



**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**Office of Procurement**

Guma' Hustisia, Imwal Aweewe, House of Justice  
P.O. Box 502165, Saipan, MP 96950  
Phone: (670) 236-9804 | Email: [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com)

**MARTHA B. MENDIOLA**  
*Procurement Officer*

**REQUEST FOR QUALIFICATIONS**  
**RFQ-2021-JUD-4**

**ASSESSMENT & DESIGN OF THE FIRE ALARM AND FIRE  
SPRINKLER/PROTECTION SYSTEM**

**for the**  
**GUMA' HUSTISIA, IIMWAL AWEWE, HOUSE OF JUSTICE**  
**("Guma' Hustisia")**  
**in SUSUPE, SAIPAN**

**Publication Date: January 27, 2021**

The Commonwealth Judicial Branch ("Judiciary"), through the Commonwealth of the Northern Mariana Islands (CNMI) Capital Improvement Projects Office, Office of the Governor, is soliciting sealed request for qualification from Qualified Engineers to provide engineering services for the assessment and design of the Fire Alarm and Fire Sprinkler/Protection System at the Guma' Hustisia, Imwal Aweewe, House of Justice ("Guma' Hustisia") in Susupe, Saipan, CNMI. This project will be funded by the 702 Covenant Funding under the Department of Interior, Office of Insular Affairs.

Procurement procedures shall be in full compliance with the NMI Judiciary Rules of Procurement (NMI Jud. R. Proc.), effective August 11, 2020, or latest revision thereof. All wage rates for employees performing the work, labor and services on this project shall be paid at the current United States (U.S.) prevailing wage rates established for the CNMI.

Interested parties may pick up the scope of work and submittal requirements at the Cashier's Window, Suite 212, Marianas Business Plaza, in Susupe, Saipan, beginning January 27, 2021, during working hours 8:00 a.m. to 4:00 p.m. (Tuesday through Friday, except on holidays and austerity days) or download a copy online at [www.nmijudiciary.com](http://www.nmijudiciary.com). Submittal of all qualifications must precisely follow the submittal requirements identified in the scope of work and submittal requirements.

Selection of individuals or firms for the provision of services shall be guided by the NMI Jud. R. Proc. Rule 42. To qualify, firms must have a valid CNMI Business License, must be currently licensed to practice engineering in the CNMI, and must hold a Certificate of Authorization, if applicable.

Statement of Qualification must be presented by a combination of both brochures and the use of current U.S. Government Standard Form 330 or the latest version of Standard Forms. Only professionally licensed firms with a valid CNMI business license will be considered. Statement of Qualifications will be evaluated and scored based on the following criteria:

- |   |           |
|---|-----------|
| 1. Qualification (Personnel, Education and Professional Licenses) | 30 points |
| 2. Experiences (similar projects)                                 | 40 points |
| 3. Project Approach   | 15 points |
| 4. Workload and Resources   | 15 points |

Discussions shall be conducted with the top three ranked firms or with all the firms. After a selection is made, negotiations will be conducted with the highest qualified firm to determine the final fair and reasonable price of the contract for the work to be performed. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with the NMI Jud. R. Proc. 42.

Qualifications statements must be sealed and marked “**RFQ-2021-JUD-4: ASSESSMENT & DESIGN FOR A FIRE ALARM AND FIRE PROTECTION SYSTEM FOR THE GUMA’ HUSTISIA, SAIPAN.**” For proposers within the CNMI, the submission requirement is as follows:

**1. Sealed Proposals within the CNMI.**

- i. **Physical submission:** Sealed proposals must be marked **RFQ-2021-JUD-4** and submitted in one (1) original and three (3) hard copies to the Cashier’s window, Suite 212, Marianas Business Plaza, Susupe, Saipan no later than **10:00 a.m., Chamorro Standard Time (ChST), on February 25, 2021.**

**OR**

- ii. **Electronic submission:** Proposals must be marked **RFQ-2021-JUD-4** and submitted in ONE PDF ELECTRONIC FORMAT to Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) no later than **10:00 a.m., ChST, on February 25, 2021.**

