

## 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/MOT-153

#### **“Tinian Dump Closure and Facility Feasibility Assessment and Recommendations Report”**

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) and the Office of the Mayor of Tinian is soliciting proposals from qualified contractors to update the 2005 Tinian Dump Closure Comprehensive Study Report and revise recommendations to achieve environmentally compliance waste management on the island of Tinian. Because Tinian was granted a Small Communities Exemption under RCRA in 2019, the successive bidder will be asked to include feasibility and cost benefit analysis of implementation of the 2012 Tinian Landfill Design as well as other waste management options with consideration of ongoing efforts to implement “Zero Waste” management outcomes for municipal solid waste streams for the Municipality of Tinian and Aguiguan.

Questions regarding this project can be made to Erin Derrington by email at erin.derrington@opd.gov.mp, no later than the **10:00 A.M., August 30, 2021 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 former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, **no later than 10:00 a.m., local time, Chamorro Standard Time, September 13, 2021** and must be marked **“RFP21-OPD/DPW/MOT-153.”**

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 **September 13, 2021** 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, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill Saipan no later than **10:00 a.m., September 22, 2021**.

Proposers outside the Commonwealth must notify the Director of Procurement and Supply, 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 procurement@pticom.com but must be received **no later than 10:00 a.m., local time, Chamorro Standard Time, September 13, 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 solid waste management / planning	30%
2.	Experience in solid waste management / implementation programs	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 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.



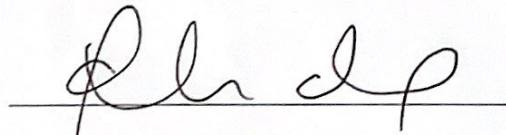
## BREACH OF ETHICAL STANDARDS

· **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).

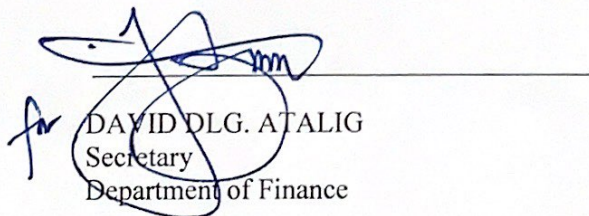
· **Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor 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



fr DAVID DLG. ATALIG  
Secretary  
Department of Finance



## RFP21-OPD/DPW/MOT-153

### SCOPE OF WORK

#### **“Tinian Dump Closure and Facility Feasibility Assessment and Recommendations Report”**

#### **PURPOSE OF THE PROJECT**

The Office of Planning and Development (OPD) in partnership with the Department of Public Works (DPW) and the Office of the Mayor of Tinian is soliciting proposals from qualified contractors to update the 2005 Tinian Dump Closure Comprehensive Study Report (available at <https://opd.gov.mp/wp-content/uploads/opd/Comprehensive-Study-Report-Tinian-Landfill.pdf>) and revise recommendations to achieve environmentally compliance waste management on the island of Tinian. Because Tinian was granted a Small Communities Exemption under RCRA in 2019, the successive bidder will be asked to include feasibility and cost benefit analysis of implementation of the 2012 Tinian Landfill Design (available at <https://opd.gov.mp/wp-content/uploads/opd/DesignReport.pdf>) as well as other waste management options with consideration of ongoing efforts to implement “Zero Waste” management outcomes for municipal solid waste streams for the Municipality of Tinian and Aguiguan.

Currently the Tinian is operating an “open dump” that is not compliant with requirements of the Resources Conservation and Recovery Act (RCRA) and other local environmental restrictions. The Tinian Leadership have identified the goal to work towards an environmentally friendly and effective “Zero Waste” model that leverages the newly constructed transfer station, maximizes composting opportunities, and ensures cost-effective management options for the resident population of about 3,000 residents. While the “Zero Waste” planning and pilot project efforts are underway, the need to close or otherwise achieve environmental compliance for the existing Dump facility remains a priority. This RFP will focus on updating the 2005 Tinian Dump Closure Report and supplementing it with feasibility studies including assessment of additional/alternative landfill siting, environmental analysis, and initial A&E cost estimates for selected alternative(s) facility site(s) to support comprehensive waste management assessment and implementation needs and cost benefit analysis for the options identified.

The successful bidder will work with the Tinian Solid Waste Management Working Group (Tinian SW Working Group) representatives from the Office of the Mayor of Tinian and Aguiguan, Tinian Department of Public Works, and the Office of Planning and Development (OPD) as well as coordinate activities to provide recommendations to and solicit feedback from the existing Inter-Island Integrated Solid Waste Management Taskforce (SW Taskforce) to align with concurrent planning updates and provide realistic, economical, and feasible recommendations to support the closure or other environmentally compliant use of the existing “Dump” site and recommendations for sustainable waste management facilities for the Municipality of Tinian and Aguiguan.

#### **DELIVERABLES**

The deliverables for this project will be (1) a draft Revised Tinian Dump Closure Study and Report (Revised Tinian Dump Closure Study) scheduled to be developed within an expeditious yet sufficient timeframe to incorporate updated data as well as solicit and incorporate feedback



from the Tinian SW Working Group and SW Taskforce within six (6) months of the issuance of the notice to proceed at the latest, (2) draft Solid Waste Management Feasibility Study and Recommendations Report (Recommendations Report) to ensure RCRA-compliant and cost efficient solid waste management within six (6) months of the issuance of the notice to proceed at the latest, as well as (3) a final Revised Tinian Dump Closure Study and Recommendations Report within eight (8) months of the issuance of the notice to proceed at the latest.

