



COMMONWEALTH HEALTHCARE CORPORATION



REQUEST FOR QUALIFICATION (RFQ)

RFQ25-CHCC/DESIGN BUILD-001

REQUEST FOR QUALIFICATIONS DESIGN/BUILD CONTRACTORS FOR COMMONWEALTH HEALTHCARE CORPORATION

The Commonwealth Healthcare Corporation (CHCC) is a public corporation and autonomous agency of the Government of the Commonwealth of the Northern Mariana Islands (CNMI). In accordance with its Procurement Rules and Regulations, CHCC hereby seeks the services of a qualified Contractors to perform Design/Build Services for Projects located at the hospital in Saipan, Clinics in Tinian and Rota. The selected Contractors will be issued a Contract thru RFQ25-CHCC-DESIGN/BUILD-001. These services are in accordance with CHCC's Procurement Rules and Regulations and procedures shall be in full compliance with Section 140-80.1-250 Pre-Qualification of Contractors and

The Request for Proposals and Scope of Work is available on November 1st, 2024 online at www.chcc.health, navigate to the RFP tab on the left navigation bar, click on the URL for this RFQ243-CHCC/DESIGN BUILD-001.

A Pre-conference meeting will be held on November 8th, 2024 at 9:00AM at the Conference Room #2 located in main Executive Office.

Inquiries regarding this RFP must be submitted in writing via email to Ms. Cora P. Ada, Director of Procurement at cora.ada@chcc.health and to Jesse Tudela, COO/Ancillary Director at jesse.tudela@chcc.health no later than November 25th, 2024.

Proposers shall submit proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at procurement@chcc.health, no later than: 16300hrs (1630) Chamorro Standard Time on December 4th, 2024.

/S/ DR. ESTHER L. MUNA
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA
DIRECTOR OF PROCUREMENT & SUPPLY



COMMONWEALTH HEALTHCARE CORPORATION REQUEST FOR QUALIFICATIONS (RFQ)



RFQ25-CHCC/DESIGN BUILD-001

REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN/BUILD CONTRACTORS FOR COMMONWEALTH HEALTHCARE CORPORATION

I. INTRODUCTION:

The Commonwealth Healthcare Corporation (CHCC) is seeking qualified Contractors to perform Design/Build services for projects located at the hospital in Saipan, clinics in Tinian and Rota. The selected Contractors will be issued an Indefinite Delivery-Indefinite Quantity (IDIQ) contract. Each project will have a general Scope of Work and the Contractor will be asked to work with the CHCC to finalize the scope of work and negotiate the final costs. Once that work is completed the CHCC will issue a Task Order to the Contractor through the IDIQ Master Contract. The value of these projects is in the \$25,000 - \$5,000,000 ranges.

Health facilities include hospitals, health care clinics, wellness centers, support buildings, and associated infrastructure ranging in size from 1,000 square feet to 150,000 square feet. The projects may include but are not limited to perform major maintenance, periodic repair of building components, and facility improvements. **Some projects may require only design or construction work and those projects will be identified by CHCC during the scoping of the project.**

The Contractor shall furnish the necessary qualified personnel, management capabilities, supplies, equipment, materials, instruments, facilities and transportation and other items necessary to provide professional Design and construction services related to the planning, Design, construction, construction management, construction contract administration, post construction contract services, facility maintenance support services on facilities Design and construction projects and other A-E related services and studies at all CHCC facilities.

CHCC intends to award multiple (up to four (4) contracts that will be for a base period of two (2) years from the date of award with three (3) options to potentially extend the term of the contract for three (3) additional one-year periods to be exercised at the discretion of the CHCC, or until the maximum contract amount of \$5,000,000.00 per contract awarded is reached, whichever is earlier. Requirements will vary for each individual Task Order and will be defined by separate Scopes of Work.

The contracts awarded will have a guaranteed minimum order of \$1,000.00 for the total of the base year and all option years, which will be satisfied with the award of the first task order. The minimum value of any individual Task Order is \$1,000.00 with a maximum Task Order value of \$2,000,000.00. Each specific Task Order shall be separately negotiated based on the Design/Build Contractors effort involved.