For proposers outside the CNMI, the submission requirement is as follows:

**2. Sealed Proposals outside the CNMI.**

- i. **Physical submission:** Sealed proposals must be marked **RFQ-2021-JUD-4** and submitted in one (1) original and three (3) hard copies. It must be mailed to the **Commonwealth Judiciary, Attn: Procurement Officer to P.O. Box 502165, Saipan MP, 96950**, via U.S. Postal Service or the official government postal service of a foreign country **no later than February 25, 2021.** The proposal submission must be postmarked no later than **February 25, 2021** and must be received within seven (7) working days of that date. Proposers outside the Commonwealth must notify the Procurement Officer in writing of their intent to propose in order to be extended these additional seven (7) days for the receipt of the actual proposal documents. The Procurement Officer has discretion to grant the extension. This notice of intent to propose must be made via email to [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) by **10:00 a.m., ChST, on February 25, 2021.**

**OR**

- ii. **Electronic submission:** Proposals must be marked **RFQ-2021-JUD-4** and submitted in ONE PDF ELECTRONIC FORMAT to Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) no later than **10:00 a.m., ChST, on February 25, 2021.**

The provisions of the NMI Jud. R. Proc. Rule 69 and 70 prohibiting gratuities, kickbacks, and contingent fees shall apply.

The Judiciary reserves the right to reject any or all proposals and to waive any imperfections in any proposal if, in its opinion to do so would be in the best interests of the Judiciary. All proposals shall become the sole property of the Judiciary.

\_\_\_\_\_  
/s/  
Alexandro C. Castro  
Chief Justice

\_\_\_\_\_  
/s/  
Martha B. Mendiola  
Procurement Officer

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**ASSESSMENT & DESIGN OF THE FIRE ALARM AND FIRE  
SPRINKLER/PROTECTION SYSTEM  
FOR THE GUMA' HUSTISIA, IIMWAL AWEEWE, HOUSE OF JUSTICE  
("Guma' Hustisia")  
SUSUPE, SAIPAN, NORTHERN MARIANA ISLANDS  
P.O. BOX 502165, SAIPAN, MP 96950  
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**Date of Issuance: January 27, 2021**

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## REQUEST FOR QUALIFICATIONS

### **SECTION I. INTRODUCTION.**

Under NMI Judiciary Rules of Procurement Rule 42, the Commonwealth Judicial Branch (“Judiciary”), through the Commonwealth of the Northern Mariana Islands (CNMI) Capital Improvement Projects Office, Office of the Governor, is soliciting request for qualifications from Qualified Engineers to provide engineering services for the assessment and design of the Fire Alarm and Fire Sprinkler/Protection System at the Guma’ Hustisia, Imwal Aweewe, House of Justice (“Guma’ Hustisia”) in Susupe, Saipan, CNMI. This project will be funded by the 702 Covenant Funding under the Department of Interior, Office of Insular Affairs. To qualify, firms must have a valid CNMI Business License, must be currently licensed to practice engineering in the CNMI, and must hold a Certificate of Authorization, if applicable.

### **SECTION II. INSTRUCTIONS.**

**A. Request for Qualification Package:** A copy of the request for qualifications package (“Package”) is available at the Cashier’s window, Suite 212, Marianas Business Plaza, Susupe, Saipan between 8:00 a.m. to 4:00 p.m., Tuesday to Friday, excluding observed holidays and austerity day(s), upon registration completion beginning January 27, 2021. The Package may also be retrieved online at [www.nmijudiciary.com](http://www.nmijudiciary.com). For website issues preventing access, please contact the Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com).

