified payrolls from the construction contractor and check for compliance with the DLIR minimum wage requirements and administrative rules.
- n. Records: Maintain construction files, records of activities include, but are not limited to the following items:
- Meeting Minutes
 - Job Correspondence
 - Test records and reports
 - Shop Drawings
 - Submittal Logs
 - Request for Information (RFI) Logs
 - Submittal Samples
 - Certified Payrolls
 - Operational and Maintenance Instructions
 - Labor Compliance Employee Interview Records
 - Labor Compliance Inspection Records
 - Daily Inspection Records
 - Warranties of Construction: Prepare a summary report of all warranty items containing manufacturers, duration of all warranty including start and finish dates, contact names(s) and telephone number(s) for each item. Attach manufacturer's warranty for each item.
 - Marked-up sets of field prints showing as-built conditions.
 - Prepare the daily inspector's report to include the following:
 - Quantities/measurement if installed items.
 - Weather conditions
 - Construction activities and difficulties encountered
 - Controversial matters (disputes, questionable items, etc.)
 - Deficiencies and violations (construction, safety, labor, etc.)
 - Instructions given and received
 - Progress information (report all delays, action taken etc.)

- Equipment (indicate arrival at the site and shipment by the manufacturer, model, serial number and capacity. Indicate equipment in use and comment on reasons for the idle equipment.
- Record tests and results thereof
- Prepare weekly progress of work statements and working days.
- Provide monthly narratives and pictorial reports summarizing construction activities that occurred during each month of construction.
- Maintain separate record, logs and files for each of the items listed above.
- All construction records shall become the property of DPW upon completion and/or termination during each month of construction.
- o. Acceptable Walk-Through: Conduct pre-final and final inspections with the CO construction contractor, design consultants and other agencies required to participate. The firm shall prepare a punch list of all deficient items and substandard work for review by the CO. The firm shall continue inspection services until the construction contractor completes all punch list items.

VI. Post Construction Services: During this phase, the Project Manager shall perform the following services;

- Provide the preparation of the final as-built drawings and submit to the CO for final approval.
- File project records in accordance with the CO requirements for archiving.
- Transfer all equipment and records to the location designated by the CO.
- Turn over guarantees/warranties data to the CO
- Turn over contract maintenance monitoring responsibilities to the CO after completion of the construction contract.

VII. Workload and Compensation: The workload of the PM will be based on the needs of the Commonwealth and the terms of the engagement. The Commonwealth intends to select project manager(s) based on needs of specific projects. Compensation to PM will be based on hours required to perform responsibilities as estimated by PM and approved by the Contracting Officer.

VIII. RFQ Submittal Requirements: Individuals or firms interested in submitting qualifications for the furnishing of PM services (Applicants) shall submit Three (3) sets of the following documents:

- a. Existing CNMI Board of Professional Licensing Certificate of Authorization to practice as an Engineer (different disciplines) or Architect for the individual whose qualifications are being reviewed for project manager services;
- b. Resume of individual (s) who will be performing project manager services;
- c. Current workload of PM and availability to commit time to project manager assignments;
- d. Identification of any current Commonwealth projects funded by the Federal Highway Administration (FHWA) which the individual or firm has or is performing architect or engineering services;
- e. List of all projects within the last three years in which the individual has served as either PM; architect or engineer; role of individual; in each identified project; and contact name and phone number of project owner;
- f. Statement identifying approach to project management (one page limit);
- g. Certification regarding debarment, suspension, or other responsibility matters (must use required form);
- h. Certification regarding drug-free work place requirements (must use required form);
- i. Affidavit Disclosing Ownership and Commission, must be notarized and dated.
- j. Affidavit re Non-Collusion, must be notarized and date.
- k. Affidavit re No Gratuities or Kickbacks, must be notarized and date.

- l. Affidavit re Ethical Standards, must be notarized and dated.
- m. Certification Regarding Lobbying, must be completed and signed.
- n. Project Manager Fee per hour

All of the documents listed above are considered material elements of the proposal. Failure of the Applicant to submit any of the documents listed above in the required format will result in classification as a non-responsive bid and will be eliminated from further consideration. PM selected must show proof of a current Commonwealth license to provide architect or engineering services and a CNMI Business License or renewal documents within ten (10) calendar days of being identified as an intended contractor, and prior to contract processing.

For more information or questions about this RFP, write or call:

Mr. Anthony A. Camacho
Director, Technical Services Division
Department of Public Works
Saipan, MP 96950

Phone: (670) 234-9828 Email: camachot74@gmail.com


IX. Evaluation Criteria: Proposals should be submitted to the Commonwealth Division of Procurement Services, located at Building 12552, Ascencion Drive, Capitol Hill, Saipan, MP 96950 in a sealed envelope marked "Project Manager Qualifications DPW23-RFP N0. 42400002 by 10:00AM ChST on November 22, 2023. Proposals will be evaluated on the following criteria:

- Qualifications of personnel or sub-consultants – 30%
- Past Experience and Performance as a Project Manager – 40%
- Project Methodology – 30%
- Fee Proposal – 0%

The highest rate responsive proposer will be requested to meet with Commonwealth representatives for further discussion of qualifications.

The Commonwealth reserves the right to cancel this request for proposals without selection of any applicant. This right is exercised at the sole discretion of the Commonwealth.

END OF STATEMENT OF WORK



RAY N. YUMUL
Secretary of Public Works

10/16/23
Date

Prepared by: hpb