



Ralph DLG. Torres
Governor

Victor B. Hocog
Lt. Governor

Commonwealth of the Northern Mariana Islands
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Frank M. Rabauliman
Administrator

Ray S. Masga
Director, DEQ

REQUEST FOR PROPOSALS

RFP17-BECQ/DEQ-145

FOR THE DEVELOPMENT OF THE “CNMI SUSTAINABLE DEVELOPMENT MANUAL: BEST MANAGEMENT PRACTICES for Design, Construction, Operations and Green Business Practices”

Governor Ralph DLG. Torres and Lt. Governor Victor B. Hocog, through the Bureau of Environmental and Coastal Quality – Division of Division of Environmental Quality (BECQ-DEQ), located in the Commonwealth of the Northern Mariana Islands (CNMI), are soliciting proposals from qualified environmental consultants and engineering firms to develop the CNMI Sustainable Development Manual that establish a basis for green construction, operations and business practice requirements ? to be considered for incorporation as conditions of BECQ’s permitting process.

The **Scope of Work** is available on or after **June 14, 2017** from the BECQ office or by e-mail request to leilanisdlg@becq.gov.mp and becq@becq.gov.mp.

Questions regarding this project can be made to Leilani Deleon Guerrero by phone, (670) 664-8500, or by email at leilanisdlg@becq.gov.mp, no later than the **close of business, July 05, 2017 Chamorro Standard Time, UTC +10 hours** (email is preferred). Responses to questions shall be shared with all prospective proposers.

A **Notice of Intent**, including name, contact details and a statement that they intend to submit a proposal, **MUST** be submitted to **Mr. Herman S. Sablan, Director of P&S** by mail at P.O. Box 51008 CK Saipan, MP 96950 no later than **10:00 a.m., Chamorro Standard Time, UTC+10 hours July 14, 2017**, Chamorro Standard Time, UTC +10 hours. 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.

All questions and responses shall be shared with all other prospective applicants who have submitted their Notice of Intent by **10:00 a.m., Chamorro Standard Time, UTC+10 hours July 14, 2017** (See “Notice of Intent” above). The questions from prospective applicants and the responses from BECQ-DEQ will also be posted to the websites that listed the RFP, in an addendum.

Proposals for this project shall be submitted to procurement@pti.com, the Office of the Director of Procurement and Supply by postal service mail at P.O. Box 51008 CK Saipan, MP 96950, no later than **10:00 a.m., Chamorro Standard Time, UTC +10 hours by July 14, 2017** and must be marked **“RFP17-BECQ/DEQ-145– CNMI SUSTAINABLE DEVELOPMENT MANUAL: BMPS FOR Design, Construction, Operations and Green Business Practices**

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:

- a) Cost (10%)
- b) Team qualifications (30%)
- c) Relevant experience: Demonstrated understanding of Green Building and operations and green/sustainable business, sustainable development or sustainable tourism, preferably in the CNMI (30%)
- d) Proposed methods consistent with the Scope of Work (20%)
- e) Timeframe (10%)

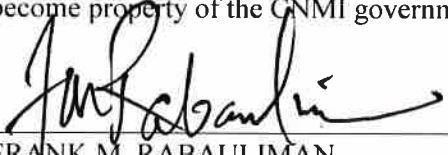
Technical merit and experience will be given greater importance than overall cost, and the Government reserves the right to award this RFP to a bidder other than the lowest cost applicant. For proposals of equal technical merit, the overall cost will gain greater importance for a final decision.

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 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 applicant 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 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.



FRANK M. RABAULIMAN
Administrators, Bureau of Environmental and Coastal Quality



HERMAN S. SABLAN
Director, Procurement and Supply

SCOPE OF WORK

RFP17-BECQ/DEQ-145

NAME OF THE PROJECT: CNMI SUSTAINABLE DEVELOPMENT MANUAL: BEST MANAGEMENT PRACTICES for Design, Construction, Operations and Green Business Practices

PURPOSE OF THE PROJECT:

The primary objective of this contract is development of a Best Practices Manual, a comprehensive guidance manual that identifies sustainable activities during the (1) design, (2) construction, (3) operations phase, and (4) green business practices beyond the facility operations along with associated compliance, tracking and training materials.

