



**MARIANAS**  
VISITORS AUTHORITY

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**REQUEST FOR PROPOSALS**  
**MVA-RFP-16-2333**  
**LANDSCAPING SERVICES ON**  
**GARAPAN BEACH ROAD & CORAL TREE AVENUE**

**I. BACKGROUND**

Tourism is the backbone of the CNMI's economy. To ensure that tourism continues to thrive and grow in the CNMI, the Marianas Visitors Authority (MVA) has taken the steps to identify various projects focused on "Destination Enhancement". Several of these Destination Enhancement projects are located in the central Garapan tourist district, which has the highest concentration of hotels in the CNMI.

MVA is requesting proposals from experienced landscaping companies licensed to conduct business in the CNMI. The project involves the planting of "Royal Palm" trees, "Temple Fire" Bougainvillea and turf on the two northernmost traffic islands of Beach Road (nearest to American Memorial Park); and the planting "Pink Tacomah" trees in existing planters along the eastern side of Coral Tree Avenue. Both areas are located in Garapan, Saipan. The selected Contractor will also be required to provide complete maintenance of all newly planted trees, plants and turf for a period of two (2) years. Please refer to Section II below for a complete project scope of work.

Contractors are encouraged to conduct a site visit to familiarize themselves with the project locations in order to submit a reliable cost. MVA can be contacted for more information regarding project locations. Landscaping plans for the project are attached to this RFP document.

A mandatory pre-proposal conference will be held on **Tuesday, March 1, 2016 at 10:00 a.m.** in the main conference room at MVA offices in San Jose. No proposal will be accepted from any firm which fails to attend this mandatory pre-proposal conference.

**II. SCOPE OF WORK**

A. General Requirements

- 1) Contractor shall be responsible for providing all of the personnel, equipment and materials necessary to perform the work to MVA's satisfaction;
- 2) Contractor shall be required to schedule its operations in order to maintain a safe and satisfactory performance. The Contractor will be required to prepare and submit a project approach describing the schedule, operation, and manpower to complete the work;
- 3) Contractor shall be required to secure all necessary permits for the work;
- 4) Contractor shall be required to coordinate with the Department of Public Works (DPW), and submit traffic control and other plans as required by DPW;
- 5) Contractor shall be responsible for the importation of any plants and materials, as required;
- 6) Contractor shall perform the work in compliance with all OSHA requirements;
- 7) Contractor shall provide its project personnel with reflective safety vests, steel-toed boots or shoes, and other attire as deemed appropriate by MVA for work in the central tourist district.

- 8) Contractor personnel shall be required to wear an identification badge at all times when on-site. The badge shall include a 2" x 2" photo, full name, name of company, title, contact information, and signature of Employer.

#### B. Beach Road Traffic Islands

- 1) Coordinate all works with MVA Project Coordinator and Department of Public Works (DPW); obtain necessary permits prior to start;
- 2) Prepare Traffic Control Plan for DPW approval, as required;
- 3) Verify all dimensions and conditions in field prior to start of planting works, obtain MVA approval for any deviations from plans;
- 4) Submit material data sheets and samples of all plant mix, plants and turf for approval prior to start of planting works;
- 5) Remove existing shrubs and turf at center divider; dispose of removed shrubs and turf at a DEQ-approved location (provide related documentation);
- 6) Remove existing soil and debris at center divider to 18" depth; dispose of removed soil and debris at a Division of Environmental Quality (DEQ)-approved location (provide related documentation);
- 7) Remove existing dead "Royal Palm" tree trunks, "Champagne Palm" trees and "Bottle Palm" trees as indicated in the landscaping plan; dispose of removed trees at a DEQ-approved location (provide related documentation);
- 8) Fill planting areas with approved planting mix according to the plan;
- 9) Plant new Royal Palm trees according to the plan;
- 10) Plant new "Temple Fire" Bougainvillea plants according to the plan;
- 11) Plant approved turf according to the plan;
- 12) Apply approved mulch on surface according to the plan;
- 13) Set ground level at center of planter 2" above general ground level of planter, slope gently from center to edge;
- 14) Provide watering, fertilizing, and other required maintenance of trees, plants and turf from date of planting completion to end date of contract (24 months from Notice to Proceed (NTP));
- 15) Provide bi-weekly plant pruning per MVA instruction from date of planting completion to end date of contract (24 months from NTP);
- 16) Replace any dead or unhealthy plants (as determined by MVA and confirmed by DLNR) from date of planting completion to end date of contract (24 months from NTP) **at no additional cost to MVA.**

#### C. Coral Tree Avenue ("Hotel Street")

- 1) Coordinate all works with MVA Project Coordinator and Department of Public Works (DPW); obtain necessary permits prior to start;
- 2) Prepare Traffic Control Plan for DPW approval, as required;
- 3) Verify all dimensions and conditions in field prior to start of planting works, obtain approval for any deviations from plans;
- 4) Submit material data sheets and sample of planting mix and trees for approval prior to start of planting works;
- 5) Remove existing trees, roots, plants, planting mix and soil to accommodate new root ball and to a minimum of 48" below grade at identified planters; dispose of removed materials at a DEQ-approved location (provide related documentation);
- 6) Ensure that planting base material is permeable (i.e., not densely compacted);
- 7) Plant new Pink Tacamah trees in identified planters per landscaping plans;
- 8) Fill planters with approved planting mix per plans;
- 9) Apply approved mulch on surface per plans;

