

**DEPARTMENT OF PUBLIC LANDS (DPL)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS (CNMI)**

RFP19-DPL/RED-013

**PUBLISHED DATE(S): October 19, 2018
 October 26, 2018**

SUBMISSION DEADLINE: November 08, 2018 at 09:30 a.m.

“MARPI GOLF COURSE MANAGEMENT SERVICES”

Governor Ralph DLG. Torres and Lt. Governor Victor B. Hocog, through the Department of Public Lands (DPL), are soliciting sealed proposals from qualified firms interested in managing, operating, and maintaining the Marianas Country Club 18-Hole Golf Course In Marpi, Saipan, on behalf and for the benefit of the Commonwealth.

The RFP instruction and information package (RFP Packet) will be available at the Office of the Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Building 1301, Capitol Hill, Saipan.

Proposals must be sealed and marked **RFP19-DPL/RED-013 – Marpi Golf Course Management Services**. For proposers within the CNMI, one (1) original and five (5) copies of the proposals must be submitted to the Office of the Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, Saipan, MP, no later than **09:30 a.m., local time, November 08, 2018.**

Proposals located outside of the Commonwealth of the Northern Mariana Islands may obtain an additional seven (7) working days for receipt of their proposals by submitting a Notice of Intent to Propose. Notice of Intent to propose must be received in writing by the Director of Procurement and Supply no later **09:30 a.m., local time, November 08, 2018** and must be transmitted via facsimile to (670) 664-1515 or via e-mail to procurement@cnmidof.net.

For proposers located outside of the Commonwealth of the Northern Mariana Islands an 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 08, 2018** and may be mailed to the Office of the Director of Procurement and Supply at P.O. Box 510008 CK, Saipan MP, 96950 and must be received **no later than the close of business November 19, 2018.**

This RFP is announced with a shortened announcement term of fourteen (14) days for the preservation of the Marpi Golf Course facility.

By submitting a proposal, the interested firm agrees to enter into a golf course management agreement in the form attached to the RFP Packet as Exhibit B. The terms and conditions of Exhibit B are not open for negotiation. Only “As Bid” designated items will be incorporated into the final agreement. DPL reserves the right to reject any or all proposals if, in its opinion to do so would be in the best interest of public land beneficiaries. All costs associated with preparing a proposal are entirely the responsibility of proposers. All proposals shall become the sole property of DPL.

DEPARTMENT OF PUBLIC LANDS (DPL)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS (CNMI)

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, in whole or in part, if in the best interest of the Commonwealth of the Northern Mariana Islands. All proposals shall become the property of the CNMI government.

/s/ Marianne Concepcion-Teregeyo
Secretary, DPL

/s/Herman S. Sablan
Director, P&S

**DEPARTMENT OF PUBLIC LANDS (DPL)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS (CNMI)**

REQUEST FOR PROPOSALS

FOR

**MARPI GOLF COURSE
MANAGEMENT SERVICES**

**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF PUBLIC LANDS**



**RFP19-DPL/RED-013
MARPI GOLF COURSE
MANAGEMENT SERVICES**

RFP INFORMATION PACKET

INTRODUCTION AND GENERAL BACKGROUND

The Commonwealth of the Northern Mariana Islands (CNMI) Government's Department of Public Lands (DPL) is inviting proposals to select a firm to operate DPL's 18-hole golf course situated in Marpi, Saipan, the former Marianas Country Club golf course. These facilities are further described under the Facility Description section of this RFP information package.

DPL serves as the trustee of public lands held for the benefit of indigenous people of the CNMI known as people of Northern Marianas Descent. DPL is responsible for the management and disposition of all public lands in the CNMI. In line with these responsibilities is the duty to maximize financial returns from the use of public lands. The lease with our present investor expired on April 30, 2018 having met its statutory maximum 40 year life, and DPL intends to operate the hotel and golf facility on a short term basis until a new leasing decision with respect to a long term lease is made on the most favorable terms consistent with DPL's fiduciary duty to its beneficiaries.

This RFP does not (nor will the submission of a proposal or proposals from any proposer(s)) commit the CNMI or the DPL to negotiate, award a contract, or pay any costs incurred in the preparation of the proposal or attendance at meetings with the CNMI or DPL staff. DPL RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS IF, IN ITS OPINION TO DO SO WOULD BE IN THE BEST INTEREST OF PUBLIC LAND BENEFICIARIES. All costs associated with preparing a proposal are entirely the responsibility of proposers. All proposals shall become the sole property of DPL.

OBJECTIVE

DPL's principle objective of this RFP is to engage the most responsive responsible firm capable of operating the golf course facilities in Marpi, Saipan, on behalf of DPL while providing DPL the highest financial return from commercial operations. For purposes of this RFP, DPL is seeking a proposal or combination of proposals that provide the greatest overall financial benefit to DPL based on the evaluation and selection criteria of this RFP.

FACILITY DESCRIPTION

The facilities for which DPL is seeking an operator to manage include the following which are all located at the north end of the island of Saipan and are hereinafter referred to collectively as the Facility):

Commercial Operations

1. An 18-hole golf course and pro shop, 9-hole pitch and putt mini course, Driving Range;

A description with photographs of the facilities is attached as Attachments A-1 and A-2 (Overview), (Golf Course). The table below is a general description.

Lot Number	Facilities Description	Lot Size, M²
003 A 18 &	18 Hole Golf Course and Club House (Lockers and golf cart structure and Restrooms Only)	758,450

MANAGEMENT AGREEMENT DESCRIPTION

The Owner intends to engage an Operator to manage and operate the 18-hole golf course facilities for a term of two years with an option to extend for up to three additional one (1) year periods, subject to early termination with sixty (60) days' notice as specified in the Operating Agreement form provided with this RFP. Subject to the provisions of the agreement, the Operator shall be responsible for, the Operation and maintenance of the facilities. Such authority shall, subject to the terms of the agreement and any express obligation or limitation set forth in the applicable Annual Budget in carrying out its responsibilities, subject to approval by DPL.