The Bureau of Environmental and Coastal Quality – Division of Environmental Quality (BECQ – DEQ) is seeking to contract with qualified environmental consultants, engineers, or sustainable design firms with experience in sustainable development, green building and operations and sustainable tourism to develop a guidance manual that outlines sustainable design, construction, operations and best management practices (BMPs) that can be incorporated into the design, construction and operations of hospitality facilities.

The manual shall be applicable to new and existing developments. The contractor shall develop the guidance by reviewing existing industry best practices, certifications, programs and standards for green building, sustainable facility operations and green business/hospitality and determining which activities may be applicable to the CNMI based on the local environment, available resources and remote location.

In addition, the contractor shall inventory and highlight existing sustainability programs and processes; identify gaps, inconsistencies, and opportunities. The contractor will also work closely with BECQ-DEQ to draft language to require compliance with specified elements in the manual as part of the major siting permit requirements for new developments. Upon completion of the manual, the contractor will also be responsible for providing workshops for the government and the regulated community focused on the content of the manual.

The focus of the guidance manual will be to assure that new and existing development in CNMI follows the principles of sustainable development, green building, green business operations, and the Global Sustainable Tourism Criteria pillar on environmental impacts for tourism-related development. This will assure new development and renovations will be built and operated to protect human health, increase productivity, minimize stresses on infrastructure, reduce environmental impacts, and enhance the resiliency of the CNMI's environment in the face of climate change. The focus of this guidance shall be for commercial/public/multifamily development rather than single family residential.

BACKGROUND:

The Commonwealth of the Northern Marianas Islands (CNMI) is a remote island chain in the Western Pacific with a population of about 55,000 people. Tourism has always been the main industry for the islands and is expected to grow with the new casino resort developments. The increase in tourism activity

with associated population growth, and commercial construction poses a threat not only to the environmental quality and ecosystems of the island but will also place additional burdens the islands' major infrastructure. In order to maintain and protect human health and the environment, and reduce the strain on our infrastructure, we must incorporate sustainable practices for water, energy, resource efficiency, waste management, and source reduction into all new developments while improving their quality, cost and performance.

Tasks

Task 1 Research and Site Visits

Task 2 Develop Recommendations for BMPs

Task 3 Development of Manual

Task 4 Propose Compliance Requirements

Task 5 Develop tracking and reporting system for BECQ-DEQ

Task 6 Delivery of Manuals in print and electronic form

Task 7 Training

Task 8 Meetings and Coordination with advisory committee and stakeholders

Task 9 Meetings and Coordination with BECQ

Deliverables

Recommendations Report

Compliance requirement recommendations

Manual in print and electronic versions

Tracking and Reporting System

Training including materials

Meetings with stakeholders and advisory committee

Meeting with BECQ staff

Description of Tasks

Task 1 Research and Site Visits

The contractor shall thoroughly review existing programs, practices and certifications including green building rating or certification systems, prescriptive and performance based codes, hospitality/tourism certifications, standards and development criteria, and Green Lodging programs. These can include but should not be limited to the following: Leadership in Energy and Environmental Design (LEED), Building Research Establishment's Environmental Assessment Method (BREEAM), Living Building Challenge, Green Globes, GSTC Criteria, California and Hawaii Green business programs for lodging and food service, GreenSeal standards for hotels and foodservice (this is not an exhaustive list, just some examples of potentially relevant programs to review).

The contractor shall conduct site-visits to existing hotels/resorts along with BECQ staff to determine current environmental BMPs in the construction phase, operations of the facility and/or business practices. This will inform recommendations for BMPs - sustainable activities for upcoming and existing developments. The contractor shall gather data pertaining to the current status of each key subject area and note success and/or barriers to implementation of existing activities.