#### **B. Receipt.**

##### **1. Sealed Proposals within the CNMI.**

**i. Physical submission:** Sealed proposals must be marked **RFQ-2021-JUD-4** and submitted in one (1) original and three (3) hard copies to the Cashier’s window, Suite 212, Marianas Business Plaza, Susupe, Saipan no later than **10:00 a.m., Chamorro Standard Time (ChST), on February 25, 2021.**

**OR**

**ii. Electronic submission:** Proposals must be marked **RFQ-2021-JUD-4** and submitted in ONE PDF ELECTRONIC FORMAT to Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) no later than **10:00 a.m., ChST, on February 25, 2021.**

##### **2. Sealed Proposals outside the CNMI.**

**i. Physical submission:** Sealed proposals must be marked **RFQ-2021-JUD-4** and submitted in one (1) original and three (3) hard copies. It must be mailed to the **Commonwealth Judiciary, Attn: Procurement Officer to P.O. Box 502165, Saipan MP, 96950**, via U.S. Postal Service or the official government postal service of a foreign country **no later than February 25, 2021.** The proposal submission must be postmarked no later than **February 25, 2021** and must be received within seven (7) working days of that date.

Proposers outside the Commonwealth must notify the Procurement Officer in writing of their intent to propose in order to be extended these additional seven (7) days for the receipt of the actual proposal documents. The Procurement Officer has discretion to grant the extension. This notice of intent to propose must be made via email to [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) by **10:00 a.m., ChST, on February 25, 2021.**

**OR**

- ii. Electronic submission:** Proposals must be marked **RFQ-2021-JUD-4** and submitted in ONE PDF ELECTRONIC FORMAT to the Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) no later than **10:00 a.m., ChST, on February 25, 2021.**

**C. Contact.** Questions regarding this request for proposals or the scope of work must be made to the Procurement Officer at [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com) **no later than 10:00 a.m., ChST, on February 9, 2021.** Questions submitted after this deadline may not be answered.

### **SECTION III. REQUIREMENTS.**

**A. Scope of Work.** The chosen proposer shall provide the following goods/services:

- 1. Description.** Engineering services for the assessment and design of the Fire Alarm and Fire Sprinkler/Protection System at the Guma' Hustisia in Susupe, Saipan.
- 2. Time, Place, and Method of Delivery or Performance.** The chosen proposer shall complete the required scope of work no later than 45 calendar days from the receipt of the Notice to Proceed.

**B. Proposal Submission Documents.** Proposers must include in their proposal submission the following:

- 1. Documents.** The following must be included in the proposal submission:
  - a. Copy of a valid business license.**
  - b. Copy of a valid engineering license.**
  - c. Statement of Qualifications.** Statement of Qualifications must be presented by a combination of both brochures and the use of current U.S. Government Standard Form 330 or the latest version of Standard Forms. Only professionally licensed firms with a valid CNMI business license will be considered.
- 2. Forms.** The following forms must be included in the proposal submission:
  - a. Certification of Prohibition Against Gratuities, Kickbacks, and Contingent Fees** must be completed, signed, and included in the proposal submission.
  - b. Vendor Registration Form.**

## **SECTION IV. EVALUATION FACTORS.**

**A. Evaluation Factors.** Statement of Qualifications will be evaluated and scored based on the following criteria:

- |   |           |
|---|-----------|
| 1. Qualification (Personnel, Education and Professional Licenses) | 30 points |
| 2. Experiences (similar projects)                                 | 40 points |
| 3. Project Approach   | 15 points |
| 4. Workload and Resources   | 15 points |

## **SECTION V. NOTICE.**

**A. Confidentiality.** Until award of a contract is made, the content of any proposals submitted by the proposer shall be held in strictest confidence.

**B. Costs.** All costs incurred by the proposer to prepare a response to this request for qualifications and subsequent inquiries shall be borne by the proposer.

**C. Addenda:** Any changes or clarifications to the scope of work or project details will be made via addenda and emailed to all registered, potential proposers.

**D. Error in Proposals.** Each proposer must carefully examine his or her proposal prior to submission. Each proposer must comply with the requirements contained in the invitation for proposals. Failure to do so is at the proposer's risk. Deviation from the requirements may result in rejection of the proposal.

