



Commonwealth of the Northern Mariana Islands

OFFICE OF THE GOVERNOR

Bureau of Environmental and Coastal Quality

DEQ: P.O. Box 501304, DCRM: P.O. Box 10007, Saipan, MP 96950-1304

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www.deq.gov.mp and www.cnm.gov.mp



Ralph DLG. Torres
Governor

Victor B. Hocog
Lt. Governor

Frank M. Rabauliman
Administrator

Ray S. Masga
Director, DEQ

Frances A. Castro
Director, DCRM

REQUEST FOR PROPOSALS

“Abandoned Underground Storage Tank Closure - W-2 Service Station” IN THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS”

RFP17-BECQ-001

Governor Ralph DLG. Torres and Lt. Governor Victor B. Hocog, through the Bureau of Environmental and Coastal Quality (BECQ) located in the Commonwealth of the Northern Mariana Islands requires the services of a well-qualified contractor to provide closure of abandoned petroleum underground storage tanks (USTs) and assessment and remediation of property that may have been contaminated by abandoned petroleum underground storage tanks. BECQ invites all qualified parties (companies and individuals) to submit proposals for providing these services.

Proposal Costs

Proposers are responsible for all costs incurred for the preparation of their proposals. Proposals received in response to this RFP are subject to the Law and become the property of BECQ and will not be returned.

Content

Proposals submitted in response to this RFP should include as much detail as practical to provide a straightforward, clear, and concise description of the proposer's ability to meet the requirements of the RFP. The proposer should demonstrate his/her understanding of BECQ's requirements. Each proposer is solely responsible for the accuracy and completeness of its proposal.

Evaluation Criteria

Proposals will be reviewed and evaluated by a selection committee appointed by the Administrator of the BECQ. 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. All proposals will be evaluated according to the following criteria:

1. Technical Merit

- A. 50% Qualifications and relevant experience of the proposer and the key personnel in providing closure of petroleum underground storage tanks (USTs) and

assessment and remediation of property contaminated by petroleum underground storage tanks and conducting soil sampling and ground water monitoring.

- *Describe the overall organization of the company, such as a chart identifying the personnel, lines of authority and communication, as well as a narrative identifying the function and responsibilities of each position identified in the organizational chart and the names of specific personnel proposed for assignment to these positions.*
- *This section should also include dual assignments, multiple individuals assigned to one position, and subcontractors. As part of the proposal, the contractor shall submit the name and resume of every manager and staff person proposed to participate on the project. All resumes shall describe in detail the individual's educational background and professional experience relevant to the project.*
- *This section should also include the client name and address, project site name and description, dates, locations.*

B. 30% Approach to the project

- *Provide a detailed description of methodology for accomplishing the UST closure, sampling and monitoring*

C. 15% Time frame

- *As part of the proposal, the contractor may include projects that were completed in less time than required/provided; and the opposite, where the project was delayed, explaining the reasons for the day.*
- *You are also asked to describe potential threats or challenges that may prevent you from completing the UST closure in five months.*

2. Price 5%

- *Provide a proposed cost for each task and/or activity, as well as hourly allocations*

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.

Cancellation of Request for Proposals

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

Proposals shall be sealed and marked “RFP17-BECQ-001.” One (1) signed original and four (4) copies shall be submitted to the Office of the Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Capitol Hill, Saipan, MP 96950 no later than **10:00 a.m., Chamorro Standard Time, December 15, 2016**. Under no circumstances will proposals be accepted after the deadline for submission.

Proposers located outside of the Commonwealth of the Northern Mariana Islands may obtain an additional seven (7) working days for receipt of their proposals by submitting a Notice of Intent to Propose. Notice of intent to Propose must be received by the Director of Procurement and Supply no later than **10:00 a.m., Chamorro Standard Time, December 15, 2016** and must be transmitted via facsimile to (670) 664-1515 or via e-mail to procurement@pticom.com.

For proposers located outside of the Commonwealth of the Northern Mariana Islands one (1) signed and four (4) copies of sealed proposals must be marked “RFP17-BECQ-001” and postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **December 15, 2016** and the proposal documents must be received at the Office of Director of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Capitol Hill, Saipan, MP 96950, no later than **December 23, 2016**.

Discussions with Proposers

Discussions may be conducted with the responsible vendor who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to insure full understanding of, and responsiveness to, solicitation requirements. Vendor shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendor. All responses to this RFP should take into account any and all taxes, including excise tax, which will become the obligation of the proposer awarded a contract.

All wage rates for employees performing work, labor, and services on this project shall be paid the U.S. Federal minimum wage per Governor’s Directive No. 241, effective July 29, 2004.

