



## NORTHERN MARIANAS HOUSING CORPORATION

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

Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

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

Tels: (670) 234-9447

234-6866

234-7670

Fax: (670) 234-9021

March 10, 2023

Mr. William S. Hofschneider, P.E.  
President  
Hofschneider Engineering Corporation  
PMB 368 P.O. Box 10000  
Saipan, MP 96950  
Tel: (670)234-2362/Fax: (670)234-2361  
Email: [info@hofschneider-eng.com](mailto:info@hofschneider-eng.com)

RE: Notice to Proceed (NTP)  
Architect-Engineering Services for the  
Community Development Block Grant- Disaster Recovery (CDBG-DR) Program Infrastructure Projects  
Contract No.: NMHC 2022-009: Change Order No. 1 – Contract Renewal

Dear Mr. Hofschneider:

This letter serves as our formal NTP to commence the Architect-Engineering Services for the CDBG-DR Program Infrastructure Project. This NTP shall be effective March 11, 2023, for a period of one (1) year or until the contract amount is depleted. Enclosed is a copy of the change order contract. After March 10, 2024, the contract will not be renewed.

Should you have any questions or concerns, please feel free to contact Mr. Jacob Muna at the numbers listed above or you may email him at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net).

Sincerely,

Jesse S. Palacios  
Corporate Director



**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

## ROUTING SLIP

ROUTE	DEPARTMENT/OFFICE	PRINT	DATE IN	DATE OUT
1.	NMHC PROCUMENT	Jalau		03/02/23
2.	CORPORATE DIRECTOR	JSP	03/02/23	03/02/23
3.	CHIEF FINANCIAL OFFICER	JQDLG	03/02/23	
4.	ATTORNEY GENERAL		DAG-CIVIL DIV 2023 MAR 3 4:10 PM	
5.	CHAIRWOMAN NMHC BOARD OF DIRECTORS	Mtomokane	03/07/23	03/07/23
6.	CONTRACTOR	HEC	3/09/23	3/09/23
7.	NMHC PROCUREMENT	Jalau	3/10/23	

## CONTRACT SPECIFICATION

**EXPENDITURE AUTHORITY** : Jesse S. Palacios, Corporate Director  
**TYPE OF PROCUREMENT** : Competitive Sealed Proposal  
**VENDOR** : Hofschneider Engineering Corporation (HEC)  
**PROJECT** : Architect-Engineering Services for the  
Community Development Block Grant-Disaster Recovery  
(CDBG-DR) Program Infrastructure Projects  
  
**AMOUNT** : ADD -0-  
**TOTAL CONTRACT AMOUNT** : NTE: \$1,000,000.00  
  
**ACCOUNT NUMBER** : DR. INF Project  
**CONTRACT NUMBER** : NMHC 2022-009  
Change Order No. 1: Contract Renewal Exp. 03/2024

*Note: Please contact NMHC Office at (670)234-6866/9447 after the Attorney General signs the contract documents.*

**NORTHERN MARIANAS HOUSING CORPORATION (NMHC)**  
**CHANGE ORDER NO. 1: CONTRACT RENEWAL**  
**CONTRACT NO.: NMHC 2022-009**

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**I. PARTIES**

This contract is between the NORTHERN MARIANAS HOUSING CORPORATION (NMHC), an autonomous public agency of the Commonwealth of the Northern Mariana Islands and referred to herein as “NMHC”, and Hofschneider Engineering Corporation is referred to in this contract as the “Contractor.” This Change Order is a fully enforceable contract and may be referred to as a contract or as a change order in this document.

Jesse S. Palacios, NMHC Corporate Director; is the Expenditure Authority for the NORTHERN MARIANAS HOUSING CORPORATION (NMHC). Any reference to the expenditure authority in this contract is a reference to Jesse S. Palacios, Corporate Director. The Expenditure Authority may take any action on behalf of the NMHC provided for by this contract or by law.

**II. GENERAL PURPOSE**

The purpose of this Change Order is to renew the Contract between the NMHC and Hofschneider Engineering Corporation. To continue the Architect-Engineering services and completion of existing work orders.

