

PROCUREMENT AND SUPPLY
CNMI GOVERNMENT
REQUEST FOR PROPOSAL

RFP NO.: RFP15-DPL-070

SUBMISSION DATE: JULY 28, 2015
TIME: 10:00 A.M.

**“TO COMPLETE A CNMI COMPREHENSIVE PUBLIC
LAND USE PLAN UPDATE FOR ROTA, TINIAN, SAIPAN
AND THE NORTHERN ISLANDS, A PROJECT UNDER
THE DEPARTMENT OF PUBLIC LANDS”**

THE COMPLETE SCOPE OF WORK MAY BE PICKED UP AT THE OFFICE OF THE DIRECTOR OF PROCUREMENT AND SUPPLY, LOWER BASE DRIVE DURING REGULAR WORKING HOURS.

A **PRE-PROPOSAL MEETING** IS SCHEDULED **ON JULY 17, 2015 AT 10:00 A.M., LOCAL TIME** AT THE DPL 2ND FLOOR JOETEN DANDAN COMMERCIAL BUILDING, SAIPAN. ALL **QUESTIONS** REGARDING THIS PROJECT MUST BE SUBMITTED IN WRITING BY EMAIL TO **PEDRO A. TENORIO, SECRETARY OF PUBLIC LANDS** AT **pete.tenorio@dpl.gov.mp** NO LATER THAN **4:30 P.M., LOCAL TIME, JULY 17, 2015**.

THE COMMONWEALTH RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS; IN WHOLE OR IN PART, AND TO WAIVE ANY IMPERFECTION IN A BID IN THE BEST INTEREST OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS. ALL BIDS SHALL BECOME THE PROPERTY OF THE CNMI GOVERNMENT.

/S/ PEDRO A. TENORIO
SECRETARY OF PUBLIC LANDS

/S/ HERMANS. SABLAN
DIRECTOR, PROC. & SUPPLY

REQUEST FOR PROPOSAL

RFP15-DPL-070

CNMI COMPREHENSIVE PUBLIC LAND USE PLAN UPDATE FOR DEPARTMENT OF PUBLIC LANDS ROTA, TINIAN, SAIPAN AND THE NORTHERN ISLANDS

Governor Eloy S. Inos and Lt. Governor Ralph DLG. Torres, through the Secretary of the Department of Public Lands, are soliciting sealed proposals from qualified individuals and companies to complete a CNMI Comprehensive Public Land Use Plan Update for Rota, Tinian, Saipan, and the Northern Islands.

Proposal procedures for the CNMI Comprehensive Land Use Plan Update shall be in full compliance with the CNMI Procurement Regulations, 2004 Ed. All wage rates for employees performing the work, labor and services on this project shall be paid at the current U.S. prevailing wage rates established for the Commonwealth of the Northern Mariana Islands (CNMI).

The CNMI Comprehensive Land Use Plan Update project package including scope of work will be available on or after **June 25, 2015** at the office of Procurement and Supply, Lower Base Drive, Saipan, CNMI.

A **pre-proposal meeting** is scheduled on **July 14, 2015 at 10:00 a.m., local time** at the Office of the Department of Public Lands located on the 2nd floor of the Joeten Dandan Commercial Building, Saipan.

Questions regarding the Request for Proposals must be received, **no later than the close of business, July 17, 2015, local time** and must be submitted in writing via mail, email or facsimile to Mr. Pedro A. Tenorio, Secretary, Department of Public Lands at the following address:

Department of Public Lands
P.O. Box 500380
Saipan, MP 96950
Telephone number(s): (670) 234-3751/52/53
Facsimile number: (670) 234-3755
Email: pete.tenorio@dpl.gov.mp

Responses to questions shall be shared with other prospective proposers.

Request for proposals from interested firms must include contact information and identify the form of the responding firm's organization; key personnel information; statement of qualifications based on the tasks and scope of work listed in the project information package; project list and references; other relevant information such as potential conflicts of interest or ongoing litigation that might affect firm's ability to provide the services sought if applicable; and include a proposed cost and time schedule. A firm that submits a proposal as a prime consultant

cannot also submit as a subcontractor on another proposal. However, as a subcontractor, the consultant may be included in multiple proposals by different consultants.

Proposals will be evaluated and scored based on the following criteria:

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|--|-----|
| 1. Contact Information & Structure of Organization | 5% |
| 2. Personnel | 20% |
| 3. Qualifications & Experience | 35% |
| 4. Project History and Disclosure | 20% |
| 5. Cost and Timeline | 20% |

Performance time for completion of the CNMI Comprehensive Land Use Plan Update for the islands of Saipan, Tinian, Rota and the Northern Islands is one year (365 calendar days) upon issuance of Notice to Proceed. Liquidated damages will be assessed and shall be the greater of (i) Two Hundred Dollars (US\$200.00), or (ii) two percent of the contract price divided by the number of calendar days of the contract time, the contract time and contract price being determined at the time of the assessment of liquidated damages for each and every day beyond the established completion date.