Award shall be made to the responsible vendor 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

(To be part of Solicitation for quotes, ITBs and RFPs)

- *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 therefor. 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 subcontract 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 the property of the CNMI government.

This project is funded by a Grant from the United States Environmental Protection Agency (USEPA). The conditions of this grant, Federal Regulations 40 CFR Part 31.36(c)(vii)(2), prohibit the use of statutorily or administratively imposed local geographical preferences in the evaluation of bids or proposals. Therefore, the Commonwealth Local Preference Law, CNMI Public Law No. 11-87, will not be applied as part of the selection process for this grant, i.e., there will be no preference for local bidders.



Frank M. Rabauliman
Administrator,
Bureau of Environmental and Coastal Quality



Herman S. Sablan
Director,
Procurement & Supply



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RFP17-BECQ-001

SCOPE of WORK

1.0 INTRODUCTION

The Bureau of Environmental and Coastal Quality (BECQ) is committed to protecting public health and the environment in the CNMI by investigating leaking underground storage tank (LUST) sites where releases may have occurred. BECQ requires the services of an experienced, qualified contractor to permanently close the underground storage tanks (either in-place or removed from site). This project will be under the direction of the Pesticide & Storage Tanks Branch at the BECQ.

2.0 BACKGROUND INFORMATION

The Contractor shall review existing records review, and provide underground storage tank removal, site assessment and reconnaissance, evaluation and interpretation of data, and groundwater monitoring for W-2 Service Station located in the village of Puerto Rico, Saipan along Chalan Pale Arnold.

The lot number for this site is 23 D 26. The subject site consists of approximately 500 square meters of land. The subject site is currently an Auto-Marine repair shop. The shop was initially a Mobil gas station that contained three steel, underground storage tanks (USTs) installed in 1984. One UST that contained gasoline did not meet regulations for precision testing, and was listed as a leaking UST (LUST), and subsequently closed in 1994. The remaining two tanks are dealer owned and have been abandoned on site.

In December 2015, an Environmental Site Assessment was completed. The report revealed that the base of both USTs are located below the groundwater table. The investigation revealed that UST#1, the 4,000-gallon tank, contained approximately 52 gallons of water. UST#2, the 3,000-gallon tank, contained approximately 25 gallons of product and 9 gallons of water.

Analytical results indicated that approximately 0.1875 inches of Light Non-Aqueous Phase Liquid (LNAPL) was found in monitoring well MW-1. Additionally, in the four groundwater

samples, TPH gasoline and TPH diesel constituents exceeded the Pacific Basin ESLs (100 µg/L). Lead constituents were also measured within the groundwater sample collected from monitoring well MW-3 (6.79 µg/L), slightly exceeding the referenced Pacific Basin ESLs (2.5 µg/L).

3.0 REQUIREMENTS OF THE CONTRACTOR

The Contractor shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, transportation) necessary to perform the tasks described in this Scope of Work. All maintenance, service and repair of the equipment used to perform the tasks described in this Scope of Work will be the Contractor's responsibility.

A.) Commencement Conference

Within ten (10) calendar days of BECQ's Notice to Proceed, a commencement conference shall be held between the Contractor's key personnel (attendance of the Project Manager is mandatory) and BECQ to discuss the commencement of the project and answer any questions regarding the contract. The conference will be held at BECQ Office in Gualo Rai, Chalan Pale Arnold, Saipan. The Contractor shall come to the conference prepared to request clarification of any issues not clearly understood by him/her.

B.) UST Closure, Sampling and Analysis

The Contractor shall review this December 2015 Environmental Site Assessment report and perform tank closure by following closure procedures according to NMIAC §65-100 and 40 CFR 280 Subpart G. The line item for tank closure activities shall be lump sum and include the removal of the two USTs as described below.

1. Notice of Intent
 - a. The Contractor shall submit a letter of intent to perform a Closure of a UST System to the BECQ Project Manager for processing within thirty (30) calendar days of the commencement conference. Tank closure activities should be initiated within ten (10) calendar days of BECQ approval of the notice of intent.
2. UST Closure
 - a. The BECQ Project Manager must be notified no less than five (5) business days prior to the commencement of any site work.
 - b. To permanently close the USTs, the Contractor must empty and clean the USTs by removing all liquids (product and water) and any accumulated sludges.
 - c. All tanks may be removed from the ground, filled with an inert solid material, or closed in place.
3. Collection and Analysis of UST Closure Samples
 - a. The Contractor shall collect closure samples.
 - i. Each sample shall be collected and analyzed for TPH-GRO, BTEX, MTBE and Lead. Quality assurance and/or quality control samples are not required for closure sampling.