II. PROJECT SUMMARY

This solicitation is for the award of multiple contracts to provide Design/Build services to support the CHCC projects and maintenance activities. CHCC requires Design/Build Contractors to provide professional design and construction services related to the Planning, Design, Construction, Construction Contract Administration, Facility Maintenance Support Services for CHCC projects and other related services. Work can be at any of the following type of facility, health facilities, including hospitals, healthcare centers, small ambulatory and dental clinics, staff quarters and support facilities. Work on specific projects under this contract will not be requested or required except when the Contracting Officer awards delivery orders under the contract for such work. The Design/Build Services that may be required under this contract include, but are not limited to:

i. Planning and Studies:

- Water quality analysis
- Conceptual Designs
- Space utilization planning and patient flow studies
- Energy modeling and sustainability studies
- Building systems evaluations
- Electrical studies and evaluation of power quality problems
- Pre-Design commissioning activities
- Legal survey work for real property transfers including metes and bounds surveys
- Building Code Requirements and Permitting
- Environmental Clearances and Permitting

ii. Design Services:

- Value engineering
- All aspects of Design for the designated project, including architectural, civil, MEP, structural, furnishings and equipment.
- Building Code Requirements Compliance

iii. Construction Services:

Complete construction services to include any type of project that the CHCC may require for construction, renovation, expansion, or maintenance. These projects will require full involvement from the Design/Build Contractor for design, construction and project management.

iv. Construction Management:

- Participating in pre-construction conferences
- Responding to construction contractor requests for information (RFI)
- Construction commissioning
- Reviewing construction submittals and shop drawings

- Performing construction inspections and preparing field observation reports
- Advising the project officer regarding deficiencies and recommended actions
- Preparing revision drawings or architectural supplemental instructions (ASI)
- Managing document versions and revisions
- Reviewing contract modification proposals
- Reviewing contractor progress payment requests

v. Post-Construction Contract Services:

- Pre-occupancy commissioning
- Issuing punch lists and certificates of completion
- Preparing record drawings and as-built drawings
- Preparing operation and maintenance manuals
- Providing training on proper operation, maintenance of equipment, support for building automation, and systems troubleshooting
- Facility maintenance support services.

III. REGULATORY REQUIREMENTS

The design and construction of Commonwealth Healthcare Corporation building projects is required to conform with all applicable Federal and State regulations including, but not limited to NFPA (National Fire Protection Association Code, American with Disabilities Act (ADA). International Building Code (IBC 2018). CHCC Projects must also comply with CNMI Bureau of Environmental and Coastal Quality.

IV. CONTRACT REQUIREMENTS

All construction management services provided by the contractor shall be in accordance with the provisions of the CHCC Contract for Services which has been approved by the Office of the Attorney General.

The CHCC requires evidence of insurance coverage: General Liability, Automobile Liability, Professional Liability, and Worker's Compensation. If the consultant does not currently have coverage that complies with CHCC policies, then evidence shall be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with CHCC.

V. EVALUATION CRITERIA:

Submissions received in response to this notice will be evaluated by a Technical Review Board (TRB) assembled by the CHCC. The TRB may hold discussions with up to four (4) of the most highly qualified firms during the final selection process.

The evaluation factors listed below shall be tabbed/bookmarked accordingly.

Offerors responding are requested to clearly indicate those required services it intends to self-perform and those it intends to subcontract. CHCC shall evaluate each potential offeror in accordance with the following evaluation criteria. Each submission will undergo a technical evaluation and will be assigned an adjectival rating utilizing the evaluation factors below. The importance of factors is listed below:

- **Factor 1. Professional Qualifications and Experience = 20%**

The offeror shall describe its professional qualifications and those of its proposed subcontractor and key personnel anticipated to provide services under this contract, as related to health facilities and associated structures: Evaluation and Planning Services, Design Services, Construction and Renovation Services, Administration Support Services completed within the last seven (7) years from the date of the qualifications due date.

The offeror shall identify the roles of its key personnel by providing resumes for its proposed key personnel that include credentials, education, registrations, relevant experience, and the role to perform CHCC's requirements.