At a minimum, the following subject areas shall be analyzed for consideration of development of Best Management Practices (BMPs) for the Manual:

Design and Construction:

- Climate Change including Energy Efficiency, Conservation, renewable energy and other greenhouse gas implications.
- Interior Water Efficiency and Conservation
- Wastewater management
- Landscape and irrigation
- Materials Use, Recycling and Reuse during design and construction/renovation including construction and demolition debris.
- Consideration of materials use, waste minimization, recycling and reuse during operations in design phase
- Integrated Pest Management
- Hazardous and Toxic Substances reduction and management
- Transportation and permeable parking
- Green purchasing and sustainable sourcing
- Note: Sustainable sites are addresses by CRM...

Building Operations

- Climate Change including Energy Efficiency, Conservation, renewable energy and other greenhouse gas implications.
- Interior Water Efficiency and Conservation
- Wastewater/Stormwater management
- Landscape and irrigation
- Materials use, waste minimization, recycling and reuse during operations
- Integrated Pest Management
- Hazardous and Toxic Substances reduction and management
- Transportation and parking
- Green purchasing and sustainable sourcing

Green Business Practices not addressed above.

For each of the recommended BMPS the contractor shall consider

- Feasibility
- Regional applicability
- Availability of resources required for implementation
- Skill level of designers and construction personnel
- Availability of materials
- Available waste management options for recycling, reuse and disposal

For each recommended BMP the contractor shall evaluate and discuss

- Benefits and limitations
- Costs and potential savings (utility costs, other) in both the short (1 year following construction) and long term (30 years)
- Environmental benefits

Task 2 Develop Recommendations for BMPs

The contractor shall identify and recommend BMPs that can be incorporated into a Guidance Manual (Manual) specific to the CNMI.

Recommended BMPs may include bundled or multi-media requirements, for example:

- All new commercial construction and major renovations over XXX square feet shall be LEED Gold certified
- All new construction over XXX shall meet the requirements of this guidance

The contractor shall submit recommended BMPs to BECQ, including the information above. BECQ will review the recommendations and advise the contractor as to which of the recommended BMPs shall be included into the Manual.

Task 3 Development of Manual

The Manual shall be clear and written in plain language, designed to be easily understood by all personnel involved - including but not limited to engineers, contractors, designers and management and operations staff who will be responsible for implementing the BMPs and maintaining compliance. The contractor shall work closely with BECQ-DEQ to develop the material, and to tailor the content of the Manual to the specific conditions of the CNMI.

The Manual shall include the following: (This outline is not intended to specify or limit the contents or order of the manual. Proposers are encouraged to modify this outline or propose their own as appropriate to meet the overall goals and objectives of this project.)

1. Introductory material aimed at describing the nature and effect of potential environmental impacts from new and existing developments as related to water, energy, resources use, hazardous materials, waste management, etc.
2. Introduction to principles of green building, sustainable operations and green business. This shall include an overview of sustainable development, sustainable tourism, costs and benefits to the building owners, operators, benefits to the community and environment.
3. Specific chapters for (1) design and building/construction, (2) operations, and (3) green business practices.
4. Bulleted list of recommended commercial construction compliance requirements (not to exceed one page)
5. Detailed sub-sections for each subject area listed above with recommended BMPs. This shall include potential short and long term costs, savings and environmental benefits for each BMP.
6. Section on measurement including instructions for how to calculate estimated costs, savings and environmental benefits of each recommendation identified above, as appropriate. Where possible, graphs, tables, and charts, calculators and/or spreadsheets shall be identified or provided to further simplify evaluation of strategies.

Task 4 Compliance requirements

The contractor shall work closely with BECQ-DEQ to draft language to require compliance with the manual as part of the major siting permit requirements.

Task 5 Tracking and reporting system for BECQ-DEQ

The contractor shall develop a simple tracking and reporting system for BECQ-DEQ to track and enforce compliance of developers as they incorporate these BMPs into their business. The system should be developed considering other CNMI permit and reporting systems currently used by the CNMI construction industry using common software such as Microsoft Excel, which will be used to track BMPs applied and related environmental impacts.