- ii. In the event the UST shall be removed from the ground, there should be a minimum of one (1) discrete soil sample below each UST as well as a minimum of three (3) discrete soil samples around each UST perimeter.
 - iii. In the event the USTs shall be closed in place, there shall be a minimum of minimum of five (5) discrete soil samples around perimeter of the two USTs.
 - iv. The samples shall be analyzed as follows:
 - The samples shall be analyzed for GRO, DRO, and ORO using EPA Method 8015M, VOCs (EPA 8260), SVOCs (EPA 8270) and total lead (EPA 6010) and organic lead by an EPA-approved method (e.g., Methods 8081 or 8270). Samples for GRO and VOC analyses shall be collected in accordance with EPA Method 5035.
 - One grab groundwater sample for each boring shall also be taken, if encountered, and analyzed for the same constituents as item #1 above, and also ethylene dibromide (EDB) and 1, 2-DCA by EPA Method 504.1 or 8011.
 - v. The BECQ Project Manager must be notified via fax transmittal or e-mail as soon as results are available.
- b. The Contractor shall maintain the security of the open area(s) of excavation to prevent hazards for site traffic. Excavation areas shall be clearly marked and secured. Excavation walls should be properly shored as needed and heavy equipment operators and field crew should exercise caution around excavation boundaries.

4. Excavation and Disposal of Existing Contaminated Backfill and Surrounding Contaminated Soil, Backfill of Excavated Tank Hold, and Surface Completion

The Contractor Shall:

- excavate existing contaminated backfill and surrounding contaminated soil as applicable.
- backfill excavated areas utilizing clean backfill material (i.e. inert solid material or soil, that are below pacific basin screening levels for TPH-GRO, BTEX, MTBE and Lead). The backfill shall be graded to adjacent surfaces.
- replace ground surface to its original condition immediately following backfill activities by installing concrete cover meeting specifications for mixture and reinforcement necessary for the preexisting use of the property. The concrete cover shall be a minimum of 4-inches, unless the original concrete cover is greater.

5. Preparation and Submittal of Closure Report

The Contractor shall submit a draft closure report electronically to the BECQ Project Manager for review and approval. Upon approval of the draft closure report, a final report shall be submitted to BECQ; two (2) copies delivered to the BECQ office and one copy sent electronically to the BECQ Project Manager.

C.) Groundwater Monitoring and Reports

The Contractor shall conduct groundwater monitoring for a period of 12 months after permanent closure.

Groundwater monitoring shall begin ninety (90) calendar days after the UST closure and at one-eighty(180) day intervals for four consecutive quarters.

Results of the semi-annual groundwater monitoring events shall be compiled and submitted to BECQ within thirty (30) days following each monitoring period.

The Contractor shall be responsible for taking adequate quality control measures to ensure that environmental data of known quality are provided. In the event of loss (including breakage) or contamination of the samples while in custody, the Contractor shall be required to re-perform the sampling activities without additional compensation.

4.0 ROJECT MANAGEMENT

A.) Progress Reporting

The Contractor shall prepare and submit to the BECQ Project Manager a Monthly Progress Report describing all work completed during the preceding month, the status of the work in progress, and any problems encountered.

Additionally, the Contractor shall report any environmental problems identified in the field needing further investigation or corrective action by BECQ. The Monthly Progress Report shall be provided within two weeks of the end of the preceding month. This report shall include:

- (1) the Contractor's name, address, and the name of the Contractor's Project Manager;
- (2) BECQ contact number and project title;
- (3) the dates of the reporting period; and
- (4) a description of the progress made during the previous month, including problems experienced, requests of approved changes in personnel, and the effect of the problems/changes on the due date of deliverables. The Monthly Progress Report must be signed by the Contractor's Project Manager. The format of this report may be determined by the Contractor; however, BECQ reserves the right to require format revisions.

B.) Deliverables

The Contractor shall provide an original and one (1) electronic copy of the following deliverables for review and approval by the BECQ. Any and all discrepancies or omissions shall be corrected to the satisfaction of the BECQ before the report is accepted as completed.

- 1) Combined Work Plan (Site Investigation) / Sampling and Analysis Plan that outlines:
 - a. Standard Operating Procedures
 - b. Preparatory Activities
 - c. Health & Safety Activities/Procedures
 - d. Field Activities (Soil Sampling, Surveys, Equipment Decontamination, etc.)
 - e. Sampling Preservation & Storage & Documentation and Shipment
 - f. Quality Assurance/Quality Control (Equipment blanks, Trip blanks, Field duplicates, etc.)