- 10) Provide watering, fertilizing, and other required maintenance of new trees from date of planting completion to end date of contract (24 months from NTP);
- 11) Provide monthly tree pruning of new trees per MVA instruction from date of planting completion to end date of contract (24 months from NTP);
- 12) Replace any dead or unhealthy new trees (as determined by MVA and confirmed by DLNR) from date of planting completion to end date of contract (24 months from NTP) **at no additional cost to MVA.**

### **III. SCHEDULE**

The contract period is for twenty-four (24) calendar months from the date of the official Notice to Proceed (NTP), and may be renewed for an additional twenty-four months at the sole discretion of MVA, pending satisfactory performance of the work. **Planting of all trees, plants and turf must be completed within seventy-five (75) calendar days of NTP.**

### **IV. REQUIREMENTS AND INFORMATION**

- Contractor must have a valid CNMI Business License for landscaping services and comply with all applicable CNMI laws.
- Contractor must have a minimum of five (5) years nursery and landscaping experience in the CNMI.
- Contractor must currently operate a nursery, or team with an existing nursery for this project.
- Employee minimum wages shall be in accordance with CNMI prevailing wage rates, as determined by the U.S. Department of Labor.
- Contractors shall provide workman's compensation for employees assigned to this contract.
- Pricing shall be valid for a period of six (6) months plus the duration of the contract.
- Prior to award, the prospective contractor will be subject to a responsibility review pursuant to MVA's Procurement Regulations, NMIAC Section 90-20-401.

### **V. SUBMISSION**

- Provide a statement of qualifications indicating that the company has met the requirements of CNMI Business License (provide copy) and that the company is qualified, has the capability, personnel and equipment necessary to perform the work.
- Provide a list of landscaping projects of similar size and scope that the company has completed in the CNMI in the past 10 years.
- Provide a list of all company personnel who will be involved in the project. Include their titles and years of experience with the company. Provide resumes for key project personnel.
- Provide an overview of the company's project approach, including explanations of plant propagation and/or importation, schedules for planting and maintenance phases of the project, and manpower requirements.
- Provide a proposed quotation of cost for the services to be charged to MVA. Include all applicable taxes.

### **VI. EVALUATION OF PROPOSALS**

Proposals will be evaluated upon the following criteria:

- *Qualifications (30%).* Company profile and its technical qualifications, including a listing of key personnel who would be assigned or who will have any involvement in providing the service;
- *Experience (30%).* Statement of company's experience in providing the kind of service as required in the RFP including the listing of current clients and names of contact person. Ability to provide in the form of oral and written reports requested by MVA;
- *Approach to project (15%).* A detailed Standard Operating Procedure (SOP) shall be submitted detailing the methods, standards and activities to ensure the scope of work above. This statement should include an overview of procedures to be implemented to ensure quality control with assurance. Agency will provide these services after the agency and the MVA mutually agree in writing to the proposed services plan and/or standard operating procedure (SOP). In addition, proposers are to provide a statement detailing health, safety and personnel standards. 10 Page limit. .
- *Availability/Current workload (15%):* The vendor shall present the available resources (labor, personnel, materials, etc.) that would commit on this project.
- *Cost of the Service (10%).* Cost is also a factor that will be considered in addition to the technical merit of the proposal. Provide the proposed fee based on the scope of work and deliverables.

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

<b>Points</b>	<b>Rating</b>	<b>Guidance in the Technical Criteria</b>
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.

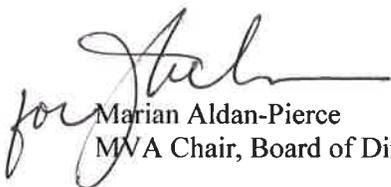
Points	Rating	Guidance in the Technical Criteria
3	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
0	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

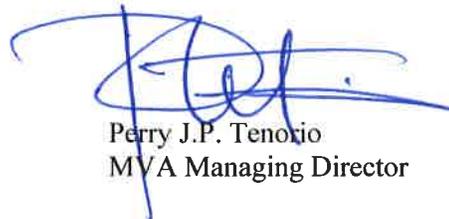
**VII. OTHER REQUIREMENTS AND INFORMATION:**

- Proposals must be received at the Office of the MVA Managing Director, no later than **Thursday, March 21, 2016 at 3:00 p.m.**
- Proposals can be hand carried, or mailed to the following address: MVA Managing Director, P.O. Box 500861, Saipan, MP 96950. All proposals must be submitted in English.
- All proposals must be sealed and marked **MVA-RFP-16-2333** and submitted with original and three (3) copies.
- Discussions may be conducted with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offeror.
- 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 selected will be subject to a responsibility determination in conformance with NMIAC § 90-20-401, and must possess a valid CNMI Business License in order to sign a contract.
- Award shall be made to the offeror determined by MVA to offer the best value, based on the evaluation criteria set forth in this request for proposals.
- Proposals submitted from firms outside the Commonwealth must be postmarked by the U.S. Postal Service or official government mail service of a foreign country by **March 21, 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 [mduenas@mymarianas.com](mailto:mduenas@mymarianas.com) but must be received not later than 3:00 p.m., local time, **March 21, 2016**.
- 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.

Questions, clarifications and Requests for Information may be directed to the Marianas Visitors Authority in writing and faxed no later than **3:00 p.m. March 4, 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) 664-3237; or Email: [mduenas@mymarianas.com](mailto:mduenas@mymarianas.com); Attn: Perry J.P. Tenorio, MVA Managing Director. Any question, clarification, or request for information will be shared with other prospective bidders at the pre-bid conference.

- 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.

  
for Marian Aldan-Pierce  
MVA Chair, Board of Directors

  
Perry J.P. Tenorio  
MVA Managing Director