Operator's Responsibilities

1. Manage all of the golf course areas including: maintenance of buildings and improvements, lawn and landscaping, and all golf course sales activities.
2. Recruit, employ, train, supervise, manage employees necessary for the operations of golf course facilities, all sales activities, and terminate employees.
3. Establish prices and terms for golf services.
4. Market the golf course facilities including public relations and advertising
5. Provide basic furniture, fixtures and equipment for the Term of the agreement.
6. Plan, purchase, and supervise capital expenditures.
7. Prepare monthly and annual financial statements and daily reports for the owner.
8. Purchase supplies and enter into contracts, make payments for those services.
9. Prepare annual budgets yearly showing revenues, expenditures, and profits consistent with golf course industry standards.
10. Operate the golf course facilities in accordance with the approved annual budget and the terms of the agreement.
11. Enter operating contracts and equipment Leases.

OPERATOR FEES

Fees include the following which are further described in the form agreement attached as Exhibit B:

- Operator's proposed Operating Fee.
- Term: Two Years with possibility of up to three (3) one-year extensions.

GUARANTEED DISTRIBUTION TO DPL

Operator shall guarantee a minimum annual distribution of \$1.00 or greater AS BID to DPL paid quarterly. Should cash flow from operations not be sufficient to meet the minimum, the Operator shall cover all shortfalls. Operator shall be responsible for funding losses, not Owner.

Additional Consideration:

- Lump Sum or otherwise
- Public Benefit(s)
- Preferential consideration for proposers willing to shoulder some or all of the cost to maintain the adjacent swimming pool as a public benefit.

PROPOSAL CONTENT AND LAYOUT

Proposals submitted must contain the following information in the order listed below. Proposers who do not follow these guidelines or submit incomplete information may be disqualified.

I. Identification & Background Information

- a. A cover letter signed by an officer of the proposing firm who is authorized to discuss and commit the firm to a contractual agreement with the DPL.
- b. Firm's name, email address, business postal address, contact name, telephone and fax number(s), and email address.
- c. A brief history of the firm including: organization, business operations engaged in, size of firm, and office locations. Specify the office location where the work associated with the project would be performed.
- d. Firm organizational chart, identifying key contacts including agent(s), representative(s) or attorney(s) who will be authorized and responsible for regular communication with DPL.

II. Corporate Resolutions, and Authorizations

- a. A corporate resolution authorizing the company to enter into a management agreement for the facilities and designating authorized signatories for the management agreement.

- b. Written authorization to obtain information from banks, investment banks, etc. sufficient for DPL to verify the proposing firm(s) standing with financiers or equity partners.

III. Business and Operation Plan, Time Schedule to Operate

- a. A business plan that includes the following:
 - i. A description of the proposed strategy for continuing operations existing of the facility;
 - ii. Annual pro-forma financial statements showing projected business gross revenues and net profits of each activity to be conducted for the term of the agreement. Include estimated distributions to DPL;
 - iii. Firms plan for continuing the employment of personnel operating the existing facilities;
 - iv. Estimated number of additional jobs to be created for operations along with recruiting plans; and
 - v. A sample operating budget for the facilities.

IV. Financial Standing and Capability

- a. Documentary evidence that proposing firm is in good standing with its creditors, the Division of Revenue & Taxation, and all regulatory agencies.

V. Proposed Fees

- a. Firm's proposed fees in the Operator's Fees section of this RFP.

VI. Form of Management Agreement

- a. By submitting a proposal, the interested firm agrees to enter into a management agreement in the form attached to the RFP Packet as Exhibit B. The terms and conditions of Exhibit B are not open for negotiation. Only "As Bid" designated items will be incorporated into the final agreement.

EVALUATION AND SELECTION CRITERIA:

Proposals will be evaluated based on their completeness as described in the Proposal Content and Layout section of this RFP based on the following criteria:

I. Evaluation Criteria

1. 40% - Distributions to DPL. Additional consideration will be given to firms that propose distributions to DPL in excess of the minimum stated above.
2. 30% - Firm's experience in operating similar facilities.
3. 20% - Financial Capability to service minimum distribution amount.
4. 10% - Ability to immediately commence management operations
5. 5% - Cost

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 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.

II. Selection

In the event the top two most responsive and responsible proposals are similarly beneficial to DPL, both firms may (at DPL's sole discretion) be included on DPL's shortlist of candidates and interviews may be conducted with each firm to determine a final selection.

Award shall be made to the responsible offeror whose proposal conforms to the solicitation and is determine in writing to be the most advantageous to the Commonwealth taking into consideration price and the evaluation factors set forth in the Request for Proposals.

Attachment A-1

Overview



Attachment A-2
Golf Course Description

Total Area	99,000 meters
Holes	18 Holes
Par	72
Opened	February 1982
Design	Mr. Toshio Suzuki
Green	328
Tee	Velvet Lawn
Fairway	Bermuda
Bunker	45
Ponds	Water Hazard: Holes 5, 6, 8, 9, & 18
Holes Description	<ul style="list-style-type: none">- Lateral: Hole no 15, 18- Specialty Hole: Hole no 5 & 6 (Ponds Surrounding Greens)- View of Ocean & Managaha Island: Hole no 2 & 12
Practice Green	2 Practice Net
Club House	Toilet and Lockers
Cart Path	Available Entire Course