Discussions 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 proposal is solicited; however, this information shall not be considered in the selection of the most highly qualified firms. Such fee proposals may be used by the P&S Director in determining a fair and reasonable contract price.

The P&S Director designates the respective agency to negotiate a contract with the highest qualified firm at a price determined to be fair and reasonable to the government. In determining what constitutes a fair and reasonable price to the government, the agency shall consider factors such as the prices proposed by other firms responding to the solicitation. If the fair and reasonable price cannot be negotiated with the highest ranking qualified firm, then the agency may select additional firms in order of competence and qualifications and continue negotiations until a fair and reasonable price is agreed upon.

The selected firm will be subject to a responsibility determination pursuant to NMIAC Section 70-30.3-245.

Proposals must be sealed and marked **RFP15-DPL-070 - CNMI Comprehensive Public Land Use Plan Update**. 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, Lower Base Drive, Saipan, MP, no later than **10:00 a.m., local time, July 28, 2015**. 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 and Supply no later than 10:00 a.m., local time, July 28, 2015 and may be transmitted via facsimile to (670) 664-1515, or via email to procurement@pticom.com. For proposers located outside the CNMI, one (1) original and five (5) copies of the sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service for a foreign country no later than, **July 28, 2015** and the proposal documents must be received at the Office of the Director of Procurement and Supply, Lower Base Drive, P.O. Box 510008 C.K., Saipan, MP 96950 no later than **August 06, 2015**. Failure to submit the required number of copies of the proposal may be cause for rejection of a proposal.

The CNMI reserves the right to reject any or all proposals and to waive any imperfection in any proposal, if, in its opinion to do so would be in the best interest of the CNMI Government. All proposals shall become the property of the CNMI Government.



PEDRO A. TENORIO, Secretary
Department of Public Lands



HERMAN S. SABLAN, Director
Division of Procurement and Supply

**REQUEST FOR PROPOSALS
CNMI COMPREHNSIVE PUBLIC LAND USE PLAN UPDATE
FOR THE CNMI DEPARTMENT OF PUBLIC LANDS
ROTA, TINIAN, SAIPAN AND THE NORTHERN ISLANDS**



RFP15-DPL-070

PROJECT INFORMATION PACKET

INTRODUCTION AND GENERAL BACKGROUND

The Commonwealth of the Northern Mariana Islands (CNMI) Government's Department of Public Lands (DPL) is inviting proposals in order to conduct a fair and extensive evaluation for selecting a highly qualified firm or team of consultants to update its land use plan for all public lands in the CNMI based on criteria listed herein.

The CNMI Government's Department of Public Lands serves as the trustee of public lands and is responsible for the administration, management, use, leasing, development, and disposition of all public lands in the CNMI. One of its purposes is to develop and adopt a strategic public land use plan that promotes cultural and economic growth for the benefit of present and future generations of its beneficiaries. The plan should provide for the efficient and effective services in the management, use, development, and disposition of public lands for the economic and social betterment of the DPL beneficiaries.

This RFP does not commit the CNMI or DPL to award a contract or pay any costs incurred in the preparation of the proposal or attendance at meetings with CNMI or DPL staff.

PROJECT DESCRIPTION

Our existing land use plan is outdated. The purpose of this update is to identify current issues, opportunities, needs, and organize public land policy to address them in a manner that makes the best and most appropriate use of public lands towards a common vision. Issues may include community concerns, opportunities may include development that provide social or economic gains, and needs may include cultural, historical, and environmental preservation. The updated Land Use Plan (the Plan) is also intended to guide DPL in the ongoing process of making decisions consistent with other land use management elements, agencies, and stakeholders with a planning horizon of ten (10) years.

STATEMENT OF QUALIFICATIONS REQUIREMENTS:

The following Statement of Qualifications information is required in the order listed below. Proposers who do not follow these guidelines or submit incomplete information may be disqualified.

1. Contact Information and Structure of Organization
 - a. Name, email address, business postal address, contact name, telephone and fax number(s) of the consulting firm.
 - b. A brief history of the consulting firm including: organization, size and office locations. Specify the office location where the work associated with the project would be performed. Identify firm's legal structure (ex: partnership, corporation, sole proprietorship, etc.) Include names of principals, officers, and directors of the firm.

2. Key Personnel

- a. Project organizational chart. Identify key contact person/people who will be responsible for regular communication with DPL.
- b. List of all individuals who will be involved in this project, their respective titles, role in the project and anticipated dedicated percentage of time for each individual.
- c. For each individual, submit a curriculum vitae with qualifications, professional designations, experience and applicable skills, contact information, time of service with the firm, and details of hourly rates.
- d. A brief statement of availability of key personnel of the firm to undertake this project.

3. Statement of Qualifications

- a. Description of qualifications based on the "Task" section of this packet.
- b. Narrative describing the qualifications and explanation of the recommended approach and methodology to be used to achieve the requirements of the "Scope of Work" section of this packet.
- c. Include a section for an assessment of any anticipated difficulties in performing tasks and the proposed approach for overcoming such anticipated difficulties, if any.
- d. Additional information that may support the firm's selection.