- 2) UST Closure Report
- 3) Ground Water Monitoring Reports
- 4) Monthly Progress Reports

The Contractor shall provide written reports, original, and one (1) electronic copy for review and approval by the Project Manager. Any and all discrepancies or omissions shall be corrected to the satisfaction of the Project Manager before the report is accepted as completed.

5.0 BECQ RESPONSIBILITIES

As part of its responsibilities under the contract, BECQ shall:

- 1) provide points of contact (liaisons) for technical and contract activities (Project Manager)
- 2) provide BECQ materials (documents, reports, photographs, etc.) for the Contractor's work as necessary;
- 3) monitor the Contractor's work through telephone communications, meetings, review of Monthly Progress Reports, oversight inspections; and
- 4) review, require revision as necessary, and accept deliverables.

BECQ will be available for assistance to the Contractor in solving problems or answering questions that may arise and will meet with the Contractor as necessary. However, BECQ shall not be responsible for the Contractor's performance of the work and reserves the right to reject deficient work.

In the event the owner/operator has refused permission, cannot be located, or if the Contractor is unable to gain access to the property, the Contractor must inform BECQ in writing within forty-eight (48) hours; BECQ will direct the Contractor after notification has been made.

Fax Confirmation Report

Date & Time : 10-NOV-2016 07:25 THU
Fax Number : 6706641515
Fax Name : PROCUREMENT
Model Name : WorkCentre 3550

No.	Remote Station	StartTime	Duration	Page	Mode	Job Type	Result
001	92349271	10-11 07:23	00' 30	003/003	EC	HS	Success

Abbreviations:

HS: Host Send	PL: Polled Local	CP: Completed	TS: Terminated by System
HR: Host Receive	PR: Polled Remote	FA: Fail	TU: Terminated by User
MS: Mailbox Save	WS: Waiting To Send	RP: Report	G3: Group3
MP: Mailbox Print	EC: Error Correct		



Department of Finance Division of Procurement and Supply

E-mail: procurement@afic.com.mp
P.O. BOX 510008 CK SAIPAN, MP 96950 TEL. (870) 864-1500 FAX (870) 864-1515



November 12, 2016

Marianas Variety
Attn: Noemi
Saipan, MP 96950

Please publish the attached Request for Proposal in your newspaper, in the following issues:

November 15, 2016
November 22, 2016
November 29, 2016

The size of the advertisement should not exceed 2 x 2 of a page in your newspaper. Please fax a copy of the ad, for corrections, if any, to our office before the ad is put out for publication.

Please mail or submit your original invoice to the Bureau of Environmental and Coastal Quality, c/o Mr. Frank M. Rabaultonu, Administrator at P.O. Box 501304, Saipan, MP 96950.

Your billing should reference RFP17-BECQ-001 and the requesting agency is the Bureau of Environmental and Coastal Quality.

Please apply this advertisement order to purchase order number 620814-OP.

Sincerely,

Vivian M. Lizama
Administrative Officer

Attachments: Advertisement Layout
Copy of Purchase Order - 620814-OP



Department of Finance Division of Procurement and Supply

E-mail: procurement@pticom.com

P.O. BOX 510008 CK SAIPAN, MP 96950

TEL. (670) 664-1500

FAX (670) 664-1515



November ¹⁸ 2016

Marianas Variety
Attn: Noemi
Saipan, MP 96950

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Sincerely,

Vivian M. Lizama
Administrative Officer

Attachments: Advertisement Layout
Copy of Purchase Order - 620814-OP

**PROCUREMENT AND SUPPLY
CNMI GOVERNMENT**

REQUEST FOR PROPOSALS

RFP NO.: RFP17-BECQ-001

SUBMISSION: DECEMBER 15, 2016 TIME: 10:30 A.M.

**“ABANDONED UNDERGROUND STORAGE TANK
CLOSURE - W-2 SERVICE STATION,
A PROJECT UNDER THE BUREAU OF ENVIRONMENTAL
AND COASTAL QUALITY”**

THE SCOPE OF WORK FOR THIS PROJECT WILL BE AVAILABLE ON OR AFTER **NOVEMBER 15, 2016** AT THE BECQ OFFICE LOCATED AT THE GUALO RAI CENTER BUILDING, ON CHALAN PALE ARNOLD ROAD, SAIPAN DURING REGULAR WORKING HOURS.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

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 CNMI GOVERNMENT.

/S/ FRANK M. RABULIMAN
ADMINISTRATOR OF BECQ

S/ HERMAN S. SABLAN
DIRECTOR, P&S