- **Factor 2. Specialized Experience and Technical Competence = 20%**

The offeror shall describe its experience and subcontractor('s') experience by submitting at least three (3) but no more than six (6) project examples performing design services and construction services of preferably healthcare projects. Show proficiency in the planning, Design, construction contract administrative support, construction services relating to small facility renovations, expansions, maintenance, improvement and environmental projects, to include small health centers and hospitals within the past seven (7) years from the date of the qualifications due date. The projects submitted under this factor should show a diverse range of experience to demonstrate relevancy and the Contractors diversity in all types of projects.

The offeror shall also describe its experience working with its proposed subcontractors and key personnel.

The offeror is encouraged to describe problems/issues/concerns encountered on projects and describe the corrective action taken to resolve them.

- **Factor 3. Management Plan & Limitations on Subcontracting = 20%**

Offerors shall submit a management plan and demonstrate the degree to which the management plan and team organization, including degree of General Contractor participation, coordination, division of work, quality assurance, cost control, and prior experience of the project team as a unit, will meet the overall requirements of this contract.

For example, a Design/Build contractor that has in-house engineering and design capabilities would receive a higher score than another that is subcontracting all work out to other companies. Also, the bidder that constructs a higher percentage of the construction work with their own crews will receive a higher score than a bidder that subcontracts most of the construction work to others. If the Design/Build Contractor shows that they have long term relationships with the subcontractors that would also score higher than if the subcontractors and the Design/ Build Contractor have not worked together in the past. To achieve the highest score possible for this factor, the bidder shall clearly demonstrate the amount of the self-performed work and the relationships with the subcontractors.

- **Factor 4. Past Performance = 20%**

Firms shall have previous clients submit Past Performance Questionnaires (PPQs) for Design and construction projects that are the same as the projects included in its proposal for Factor 2 (Specialized Experience (CPARS) by having clients complete PPQs (Attachment 1). The completed PPQs are to be submitted with the firm's proposal or the client may submit directly to Cora Ada, via email to cora.ada@chcc.health if the client so chooses. Clients should be knowledgeable of the firm's past performance and be willing to be interviewed by the Government. Ensure correct phone numbers and email addresses are provided for the client point of contact.

While the exact format of the attached PPQs is not required, a submitted past performance questionnaire shall include the minimum specifics for each project submitted including, but not limited to, the following information:

Project description, total contract amount, dates, and client information.

Initial award date and amount and final completed contract date and amount and description for differences, if applicable;

Providing a dialogue and a resulting rating for the areas of Quality, Professionalism, Cooperativeness, Problems, Adherence to Schedule, Cost Control, and Customer Satisfaction;

Question to be answered by client - "Would you award this firm another contract?"

The offeror shall submit a minimum of three (3) with a maximum of six (6) past performance questionnaires submitted by their clients (for projects under Factor 2 (Specialized Experience), within the past seven (7) years from the date of the qualifications due date) are not provided in CPARS. Any PPQs in addition to six (6) will not be evaluated.

Firms are encouraged to Describe problems encountered on projects submitted for past performance and describe the corrective action taken to resolve the issue(s). Firms may also submit recognition documents received in the last five (5) years, such as awards from clients, customers or professional organizations received within the last five (5) years.

In addition to the above, the CHCC may review any other sources of information for evaluating past performance.

While the CHCC may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the firm.

- **Factor 5. Capacity to Accomplish the Work = 15%**

Current and planned workload - The offeror shall Describe its internal and subcontractors' current and planned one (1) year workload and how the firm plans to ensure that they have the capacity to accomplish CHCC projects as they arise.

- **Factor 6. Geographic Capability = 5%**

Offeror shall demonstrate that it can perform all required services as stated in the SOW in Saipan, Tinian or Rota.

Pre-Qualification Inquiries (PQI): If you determine that the contractual requirements of this RFQ require clarification(s) in order to permit submittal of an acceptable or responsive qualification you may submit an inquiry for clarification. Pre-Qualification Inquiries (PQI), see Attachment 2, shall be submitted via e-mail to: cora.ada@chcc.health. Pre-Qualification Inquiries will be accepted up to 5 days prior to due date of the qualifications. Responses to PQIs will be provided via amendment to this RFQ. Oral questions or those submitted by facsimile will not be answered. Questions directed to any other CHCC employee other than Cora Ada (identified above) will not be answered.

