



NORTHERN MARIANAS HOUSING CORPORATION
P.O. BOX 500514, Saipan, MP 96950-0514

REQUEST FOR QUALIFICATIONS (RFQ)
(This is ad is paid for NMHC with HUD funds)

NMHC RFQ 2020-013

SUBMISSION DATE & TIME: October 28, 2020, 10:00 a.m.

ARCHITECTURAL & ENGINEERING FIRMS

RFQ packets will be available on September 28, 2020, at the NMHC website at www.nmhcgov.net by clicking on the "Procurement Tab".

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

A Mandatory meeting will be held via video teleconferencing on October 13, 2020, at 10:00 a.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the NMHC website at www.nmhcgov.net. Firms are requested to submit a notice of their intent to participate in the mandatory meeting one (1) day before the meeting via email at officemanager@nmhcgov.net.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or email at officemanager@nmhcgov.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

/s/
Vinney Atalig-Hocog
Chairman, NMHC Board of Directors



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 QUALIFICATIONS

NMHC RFQ 2020-013

ARCHITECTURAL & ENGINEERING FIRMS

The Northern Marianas Housing Corporation (NMHC) is accepting Statement of Qualifications (SOQ) from qualified Architectural and Engineering firms for the following services: A&E Design; Development of Project Scopes of Work; Project Management, and Construction Management Services.

This solicitation is in accordance with NMHC Procurement Regulations NMIAC § 100-60-305. To also include provisions of NMHC Procurement Regulations, NMIAC Section § 100-60-725 and NMIAC Section § 100-60-130 prohibiting gratuities, kickbacks and contingent fees shall apply.

All firms submitting their SOQs may be considered as a Registered A&E firm with NMHC pursuant to NMIAC § 100-60-250.

All firms must have or obtain a valid Certificate of Authorization (COA) from the Commonwealth of the Northern Marianas Board of Professional Licensing. Information in obtaining a COA shall be requested from the CNMI Board of Professional Licensing.

The Request for Qualifications packet is available on September 28, 2020, online at www.nmhc.gov.net by clicking on the "Procurement" tab.

A mandatory meeting will be held on October 13, 2020, at 10:00 a.m. via Zoom Video Communication. Firms will be provided the video teleconference link on the NMHC website (Procurement Tab Section). Firms are requested to submit a notice of their intent to participate in the mandatory meeting one (1) day before the meeting via email at officemanager@nmhc.gov.net.

Inquiries regarding this RFQ must be submitted in writing on or before October 13, 2020, no later than 9:00 a.m. via email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submit via facsimile to (670)234-9021.

Interested firm(s) shall submit one (1) original, three (3) copies and one (1) electronic file in PDF format on a USB (universal serial bus) flash drive of the SOQ no later than 10:00 a.m., October 28, 2020, at the NMHC Central Office located in Garapan. The RFQs shall be marked NMHC RFQ 2020-013. Failure to submit the RFQ package on the date and time indicated in this notice will not be accepted. The RFQs will be evaluated based on the criteria indicated in the RFQ information package.

The NMHC reserves the right to reject any or all RFQs for any reason, if in its sole opinion to do so would be in its best interest.



Tinian Field Office
Tel: (670)433-9213
Fax: (670)433-3690

"NMHC is an equal employment and fair housing public agency"

CDBG-DR Office
Tel: (670)233-9447/9448/9449

Rota Field Office
Tel: (670)532-9410
Fax: (670)532-9441

and employment opportunities and help ensure that the economic opportunities generated by HUD funds are provided to local low-income residents in the CNMI.

/s/

Jesse S. Palacios
Corporate Director

/s/

Vinney Atalig-Hocog
Chairman, NMHC Board of Directors



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**NORTHERN MARIANAS HOUSING CORPORATION (NMHC)
REQUEST FOR QUALIFICATION**

**NMHC RFQ 2020-013
ARCHITECTURAL AND ENGINEERING SERVICES**

Introduction:

The NMHC has been designated as the program administrator for the Community Development Block Grant–Disaster Recovery (CDBG-DR) program. The CDBG-DR program was made available by appropriations from the U.S. Congress to assist our islands in rebuilding its housing and infrastructure after the devastation of Typhoon Mangkhut and Super Typhoon Yutu. The CDBG-DR funds will be utilized for new construction and rehabilitation of various housing and infrastructure projects.

The NMHC is soliciting statement of qualifications from various architectural and engineering firms to assist the agency with the following services: Project Management Services; Construction Management Services; Development of Architectural and Engineering Designs; Development of Scopes of Work; Development of As-Built Plans; and Consultation Services.

The NMHC may select multiple firms to ensure smooth and efficient completion of project timelines and program delivery. The NMHC shall distribute the workload to firms depending on the needs of specific projects, the firm's capacity, project requirements, and completion timeframes.

All RFQ package shall be submitted on or before October 28, 2020, later than 10:00 a.m., Failure to submit your package on the stated deadline will not be accepted.

NMHC Registered A&E Firm:

Pursuant to NMHC's procurement regulations, the agency will be establishing its list of A&E firms to assist with various projects of the agency. Therefore, firms that have submitted their Statement of Qualifications (SOQs) and has fulfilled the documentation requirements will be considered as the NMHC Registered A&E Firm.

