



**MARIANAS
VISITORS AUTHORITY**

P.O. BOX 500861 CK
SAIPAN, MP 96950
TEL.: (670) 664-3200/1
FAX: (670) 664-3237
E-mail: mva@mymarianas.com
www.mymarianas.com



REQUEST FOR PROPOSAL MVA-RFP-16-2339 ARCHITECT AND ENGINEERING SERVICES

I. BACKGROUND

The Marianas Visitors Authority (MVA) is requesting proposals from interested individuals to provide and implement development construction projects for the MVA. Specific assignments include project planning, permitting, vendor selection, design, construction, and close-out of the development and construction projects. The function will be called Destination Enhancement Contractor (DEC).

This contract is for a period of one (1) year, and may be renewed for an additional two (2) years at the sole option of the MVA.

II. SCOPE OF WORK

A. Nature of Work

The Destination Enhancement Contractor (DEC), under the direction of the Managing Director or the Product Development Manager, plans, develops, administers, coordinates, or budgets activities concerned with the construction and maintenance of the community and public relations projects to attract visitors to the CNMI. The DEC's primary duties consist of participating in the conceptual development of construction projects of CNMI tourist sites and destinations and to oversee its organization, scheduling and implementation. The DEC will work in partnership with local community organizations, government agencies and private businesses in the timely completion of assigned projects. The DEC will provide reports and updates of ongoing projects as needed to the Managing Director, Product Development Manager and/or Destination Enhancement Committee members, and may be required to conduct presentations to the MVA Board of Directors or the MVA membership during its regular or special meetings.

B. Responsibilities



The primary responsibilities of the DEC in regards to assigned projects are to ensure compliance with:

- budget limitations;
- project timetable;
- federal and local laws, regulations, codes and permit requirements;
- CNMI/MVA Procurement Rules;
- compliance with the National Environmental Policy Act (NEPA);
- reporting requirements; and
- stakeholder communication requirements.

At the initiation of each assignment, DEC will be required to develop a proposed Management Plan to achieve primary responsibilities to present for review and approval of the Marianas Visitors Authority. This approved Management Plan will form the basis for evaluation of project manager performance and compensation.

C. Workload and Compensation

The workload of the DEC will vary by the needs of the MVA and the terms of the engagement. The MVA intends to select the DEC based on the needs of specific projects. Therefore, some DEC may be required to commit significant time to contract performance while others may have limited time commitments.

Compensation to the DEC will be based on hours required to perform responsibilities as estimated by the DEC and approved by the MVA. DEC performance will be evaluated based on performance in fulfilling the DEC responsibilities in a cost effective manner.

D. Inter-Island Travel Requirements

The DEC will be required to be available on the Island of Saipan for regular consultation and performance of responsibilities and duties. Authorized travel may be required to the Islands of Rota and Tinian. In these instances, the MVA will provide reimbursement to the DEC based on an applicable standard per diem allowance for air fare; ground transportation; and overnight accommodations as required.

III. TECHNICAL CRITERIA:

- A. A statement of qualification of the individual(s) who will be assigned to handle the MVA account. Please note that the assigned DEC's background and experience in handling specific development and construction projects should be mentioned in the proposal. (35%)
- B. Ability to provide services in the form of oral and written reports as

requested by MVA, related to the assigned projects. (25%)

C. Ability to provide management or supervisory skills in implementing the projects. (25%)

D. Provide the hourly rate proposed to be charged to MVA for services. (15%)

E. The evaluation system to be used will be as follows and cost of the service will be evaluated accordingly.

Points	Rating	Guidance in the Technical Criteria
10	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
7	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
5	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
3	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
0	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

IV. OTHER REQUIREMENTS AND INFORMATION:

A. Proposals must be received at the Office of the MVA Managing Director, no later than **3:00 p.m., September 5, 2016.**

B. Proposals must be mailed to the following address: MVA Managing Director, P.O. Box 500861, Saipan, MP 96950. All proposals must be submitted in English.

C. All proposals must be sealed and marked **MVA-RFP-16-2349** and submitted with original and three copies.

D. Discussions may be conducted with any offeror who has submitted a proposal to determine such offerors' qualifications for further consideration. Discussions shall not disclose any information derived

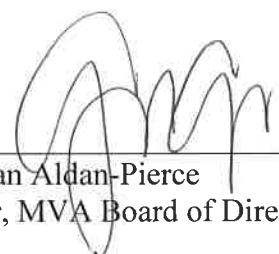
from proposals submitted by other offerors.

- E. All responses to the RFP shall take into account any and all taxes, which will become the obligation of the proposer awarded a contract. The firm or individual selected will be subject to a responsibility determination in conformance with NMIAC § 90-40-401, and must possess or obtain a valid CNMI Business License in order to sign a contract. A CNMI business license is not required in order to submit a proposal.
- F. Award shall be made to the offeror determined in writing to be the best qualified based on the evaluation factors set forth in the request for proposals, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated with the selected offeror.
- G. Proposals submitted from individual or firm outside the Commonwealth must be postmarked by the U.S. Postal Service or official government mail service of a foreign country by **September 5, 2016**, and must be received within seven (7) working days of that date. Proposers from outside the Commonwealth must notify the Managing Director in writing of their intent to submit in order to receive the additional seven (7) days for the receipt of the actual Proposal Documents. This notice of intent may be submitted by any mode of written communication including facsimile to (670) 664-3237 or emailed to tbabauta@mymarianas.com but must be received not later than 3:00 p.m., local time, **September 5, 2016**.
- H. The MVA reserves the right to reject any or all proposals and to waive any defects, if it is in the best interest of the government. All proposals will become the property of the MVA.
- I. Questions or clarifications may be directed to the Marianas Visitors Authority in writing and faxed no later than the end of business day **August 26, 2016**. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Telephone no. (670) 664-3200; Facsimile no. (670) 6643237; or E-mail: tbabauta@mymarianas.com Attn: Tatiana Babauta, MVA Product Development Manager. Any question, clarification, or request for information may be shared with other prospective bidders.
- J. It shall be a breach of ethical standards for any person to offer, give or agree to give any Board member or 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 therefor.

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 a subcontractor or order.

It shall be a breach of ethical standards for a person to be retained or to retain a person to solicit or secure MVA 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. Every person, before being awarded a Bureau contract, shall represent, in writing that such person has not retained anyone in violation of this provision. Failure to do so constitutes a breach of ethical standards.



Marian Aldan-Pierce
Chair, MVA Board of Directors



Christopher Concepcion
MVA Managing Director