



MARIANAS
VISITORS AUTHORITY

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REQUEST FOR PROPOSALS
MVA-RFP-16-2331



ARCHITECTURE, ENGINEERING
& LANDSCAPING DESIGN SERVICES
for PASEO DE MARIANAS IMPROVEMENTS

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 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 architecture and engineering (A/E) firms licensed to practice in the CNMI. The project involves the design and preparation of construction documents for selected improvements to the Paseo de Marianas pedestrian mall, located in central Garapan, Saipan. Project design and construction documents will be guided by an existing conceptual design for the project. Please refer to Section II below for a complete project Scope of Work.

The project conceptual plan and 3D renderings are available for pick-up by interested firms between 8:00 a.m. and 4:30 p.m. at MVA offices in San Jose, Saipan. Interested firms are encouraged to conduct a site visit to familiarize themselves with the project site prior to the pre-proposal conference. A mandatory pre-proposal conference will be held on **February 23, 2016 at 2:00 p.m.** in the main conference room at MVA offices in San Jose. A site walk will be conducted immediately after the pre-proposal conference, in order to further explain the project, and allow interested firms to become familiarized with the site. No proposal will be accepted from any firm which fails to attend this mandatory pre-proposal conference and site walk.

II. SCOPE OF WORK

A. General Requirements

- 1) Selected firm shall be responsible for providing all of the personnel, equipment and materials necessary to perform the work to MVA's satisfaction;
- 2) Selected firm shall perform A/E services under the direction of MVA's Project Coordinator, to ensure that the work meets MVA objectives, and conforms to the conceptual design;
- 3) Selected firm shall be responsible for ensuring that all design works conform to applicable building codes and regulatory requirements;
- 4) Selected firm shall be required to coordinate design works with the Department of Public Works (DPW), Saipan Zoning Office, Bureau of Environmental & Coastal Quality (BECQ), and the Department of Lands & Natural Resources (DLNR).

B. A/E Services

The selected firm will check and verify existing construction as-built plans, complete project design, and prepare and stamp plans and specifications as required for construction of the

project. Plans shall be prepared per all applicable CNMI codes. Plans shall include (but not be limited to):

- 1) Cover sheet(s) w/ general notes, symbols, abbreviations, sheet index, location & vicinity maps, etc.
- 2) Demolition plan
- 3) Site development plan
- 4) Per conceptual design, plans and details as required for:
 - a) New concrete pavement for to-be-demolished areas;
 - b) New surface treatment at "wave" and "sunburst" pavement areas;
 - c) New planters (at grade) w/ permeable paver sections between;
 - d) New children's play area with play equipment, padded synthetic surface, adult seating (benches), and new lighting;
 - e) Outdoor stage to include raised base, roof framing & cladding, overhead stage lighting, general lighting, electric power outlets & panel(s);
 - f) New wood-framed roofs atop existing reinforced concrete, stone-clad columns for shaded seating areas throughout (1 typical type);
 - g) New permeable pavers in selected areas;
 - h) New pavers at Japanese shrine, with semi-circular wood bench, and new lighting;
 - i) New street light fixtures throughout;
 - j) Uplighting at each tree throughout, and at entry signs;
 - k) New traffic bollards, 2 types – fixed & removeable;
 - l) New walkway pavers in selected areas;
 - m) New signage at east and west entries (1 type) to include torch element(s).

C. Landscaping Plans

Based upon existing conceptual landscaping plans, the selected firm will prepare and stamp landscaping plans and specifications as required for the project.

D. Cost Estimates

The selected firm shall prepare detailed (i.e., line item) cost estimates for all construction and landscaping works associated with the project.

E. Permit Information

The selected firm shall prepare and stamp all support drawings and calculations required for project permitting. (Note: selected firm shall not be responsible for preparation of permit application forms, or submittal of permit applications)

F. Deliverables

The selected firm shall submit all plans, specifications and cost estimates at 50%, 100% - Pre-final, and 100% - Final completion stages. Submittals shall be made in the following formats:

50% Submittal

- 3 copies plans on 11" x 17" bond;
- 2 copies specifications on 8.5" x 11" bond;
- 2 copies product data sheets on 8.5" x 11" bond;
- 2 copies cost estimate on 8.5" x 11" bond;
- PDF copies of all of the above on 2 CD ROM discs.