**III. CHANGE ORDER DOCUMENTS**

The following instruments shown in the table below constitute the Change Order Documents (“Change Order Documents”) and are incorporated as part of the Contract thereof. If any of the attached documents conflict with this Change Order, then the language of this Change Order will control.

The Original Contract, all of its provisions, and all of its exhibits are specifically incorporated into this Change Order. In addition, the following exhibits are specifically incorporated into this change order:

<b>EXHIBIT</b>	<b>NAME OF DOCUMENT</b>
A	Original Contract

**IV. CONSIDERATION AND SCOPE OF WORK**

Contractor agrees to deliver the goods and all other services described in this Change Order and the documents attached and incorporated into this Change Order, in addition to the goods and services required by the original contract.

Contractor shall continue their services for another year expiring on March 10, 2024. The NMHC shall not renew the contract after March 10, 2024.

The NMHC agrees to pay \$1,000,000.00 as consideration for this Change Order. In addition, the consideration for this agreement is in the mutual covenants and stipulations hereby agreed to by the parties and set out in the following paragraphs.

This Change Order alters the consideration of the original contract. If a provision of this Change Order conflicts with the original contract, then the Change Order will control.

## V. DELIVERY AND PAYMENT

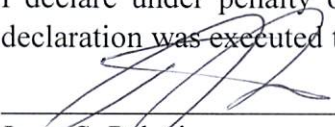
1. The Contractor agrees to begin, and to continue for as long as this contract provides, to perform the services on the island of Saipan. The Contractor will invoice the NMHC and will be paid according to the following schedule:

DATE THE NMHC RECEIVES INVOICE	INVOICE AMOUNT	PAYMENT DUE DATE
Payments will be based upon completion of actual work done and approved by NMHC.		NMHC will issue payment to the contractor within 30 days after submitting an invoice.

## VI. SIGNATURES

1. Expenditure Authority

I declare that I have complied with the NMHC procurement regulations; that this contract is for a public purpose; and that the contract does not waste or abuse public funds. I declare that I, personally, have the authority to obligate the expenditure of funds for this contract. I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed this day in the Commonwealth of the Northern Mariana Islands.

  
\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Expenditure Authority

3/2/2023  
Date:

2. Procurement and Supply

I hereby certify that to the best of my information and belief this contract is in compliance with the NMHC Procurement Regulations, is for a public purpose, the contractor is a responsible contractor, and the contract does not waste or abuse public funds.

  
\_\_\_\_\_  
Jacob Muna  
Procurement Officer

3/2/23  
Date



3. NMHC Fiscal Division:

I hereby certify that the funds identified below are available and have been committed for funding of this Contract:

Account: DR. INF Project

Amount: \$1,000,000.00

  
Jeffrey Q. Delcor  
Chief Financial Officer

03/02/2023  
Date

4. Attorney General

I hereby certify that this Change Order has been numbered, reviewed and approved as to form and legal capacity.

  
Edward Manibusan  
Attorney General

3/4/2023  
Date

5. NMHC Board of Directors

  
Merced "Marcie" M. Tomokane  
Chairwoman

03/06/2023  
Date

6. Contractor – Hofschneider Engineering Corporation.:

On behalf of the Contractor, I represent that I am authorized to bind the Contractor to the terms of this Change Order, and by my signature I do hereby accept and bind the Contractor to the terms of this Change Order. I further represent for the Contractor that no person associated with the Contractor has retained any person in violation of the NMHC Procurement Regulations.

William S. Hofschneider, PE  
PRINTED NAME OF SIGNING AUTHORITY

President  
TITLE

  
SIGNATURE OF SIGNING AUTHORITY

03/09/2023  
Date

7. CERTIFICATION OF CONTRACT COMPLETION

I hereby certify that this contract bears all signatures and is therefore complete.



Jacob Muna  
Procurement Officer

3/10/23  
Date

**VII. END OF CHANGE ORDER**

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Procurement Information