Point of Contact:

Jesse Tudela, Chief Operating Officer/Facility Director jesse.tudela@chcc.health

Jack Deleon Guerrero, Facility Manager; jack.guerrero@chcc.health

Cora Ada, Procurement Director; cora.ada@chcc.health

Qualified Design/Build Contractors shall submit their proposal electronically to Cora Ada, Procurement Director, via email at cora.ada@chcc.health containing: (1) SF-330, Part I and Part II - Architect-Engineer Qualifications (see additional information in next paragraph) and (2) a signed copy of any and all SF30 (Amendments) issued for this RFQ; and (3) the submission requirements contained in Section 4 (Paragraphs 1-6), Evaluation Criteria, of this advertisement.

The SF330 (Attachment 1) is required for each consultant and/or joint venture firm.

Additional instructions:

Submission packages for each firm is **limited to 50 pages** exclusive of indexing tabs, project photos or drawings with brief captions and Past Performance Questionnaires (PPQs) submitted. (A page is defined as each face of a sheet of paper containing information.)

Submissions are due by **December 4th, 2024** to Cora Ada, Procurement Director, via email at cora.ada@chcc.health.

VI. REQUEST FOR QUALIFICATION SUBMITTAL REQUIREMENTS

The format shall include a Table of Contents and shall have numbered dividers that conform to the Required Response Items listed below, incomplete proposals may not be considered:

A. REQUIRED RESPONSE ITEMS

1. Letter of Interest

Provide a letter that expresses the Firm's interest in the proposed project and describes the Firms and the proposed Project Manager's perceived strengths to carry out the commission.

2. Project Team

Provide an organization chart indicating the relationship between the Candidate firm's staff members and proposed to have responsibilities related to the proposed projects. Indicate on e chart that names of key personnel and their titles. Include management, technical and administrative personnel.

3. Firm and Project Manager Qualifications

Complete and submit Statement of Qualifications (SOQ) form (Attachment A). In response to Item 7 of the SOQ provide project data for a minimum of three (3) and maximum of six (6) relevant projects, similar in size and scope to the proposed project, for which construction management services have been provided within the seven (7) years.

The Candidate firm may also include other relevant information it wishes the CHCC to consider.

4. Consultant Qualifications

The CHCC anticipates that the work of the proposal project will require at a minimum, the Construction Management Consultant to provide professional expertise from its own staff, for the following disciplines:

- a. Designer and Programming Project Management
- b. Construction Contract(s) Administration and Inspection
- c. Cost Estimating and Value Engineering Review
- d. Scheduling – including CPM (critical path method)
- e. Project Budget Accounting and Reporting

5. Key Staff

Identify by name and title each key staff members who will be assigned to the proposed project or who will otherwise play a major role in the proposed project. Briefly descript each individual's proposed role in relation to the organization framework of the Project Management Team. (Refer to the organizational chart provided in submittal requirement 3 above). Demonstrated

experience in management processes such as cost control, schedule control, quality management, claims prevention and change control, are required.

6. Resumes

Submit a resume for each key staff member identified by the candidates' response to item #5 above. Resume shall highlight education, licenses, relevant experience with similar projects, and indicate the specific roles and responsibilities on each such project.

7. References

Provide references for the projects listed on item 5 of the Statement of Qualifications (Attachment B) and other projects, if relevant. References must include client name, address, phone number, brief description of the project, list of consultant team members and responsibility, and the name/phone number of the client's project manager. Demonstrate client satisfaction and successful experience working in an integrated team environment.

In addition to the requirements of Sections 1 and 2 above:

1. 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.
2. Financial Statement/Credit Line (FINANCIAL CAPACITY)
3. Name of authorized personnel to negotiate the proposal.
4. Copy of valid CNMI Business License
5. DUNS Numbers

VII. GENERAL AND ADMINISTRATIVE INFORMATION

(a) Posting of Proposal

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [www.chcc.gov.mp]. Once at the site, navigate to the RFP tab on the left navigation bar. Click on the URL for this [RFQ25-CHCC/DESIGN BUILD CONTRACTORS-001](#). You will be required to enter the date to allow us to track all requests for this opportunity.

(b) Pre-Conference Meeting

A pre-conference meeting will be held on [November 8, 2024 at 9:00 AM at Conference Room 2 Main Executive Office](#). All interested vendors can attend to get acquainted with CHCC's future projects.