Project deliverables will include:

1. Contractor-generated Draft and Final Dump Closure Study and Report
  - Update the [2005 Tinian Dump Closure Comprehensive Study Report](#) and revise recommendations to achieve environmentally compliance waste management on the island of Tinian with consideration of ongoing “Zero Waste Management” planning efforts;
2. Contractor-generated Draft and Final Solid Waste Management Feasibility Study and Recommendations Report that includes
  - Environmental analysis and cost benefit assessment of designated alternative site and discussion of other potential sites and alternatives identified in coordination with the ISWTF;
  - Draft groundwater monitoring, dump pre-closure, closure, and post-closure monitoring plan(s) and other relevant environmental monitoring plan(s) and supporting implementation recommendations;
  - Cost benefit analysis on shipping off waste versus procuring specialized equipment to minimize the volume of waste materials being generated through Tinian’s Municipal Solid Waste stream; and
  - Implementation recommendations including prioritized actions and suggested next steps to ensure sustainable environmentally compliant waste management on of municipal solid waste on the island of Tinian.  
This includes but is not limited to recommendations to support ongoing efforts to identify an alternate temporary disposal site and disposal methods while the Dump Closure progresses and detailed suggestions regarding site selection criteria to provide guidance and next steps for the closure and solid waste management facility relocation efforts.

## QUALIFICATIONS

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

- Experience developing solid waste management plans and policies;
- Experience working with island communities or remote communities; and
- Strong project management and product delivery credentials.

## PROPOSALS

Proposals must include the production of detailed waste stream analysis and a draft and final Revised Tinian Dump Closure Study and Report for Tinian 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 existing Inter-Island Integrated Solid Waste Management Taskforce, comprised of representatives from the Department of Public Works, Office of Planning and Development, Bureau of Environmental and Coastal Quality, Offices of the Mayors of Tinian, Rota, and the Northern Islands, and U.S. Environmental Protection Agency (SW Taskforce), and Tinian Solid Waste Working Group comprised of staff from the Office of the Mayor of Tinian, Tinian DPW, and OPD (Tinian SW Working Group) including the provision of periodic updates to the SW Taskforce and at least quarterly reporting;
- Proposed project schedule will ensure sufficient time for SW Taskforce and Working Group review and comment on the Draft Revised Tinian Dump Closure Study and Draft Recommendations Report Plan in order to provide sufficient time to produce a revised Final Tinian Dump Closure Study and Recommendations Report that includes all outlined plan components detailed further here within eight (8) 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 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 collection and disposal methodology, which shall include as much detail as practical for accomplishing the required objectives and deliverables. Itemized lists of materials / supplies needed 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 solid waste and/or Zero Waste management. Proposed on-island and/or off-island staffing plans and key points of contact should be identified and with brief bios or resumes should be provided for key technical contacts
- 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. Descriptions of line items as well as necessary and optional project costs are encouraged.

Interested bidders are encouraged to consider leveraging existing weekly meetings with project coordinators and monthly "All Hands" check-ins with the SW Taskforce. Project proposals must include timelines and identify task leads and milestones necessary to support a comprehensive and expeditiously developed the Final Tinian Dump Closure Study and Recommendations



Report within eight (8) months of issuance of a Notice to Proceed. This proposal to execute this Final Tinian Dump Closure Study and Recommendations Report and supporting Scope of Work must include consideration of the following components:

- Cost benefit analysis of construction of [2012 Tinian Landfill Design](#) including site preparation and discussion of other relevant environmental considerations at the designated Pina Plateau site compared to the previously identified Atkidon site;
- Cost benefit analysis of construction of at least one and no more than three RCRA compliant alternative(s) and site(s) as identified by the ISWTF and Tinian SW Working Group to support robust discussion of alternatives; and
- Draft and final recommendations developed in coordination with the ISWTF and Tinian SW Working Group that ensure environmentally compliant closure or reuse of the existing Tinian Dump site and long-term sustainable solid waste management with consideration of current and reasonably foreseeable future “Zero Waste” initiatives;

This effort will result in the production of a Final Tinian Dump Closure Study and Recommendations Report within eight (8) months of issuance of a Notice to Proceed.

#### **EVALUATION CRITERIA**

Proposals will be reviewed and evaluated by a selection team appointed by the OPD Director, Mayor of Tinian, and the Tinian DPW Resident Director. All proposals will be evaluated according to the following criteria:

1.	Qualifications in relevant solid waste management / planning	30%
2.	Experience in solid waste management / implementation programs	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**

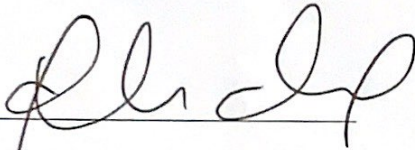
It is essential that the successful applicant provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed for the project. The contractor must assign specific individuals to the key position/s. Once assigned to work under the contract, key personnel will not be removed or replaced without consideration of impact on the contract, or without written approval from the expenditure authority.

#### **CANCELLATION OF REQUEST FOR PROPOSALS**

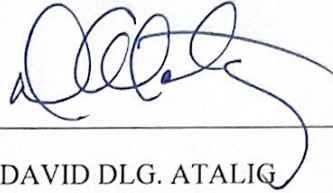
EXPENDITURE AUTHORITY reserves the right to cancel this solicitation, and any or all proposals may be accepted, modified, or rejected in whole or part.



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 & Development  
Expenditure Authority



DAVID DLG. ATALIG  
Secretary  
Department of Finance



# NOTICE OF INTENT

(This ONLY applies to Bidders/Proposers located outside of the CNMI)

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Dear Mr. Francisco C. Aguon,

\_\_\_\_\_, is submitting a Notice of Intent to Bid/Propose  
Company Name

FOR RFP21-OPD/DPW/MOT-153 .  
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 [joaquin.reyes@dof.gov.mp](mailto:joaquin.reyes@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.