



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

REQUEST FOR PROPOSALS (RFP) (This is ad is paid for NMHC with HUD funds)

NMHC RFP 2021-003

BID SUBMISSION DATE & TIME: December 4, 2020, 10:00 a.m.

Lease of Office Space for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program

The Request for Proposal and Scope of Work will be available on November 20, 2020 at the NMHC website at www.nmhc.gov.net by clicking on the "Procurement Tab".

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submitted by facsimile to (670)234-9021 no later than 10:00 AM local time on November 25, 2020.

The provisions of the NMHC Procurement regulations, NMIAC 100-60-725 AND 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or email at officemanager@nmhc.gov.net during regular business hours, 7:30 a.m. - 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/

Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/

Frank Lee Borja
Acting Chairman
NMHC Board of Directors



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REQUEST FOR PROPOSALS NMHC RFP 2021-003

“LEASE OF OFFICE SPACE FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) PROGRAM”

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed proposals from prospective vendors with the primary objective of leasing professional office space (approximately 8,000 square feet) for its Community Development Block Grant Disaster Recovery (CDBG-DR) Program.

This procurement is in accordance with the NMHC Procurement Regulations. Proposal procedures shall be in full compliance with NMIAC §100-60-210 (Competitive Sealed Proposals) of the NMHC Procurement Regulations. To also include the provisions of NMHC Procurement Regulations, NMIAC Section §100-60-725 & § 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals and Scope of Work is available on November 20, 2020, online at www.nmhc.gov.net by clicking on the “Procurement” tab.

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submitted by facsimile to (670)234-9021 no later than 10:00 AM local time on November 25, 2020.

Selection Criteria:

Proposals shall be evaluated based on the following criteria:

1. Location and Proximity: 25 Points
2. Cost Reasonableness: 25 Points
3. Lease Requirements: 50 Points

The successful proposer will be subjected to a responsibility determination in accordance with NMHC Procurement Regulations § 100-60-245.

Sealed proposals must be marked “NMHC RFP 2021-003.” One original and three (3) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than 10:00 a.m., local time December 4, 2020. Proposals received after the date and time will not be accepted.

Breach of Ethical Standard

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 therefore. *NMIAC Section 100-60-725(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 a subcontractor or order. *NMIAC 100-60-725(b)*

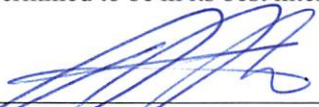
Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. *NMIAC 100-60-730*

NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

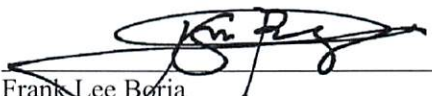
This project is also subject to Section of the Housing and Community Development Act of 1968 which requires the successful bidder to the "maximum extent feasible", take affirmative steps to provide training, contracting and employment opportunities and help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents in Saipan.

The responsive and responsible offeror submitting the proposal that is determined in writing to be most advantageous to NMHC taking into consideration price and the evaluation factors set forth in the request for proposals will be subject to a responsibility determination in conformance with the NMHC Procurement Regulations Section 100-60-245.

NMHC reserves the right to reject any and all proposals for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the property of the Commonwealth Government.



Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)



Frank Lee Borja
Acting Chairman
NMHC Board of Directors



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Request for Proposals

Lease of Office Space for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program Detailed Requirements and Scope of Work

I. BACKGROUND INFORMATION

The Northern Marianas Housing Corporation (NMHC), located in the Commonwealth of the Northern Mariana Islands, is soliciting sealed proposals from prospective vendors with the primary objective of leasing professional office space (approximately 8,000 square feet) to house the NMHC's Community Development Block Grant Disaster Recovery (CDBG-DR) Program. This RFQ package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. NATURE OF WORK

The primary objective of this RFQ is for the leasing of a professional space (approximately 8,000 square feet) to house the NMHC's CDBG-DR Program for a period of five (5) years beginning January 1, 2021 to December 31, 2025 with an option to renew for another year on a month-to-month basis.

III. LOCATION OF WORK

The property must be accessible to Beach Road or Middle Road's main thoroughfare on the island of Saipan in the Commonwealth of the Northern Mariana Islands.

IV. DETAILED SCOPE OF WORK

The NMHC is soliciting proposals from qualified vendors for the five (5) year lease plus an option to renew for another year on a month-to-month basis of a professional office space to house the CDBG-DR Program with the right to terminate the lease without penalty cost or fees should federal funds or other applicable funding sources become unavailable.

The RFQ requires that proposals must meet the following specifications:

1. **Parking Space**

The property must have a designated parking space available for agency vehicles and those of its employees and visitors with at least two designated accessible parking spaces. Program vehicles may be parked in designated spaces overnight. A minimum of 50 parking spaces should be designated for the Program.

2. **Telecommunication**

The property must have adequate telecommunication lines.

3. **Sanitation and Health Condition**

The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the CNMI.

4. **Light and Ventilation**

The building's common areas must have proper lighting and ventilation system.