(c) 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 the Corporation. This RFP does not constitute an offer and does not obligate the Corporation in any way. The Corporation reserves the right to reject any or 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 the Corporation.

CHCC will enter a contract with the successful vendor pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

(d) Place, Date, and Time of Submission

Proposers shall submit proposals and all supporting documents to **Corazon P. Ada, Director, CHCC Division of Procurement and Supply**, at cora.ada@chcc.health, no later than: **1630hrs (1630hr) Chamorro Standard Time on December 4th, 2024**.

Please note submission instructions:

- All submissions must include the **RFQ25-CHCC/DESIGN BUILD-001** and Project Title in the email subject.
- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFQ # and Project Title in the header, plus page number in the footer.

Failure to follow the instructions regarding the submission of RFQ responses may result in the CHCC's choice to disqualify such proposals.

(e) 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 CHCC and will not be returned. The Commonwealth Healthcare Corporation 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 CHCC.

(f) Signed Statement of Acknowledgement

Agreement to comply with the Davis Bacon Act of 1931, by providing bi-weekly payroll records to the Commonwealth Healthcare Corporation, which will be used as evidence of compliance and for audit purposes.

The Davis Bacon Act of 1931 is a United States Federal Law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics. It applies

to “contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

(g) Bid Security:

Bid Security shall be required for construction contracts in excess of \$25,000 or when the CHCC P&S Director determines it is in the interest of the Commonwealth. Bid security shall be on a bid bond, in cash, by certified check, cashier’s check or other form acceptable to the government. A surety company shall hold the certificate of authority from the U.S. Secretary of the Treasury as an acceptable surety or other surety acceptable to the Attorney General.

Bid Security shall be an amount equal to at least 15% of the amount of the bid.

(h) Other information that may be helpful to the evaluation team.

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

(i) Questions, Clarification, or Inquiries

All questions or requests for clarification must be made in writing through email until close of business **November 25, 2024**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHCC’s Procurement Director in the form of an amendment to the RFP.


Email all inquiries to:

Jesse Tudela
Chief Operations Officer for Ancillary & Support Services
jesse.tudela@chcc.health

Cora P. Ada
Procurement Director
Cora.ada@chcc.health

6. SELECTION PROCESS

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful vendor will be advised to negotiate the contract with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next proposer, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the RFP will be cancelled and re-advertised.

Approved By:  Date: 10/31/24
Esther L. Muna
Chief Executive Officer

Approved By:  Date: 10/31/24
Cora P. Ada
Director, Procurement & Supply

Request for Qualifications
For Construction Management Services
COMMONWEALTH HEALTHCARE CORP.

STATEMENT OF QUALIFICATIONS (ATTACHMENT A)

1. Firm Name: _____
2. Business Address: _____
3. Firm Established: (Year) _____ Telephone: _____
4. Type of Organization: (Check one)
 - a. Sole Proprietorship ()
 - b. Partnership ()
 - c. Corporation ()
 - d. Joint Venture ()
 - e. LLC ()
5. Principal (P) and Associates (A): (Check "P" or "A" for each)

	NAME	P	A	DEGREE OR CERTIFICATE	INSTITUTION
a.					
b.					
c.					
d.					

6. Average staff employed in home office: (Average of past 5 years)
 - a. Construction Managers _____
 - b. Clerical _____
 - c. Estimators _____
 - d. Schedulers _____
 - e. Architects _____
 - f. Engineers _____
 - g. Other (Specify) _____

Request for Qualifications
For Construction Management Services

Commonwealth Healthcare Corp.

7. List at least 3, but no more than 6 examples of prior work related projects within past 7 years that indicate your design and construction experience working in the \$25,000-\$5,000,000 range.

	PROJECT DESCRIPTION	PROJECT ADDRESS	OWNER	YEAR	PROJECT
a.					
b.					
c.					
d.					
e.					
f.					

Use additional pages if

needed. 8. References:

	NAME	COMPANY	PHONE#	PROJECT
a.				
b.				
c.				
d.				
e.				
f.				

9. Where do you normally look for information about proposed CHCC projects?

By: _____

Date: _____