4. Project List and References

- a. Description of the firm's range of services provided, relevant project experience, capabilities and expertise which qualify the consultant(s) to undertake the project. Relevant work experience should include at least three, and no more than 10 projects with similar sized areas undertaken within the last five years. For each project, include project dates, titles, locations, personnel involved, original estimated and final costs, along with a name, title and telephone number of a representative that the CNMI may contact to discuss their experience.

5. Others

- a. Disclosure of any potential conflict of interest and any ongoing litigation that might affect firm's ability to provide the services sought or indicate a bias of proposed personnel, if applicable.

6. Cost and Project Timeline

- a. Include a reasonable cost breakdown and time schedule of project activities and completion based on the tasks and scope included in this packet with consideration of time necessary to collaborate with other government agencies and DPL.

TASKS

Consultant shall provide all necessary planning services for designing and developing an updated comprehensive land use plan for public lands. The consultant must be skilled in helping the CNMI develop a common vision and implement a “road map” to achieve it. The consultant must:

1. Understand and report on current statutes, regulations, land use conditions and availability, the outdated land use plan, other plans (e.g. economy and tourism), and other elements of land use management to determine the optimal planning approach(s).
2. Public outreach/participation and intergovernmental coordination. Formation of core consulting team and collaborative teams including relevant department, agencies, companies or individuals. Roles should be defined in the consultant’s proposal.
3. Analyze current economics, population demographics, socio-economic status and trends and forecast future land requirements over a 10-year build-out, and develop decision making tools to optimize the use of the plan.
4. Inventory of public and private lands and their current uses, determine if current GIS mapping system and software is adequate for the work carried out by DPL.
5. The Consultant is responsible for creating a work plan, consultation strategy, and schedule for this project along with a timeline indicating phases of work and progress, deliverables, and cost at each phase.
6. Overall management of the land use plan development process, preparation of all draft and final plan documents, in addition to a plan and strategy for implementation.

SCOPE OF WORK

The scope of this project is to update the land use plan and policies that will serve as both a physical and policy based blueprint to manage the future development of public lands in the CNMI. The resulting plan should be visually and aesthetically pleasing, user-friendly, and formatted consistently across all pages/section. It should encompass all public lands of the CNMI including Rota, Tinian, Saipan and the Northern Islands to contain illustrative maps, tables and graphics in color. Objectives/components of the updated Plan should include, but is not limited to the following:

1. Coordinate use and development of public lands with the plans, programs and requirements of other Commonwealth agencies;
2. Identify all public lands and priority of uses;
3. Identify and reserve suitable lands for residential homesteads;
4. Identify and reserve lands that contain resources critical to the Commonwealth, such as but not limited to, springs suitable for producing potable water, groundwater aquifers that need protection, potential sites of municipal quarries, current and future sites for government buildings, habitat mitigation areas, wetlands, prime public recreation areas, potential school sites, potential hospital sites, and potential transportation corridors;

5. Identify and reserve lands that should be made available to private developers for generation of revenue;
6. Identify lands that should be made available for exchange in order to improve the manageability and value of the public land holdings and other public purposes such as the acquisition of rights of way; and
7. Identify lands that need special handling due to the presence of hazardous materials, dangerous structures, or other special circumstances.
8. Encompass all the lands of the Commonwealth of the Northern Mariana Islands.

RESOURCES

Resource materials are available on the DPL website <http://www.dpl.gov.mp/resources> including the following:

1. CNM Public Law 15-02
2. Land Use Plan from 1989
3. Land Use Plan update January 1997 (Phase I)
4. DPL v. Commonwealth 14 MP 2010

The following are useful resources from outside DPL that are also available on the website, however, the firm that is awarded this mandate shall be responsible for ensuring it is working with current documents:

1. CNMI Code – Rota Zoning
2. Saipan Zoning Office
 - a. Saipan Zoning Law 2013
 - b. Saipan Zoning Map
3. CNMI Department of Commerce - CNMI Comprehensive Economic Development and Strategic Plan 2009-2014
4. Marinas Visitors' Authority Northern Mariana Islands Tourism Master Plan 2012-2016

EVALUATION CRITERIA

Proposers will be evaluated based on the submission of a complete proposal as listed in the content and layout of proposals section of this packet using a weighed point system rating for each of the content information requested. The objective of the evaluation rating design is to allow for consistent and unbiased scoring, assigning more weight on sections of priority, and to achieve a consensus score for each proposal.

CONTRACTUAL REQUIREMENTS

The consultant will be paid on a progress payment basis upon receipt of proper invoices and completion reports. Payment will be made Net 30 on a reimbursement basis for services actually performed. Ten percent (10%) of the total contract amount will be withheld pending satisfactory completion of services.



PEDRO A. TENORIO, Secretary
Department of Public Lands



HERMAN S. SABLAN, Director
Division of Procurement and Supply