100% Pre-Final Submittal

- 1 copy full-size plans (24" x 36")
- 3 copies plans on 11" x 17" bond;
- 2 copies specifications on 8.5" x 11" bond;
- 2 copies product data sheets on 8.5" x 11" bond;
- 2 copies cost estimate on 8.5" x 11" bond;
- PDF copies of all of the above on 2 CD ROM discs.

100% Final Submittal

- 3 copies stamped plans on 11" x 17" bond;
- 2 copies full-size stamped plans on 24" x 36" bond;
- 3 copies stamped specifications on 8.5" x 11" bond (bound);
- 3 copies product data sheets on 8.5" x 11" bond (bound);
- 3 copies Zoning, DCRM and DEQ permit application support documents on 11" x 17" and 8.5" x 11" bond;
- 3 copies cost estimate on 8.5" x 11" bond;
- PDF copies of all of the above on 3 CD ROM discs;
- Project AutoCAD files on CD ROM discs.

III. SCHEDULE

The contract performance period is for ninety (90) calendar days from the date of official Notice to Proceed (NTP).

IV. REQUIREMENTS

- Firms must be currently licensed to practice architecture and engineering in the CNMI;
- Firms must have a valid CNMI Business License for architecture and engineering services, and comply with all applicable CNMI laws;
- Firms must be insured for general liability/errors and omissions;
- Employee minimum wages shall be in accordance with CNMI prevailing wage rates, as determined by the U.S. Department of Labor;
- Pricing shall be valid for a period of twelve (12) months.
- 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 firm is qualified, and has the capability, personnel and equipment necessary to perform the work. Include copies of all required business and professional licenses;
- Provide a list of projects of similar size and scope, or other other projects that are relevant to this project, that the firm has completed in the past 10 years. Include photographs and/or renderings;
- Provide a list of all firm personnel who will be involved in the project. Include their resumes, titles, years of experience with the firm, and project role;
- Provide a project organizational chart, a description of project approach, and proposed project schedule (including submittals);
- Provide a proposed quotation of cost for the services to be charged to MVA. Include all applicable taxes.

- Provide certificates demonstrating compliance with CNMI Revenue and Taxation and CNMI Dept. of Labor.

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.

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.

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:

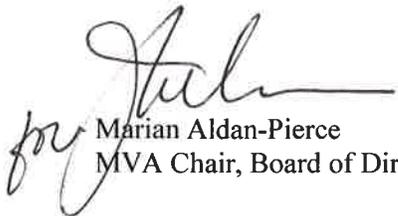
- Proposals must be received at the Office of the MVA Managing Director, no later than **March 14, 2016 at 3:00 p.m.**
- Proposals may be hand-carried, or mailed to the following address: MVA Managing Director, P.O. Box 500861, Saipan, MP 96950. All proposals must be submitted in English.
- All proposals must be sealed and marked **MVA-RFP-16-2331** 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 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 factors 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 14, 2016**, and must be received by MVA 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) working 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 e-mailed to **mduenas@mymarianas.com**. Notification of intent to submit must be received by MVA no later than **March 14, 2016 at 3:00 p.m.**
- MVA reserves the right to reject any or all proposals, and to waive any defects, if it is in the best interests of the Commonwealth. All proposals will become the property of 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. February 26, 2016**. Office hours are from 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:

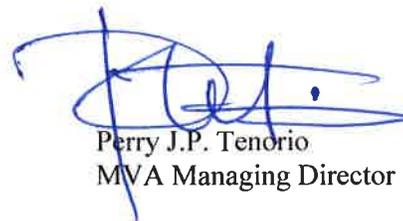
mduenas@my Marianas.com; Attn: Perry J.P. Tenorio, MVA Managing Director. Any question, clarification, or request for information will be shared with other prospective bidders at the pre-bid conference.

- 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.


Marian Aldan-Pierce
MVA Chair, Board of Directors


Perry J.P. Tenorio
MVA Managing Director