Scope of Services:

1. The firm(s) will be responsible for providing Project Management Services; Construction Management Services; Consultation Services; and Development of Scopes of Work and Design Plans. These services can be assigned as a package or as individual tasks based on project needs.
2. Responsibilities:
 - a) Firm shall make all efforts to be readily available when called upon;
 - b) Firm shall be able to provide recommendations and suggestions to the management regarding projects to ensure compliance with all program, federal, and local codes and regulations;
 - c) Firm shall make all efforts to ensure that projects assigned to them meet budget and completion deadlines;
 - d) Assist in the bid process of various projects;
 - e) Firm shall be able to produce a detailed Scope of Work (SOW) and Bid schedule;
 - f) Firm shall be able to provide an approved A&E plans certified by a CNMI licensed engineer;
 - g) Obtain required permits on behalf of the agency;

- h) Firm shall ensure full compliance of Federal and local laws and regulations
 - a. All applicable local codes i.e. 2018 IBC; Tropic Energy, etc.
 - b. All applicable Mechanical, Electrical, Plumbing, Structural, and Civil codes
 - c. All applicable Fire Codes
 - d. Occupational Safety and Health Administration (OSHA) regulations
 - e. National Environmental Policy Act (NEPA)/ HUD Environmental Requirements

Compensation:

The NMHC shall compensate the selected firm(s) based on actual work done. All firms shall provide a price list of all services the firm intends to provide. The NMHC shall use the price list as basis to determine the contract amount of the selected firm. All work to be performed shall be accompanied by work-order from the agency.

The selected firm(s) may be given a two (2) year contract depending on the needs of the agency and satisfactory performance of the firm(s). The firm(s) shall not assign the contract to other firms. All firms shall adhere to the contract requirements.

Inter-island Travel:

Travel may be required from time to time to the islands of Rota and Tinian for project assignments. The NMHC will reimburse firm(s) for airfare, ground transportation, overnight accommodations in accordance with NMHC Travel Policies and approved by the NMHC management.

Submittal Requirements:

Submission of SOQs shall not exceed twenty (20) pages. Firm(s) shall provide the following sets: one (1) original and four (4) copies and one (1) electronic file in PDF format on a USB (universal serial bus) flash drive of your SOQs for this RFQ by the submission deadline. The contents of the SOQ shall contain the following documents:

1. Valid CNMI Business License;
2. Existing CNMI Board of Professional Licensing Certificate of Authorization to practice as Engineer or Architect for all individual personnel who will be part of the design development.
3. Resumes of individual personnel who will be performing Construction and Project Management;
4. Firm(s) current workload and availability to commit to NMHC assignments;
5. Provide list of all projects within the last three (3) years for all firm(s) personnel participated in the Construction and Project Management or roles of the personnel in the projects. Firm shall include the contact person(s) for all projects;
6. Statement in identifying project management approach;
7. Certification on debarment, suspension, or other responsibility matters;
8. Workmen's Compensation Policy;
9. At least three (3) reference letters from previous project owners in the last three (3) years;
10. DUNS Numbers;
11. Enclosed HUD forms.

Documents listed above are considered material elements of the proposal. Failure to submit any of the documents listed above in the required format will result in a non-responsive bid and will be eliminated from further consideration.

Evaluation Criteria:

1. Qualification of Firm and/or Personnel: 35%
2. Experience in Project or Construction Management: 35%
3. Organization and Capacity: 20%
4. Response to the RFQ: 10%

The firm(s) with that have the highest evaluation rating will be requested to meet with the NMHC CDBG-DR representatives at a designated date and time for interview and presentation of their proposal and to further discuss SOQs submitted and other information needed by the agency. The NMHC reserves the right to cancel this RFQ without selection of any firm(s).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

*

PROJECT:

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness programs to inform employees about:
 - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
 - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
 - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the Government within ten days after receiving notice under subparagraph

(d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

Place of Performance (Street, Road, Village, Island)

Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.

Representative:

(Print Name)

(Signature)

Title: _____

Company: _____

NORTHERN MARIANAS HOUSING CORPORATION

CONTRACTOR'S ASSURANCES

(ALL contracts and subcontracts)

1. The Civil Rights and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

- a) The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The Grantee will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advertising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d) The Grantee will include these Section 3 clauses in every contract and subcontract for work in connection with the project and will, at the direction of the State, take appropriate action pursuant to the contract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has

first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the Federal financial assistance provided to the project, binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

3. State Nondiscrimination Clause:

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination.
2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

Bidder's/Proposer's Certification and Signature:

The undersigned bidder/proposer certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

(Signature)

(Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No. _____

Other Contact Nos.: _____

SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☐ is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☐ is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

☐ Black Americans ☐ Asian Pacific Americans

☐ Hispanic Americans ☐ Asian Indian Americans

☐ Native Americans ☐ Hasidic Jewish Americans

Bidder's/Proposer's Signature

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No.: _____

NON-COLLUSION AFFIDAVIT

Project:

Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS HOUSING CORPORATION)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)
) SS
SAIPAN, MARIANA ISLANDS)

_____ being first duly sworn, deposes and says:
(Name)

That he/she is _____ (A partner or officer in the firm of, etc.) of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure advantage against the Northern Marianas Housing Corporation (NMHC) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Seal of Notary Public

My commission expires _____ 20____.