Task 6 Delivery of Manuals in print and electronic form

Upon approval from BECQ-DEQ, the manual shall be deemed “final” and the contractor shall provide 30 printed copies to DEQ. The contractor shall provide additional copies, as needed, in a timely manner and at an agreed upon cost to the government. In addition to printed copies of the manual, the contractor shall also provide BECQ-DEQ with editable, electronic versions, and shall grant the agency all rights to revise and reprint the manual in the future. In order to ensure future access for revision by BECQ-DEQ staff, both the text and illustrations of the manual shall be produced using commonly available and easily editable software format such as Microsoft Word, and/or Publisher. Additionally, the contractor shall provide BECQ-DEQ with high-quality, versions of the final manual in Adobe Acrobat (.pdf) format suitable for a website.

Task 7 Training

Upon publication of the final manual, the contractor shall organize and conduct the following

- (1) one training for BECQ and other government agencies
- (1) one general training workshop on each island, Saipan, Tinian and Rota for both public and agency staff.
- (1) one training directed specifically at construction contractors.

The purpose of the workshop shall be to introduce and explain the use of the manual to an audience of engineers, contractors, developers, and the government agencies involved. The workshops shall be conducted over the course of one day, as necessary to provide an appropriate level of instruction. The contractor will be responsible for notifying, inviting and registering participants with the assistance of DEQ staff. All workshop presentation materials shall be provided to BECQ-DEQ for review at least 3 weeks in advance of the training in Microsoft PowerPoint format. Electronic copies shall be provided to BECQ-DEQ to allow the agency personnel to conduct future workshops independently.

Task 8 Meetings and Coordination with advisory committee and stakeholders

Contractor shall meet with advisory committee and stakeholders to solicit input from the members on current needs, and to present updates throughout the development process.

The contractor shall analyze how existing local sustainability initiatives, rebates, grants, etc., can be used to enhance the success of the guidance manual.

Task 9 Meetings and Coordination with BECQ

Consult with BECQ-DEQ staff throughout the development process and provide regular updates. Meetings shall be held biweekly. The contractor shall submit a detailed outline of the proposed manual for BECQ-DEQ review and approval prior to the development of the draft manual. The contractor shall provide for ample agency review of the draft manual throughout their development. BECQ-DEQ reserves the right to seek outside, expert review of the draft manual from USEPA or other agencies, institutions, or qualified individuals.

QUALIFICATIONS:

The developer of the CNMI Green Guidance Manual

- Education and experience in sustainable construction and/or design;
- Education and experience in sustainable facility operations
- Education and experience in sustainable hospitality
- Familiarity with building design and construction constraints in the Pacific Islands region.

PROPOSALS:

Interested contractors shall prepare and submit a proposal and cost estimate that responds to the objectives and deliverables of this Scope of Work.

The ideal project proposal will have a final submission date of all project deliverables no later than August 2018.

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) Narrative of the methodology and anticipated output, which shall include as much detail as practical for accomplishing the required objectives and deliverables.
- 3) The name/s and CV/s of the staff to participate in the project. CVs shall describe in detail the individuals' educational background and professional experience relevant to the project, including a list of publications.
- 4) A schedule for completing the project. This schedule shall indicate the duration of each task and specify submittal dates for deliverables.
- 5) A detailed cost estimate for completion of the project, including direct and indirect costs by project components.

EVALUATION CRITERIA:

Proposals will be reviewed and evaluated by a selection team appointed by the DEQ Director. All proposals will be evaluated according to the following criteria:

- a) Cost (10%)
- b) Team qualifications (30%)
- c) Relevant experience: Demonstrate understanding of Green Building standards and practices, sustainable operations, and green/sustainable business practices, sustainable development and sustainable tourism, preferably in the CNMI (30%)
- d) Proposed methods consistent with the Scope of Work (20%)
- e) Timeframe (10%)

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 price will increase.

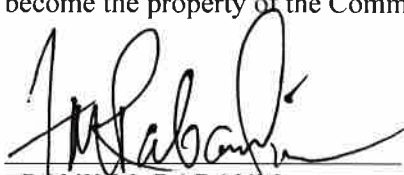
KEY PERSONNEL:

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 BECQ-DEQ.


CANCELLATION OF REQUEST FOR PROPOSALS:

The Bureau of Environmental and Coastal Quality – Division of Environmental Quality 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.



FRANK M. RABAULIMAN
Administrator, Bureau of Environmental and Coastal Quality



HERMAN S. SABLAN
Director, Procurement and Supply