5. **Facilities**

The building must have the following facilities/amenities:

- Facility must be move-in ready upon completion of lease agreement/contract;

- Americans with Disabilities Act (ADA) compliant (parking, restrooms, elevators, hallways, doorways, etc);
- In compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Code Standards and approved project plans and specifications;
- Main meter and/or sub-meter for electrical and water supply exclusively for the use of the CDBG-DR Program;
- 24-hour water service;
- Sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for the air conditioning units and other office equipment to be installed;
- Fire alarm/detection system, fire/emergency exits, as provided by NFPA 101: Life Safety Code;
- Fire extinguishers;
- Adequate air conditioning units to accommodate the square footage requirements of the office space;
- Electrical Facilities/Requirements:
 - All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition;
- Generator shall be capable of supplying power for critical and life safety conditions. This shall include standby lighting, the fire protection system, security system and elevators (if the Lessee is not located on the ground floor). Additionally, the generator shall be capable of supplying power to IT equipment and the A/C unit(s);
- Trash services;
- Cleaning services, three times per week (Monday, Wednesday, & Friday);
- Maintenance services (building fixtures, lighting, plumbing);
- Reception area with window booth;
- CDBG-DR program should be allowed to demolish/chip portion of walls and floors for the installation of A/C units and other equipment; and
- The building must have a security system in place.

6. **IT Requirements**

The building must have the following:

- Provision of space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- CDBG-DR program should be allowed to demolish/chip portion of walls and floors and ceilings for the installation of data cables;
- There should be ample provision for communication lines/system requirements (i.e., rising, piping, etc);
- Access to the building/electrical room/main distribution frame for any IT troubleshooting; and
- Existing wiring throughout building is desirable.

7. **Free Services**

- Provision of free parking space for the agency, employee, and client vehicles;
- A rent free construction/renovation period for a minimum of one (1) month before the start of the lease term or as may be agreed upon; and
- Any other services that the bidder may offer.

8. **Space Requirements**

The building's leasable spaces must be adequate for the CDBG-DR program's area requirement of approximately 8,000 square feet for the following:

- 50 single workstation cubicles
- 10 enclosed rooms for Executives/Managers
- 3 enclosed rooms for private client meetings
- 2 conference rooms
- Storage and filing room
- Server room

- At least two (2) Restrooms
9. **Security Deposit/Prepaid Rent**
No security deposit or pre-paid rent will be required.
10. **Security**
Description of the security services available in the building and the name of outside security services utilized.
11. **Additional Proposal Contents**
- Building specification including square footage, utility location and access, single unit or multi-unit business;
 - Cost proposal (i.e., rent and complete listing of pass through, if any, including a 2 year cost history of those items)
 - Proposed schedule of work deadlines to ensure space availability; and
 - Readiness of facility.

V. **INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All proposals submitted by prospective vendors to the Northern Marianas Housing Corporation Central Office must include all items listed below. Incomplete proposals may not be considered.

1. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
2. Copy of current business license valid in the CNMI.
3. The company's Tax Identification Number.
4. Proof of insurance coverage and property liability insurance of at least \$100,000.00.
5. Other information that may be helpful to the evaluation team.

NMHC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. **GENERAL AND ADMINISTRATIVE INFORMATION**

1. **Posting of Request for Proposals**

Interested parties can download this Request for Proposals from the CDBG-DR or NMHC website by clicking on the Procurement Tab.

2. **General Provision**

Until the selection process is completed, the content of the proposal will be held in strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by NMHC. This RFP does not constitute an offer and does not obligate the NMHC in any way. NMHC reserves the right to reject any and all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP, if it is in the best interest of NMHC.

NMHC will enter a contract with the successful vendor pursuant to the terms and conditions of the NMHC Procurement Regulations. **Selected vendor shall ensure that the office space is move in ready within thirty (30) days of receiving the Notice to Proceed (NTP).** Additional terms and conditions will be attached as exhibits to the contract.

3. **Submission Details**

Sealed proposals must be marked "NMHC RFP 2021-003." One original and three (3) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than **10:00 a.m., local time December 4, 2020.** Proposals received after the date and time will not be accepted.

Instructions

- All submissions must include the RFQ # in the email subject.

- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFQ # in the header, plus page number in the footer.

Failure to follow these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

4. **Cost of Preparation**

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation will become the property of NMHC and will not be returned. NMHC reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of NMHC.

5. **Questions**

All questions or requests for clarification must be made in writing to Mr. Jacob Muna, Office Manager/Procurement Manager at officemanager@nmhcgov.net no later than **10:00 AM, local time, on November 25, 2020.**

All emails **MUST** contain the RFP # in the email subject.

VII. **EVALUATION CRITERIA**

Proposals received by the submission date and time noted above will be jointly processed on **December 4, 2020 at 10:00 AM local time.** After the evaluation process, NMHC plans to make an award to the vendor whose proposal is most advantageous to NMHC considering the evaluation factors set forth below:

- **Location and Proximity (25 Points)** – This criterion considers the proximity of the building/office space to Middle Road and Beach Road main thoroughfare.
- **Cost Reasonableness (25 Points)** – This criterion includes a review of all costs associated with the lease agreement including lease changes, updates, lease extensions and increases.
- **Lease Requirements (50 Points)** – This criterion includes ability to meet specifications under Section IV: Detailed Scope of Work of this RFP and obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation, and other related business liabilities between the lessor and the lessee.

VIII. **SUCCESSFUL VENDOR NOTIFICATION PROCESS**

Upon the selection, the successful vendor will be advised to negotiate the contract with NMHC. Should the negotiations fail to result in an agreement, NMHC reserves the right to cancel the negotiations and select the next recommended vendor, which in NMHC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the proposers, the RFP will be cancelled and re-advertised.

In the event all proposals exceed available funds and/or all proposals received do not meet **all** material respects of the request for proposals (RFP), the official with expenditure authority may authorize the procurement officer to negotiate an adjustment of the proposed price including changes in RFP requirements as may be required.