**E. Right to Reject or Waive.** The Judiciary reserves the right to reject any or all proposal, or portions thereof. A proposal may be rejected for any of the following reasons:

1. Failure to conform to essential requirements of the request for qualifications such as specifications or time of delivery;
2. Submission contents are so unacceptable that a revision of the proposal in the negotiation stage would be equivalent to accepting a new proposal;
3. In comparison with other proposals, such proposal clearly has no chance of being selected for award;
4. Imposition of conditions or restrictions in the proposal which modify requirements of the request for proposal. For example, proposals may be rejected in which the proposer:
  - a. protects against future changes in conditions, such as increased costs;
  - b. fails to state a price and indicates that price shall be the price in effect at the time of delivery;
  - c. states a price but qualifies it as subject to price in effect at time of delivery; or
  - d. limits the rights of the Judiciary;
5. Unreasonableness as to price;
6. A proposal from a non-responsible proposer; or

7. Any other reasons which violate or do not conform to the NMI Judiciary Rules of Procurement.

**F. Property of the Judiciary.** All proposals received shall become the property of the Judiciary and will not be returned to the proposer.

## **SECTION VI. AWARD.**

**A. Selection.** Selection of individuals or firms for the provision of services shall be guided by the NMI Judiciary Rules of Procurement Rule 42: Architectural, Engineering, and Other Professional Services.

**B. Prior to Award.** After public announcement of requirement for architect, engineer, or other professional service, current statements shall be reviewed together with those that may be submitted by other firms in response to the announcement. As to architectural, engineering, and other professional services, discussions shall be conducted with no fewer than three firms regarding the contract requirements and technical approach, and then shall select therefrom, in order of preference, no fewer than three firms determined to be the most highly qualified to perform the services required. Fee proposals may be solicited upon public announcement; however, this information shall not be considered in the selection of the most highly qualified firms. Such fee proposals may be used by the Procurement Officer in determining a fair and reasonable contract price. If there are less than three submissions, the Procurement Officer shall have the sole discretion to either move forward with the selection phase or cancel and re-announce the Request for Qualifications under the NMI Judiciary Rules of Procurement.

### **C. Negotiation and Award.**

1. The Procurement Officer shall negotiate a contract with the highest qualified firm for compensation determined to be fair and reasonable to the Judiciary. In making this decision, the Procurement Officer shall take into account the estimated value, the scope, the complexity, the professional nature of the services to be rendered, and the prices proposed by other firms responding to the solicitation.
2. If a fair and reasonable price cannot be negotiated with the highest-ranking qualified firm, then negotiations with that firm shall be formally terminated.
3. The Procurement Officer shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Procurement Officer shall formally terminate negotiations. The Procurement Officer shall then undertake negotiations with the third most qualified firm. Should the Procurement Officer be unable to negotiate a contract at a fair and reasonable price with any of the selected firms, the Procurement Officer shall select additional firms in order of their competence and qualifications, and the Procurement Officer shall continue negotiations in accordance with NMI Judiciary Rules of Procurement Rule 42 until an agreement is reached.
4. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with the NMI Judiciary Rules of Procurement.



## **SECTION VII. STATUTORY AND REGULATORY REQUIREMENTS.**

- A.** The Contractor and subcontractors employed in the completion of the project shall comply with all applicable Federal, State, and CNMI Laws.
- B.** All wage rates for employees performing the work, labor and services on this project shall be paid at the current U.S. prevailing wage rates established for the Commonwealth of the Northern Mariana Islands.
- C.** Procurement procedures shall be in full compliance with the NMI Judiciary Rules of Procurement.
- D.** The Contractor must also comply with and sign the attached form for Judiciary Rules of Procurement Rules 69 and 70:

### **Rule 69. Gratuities and Kickbacks.**

**(a) 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 dispute or other particular matter, pertaining to any program requirement, or a contractor or subcontract, or to any solicitation or proposal therefore.

**(b) 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 subcontract or order.

### **Rule 70. Prohibition Against Contingent Fees.**

**(a) 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 a Judiciary contract 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.

**(b) Representation of Contractor.** Every person, before being awarded a Judiciary contract, shall represent, in writing, that such person has not retained anyone in violation of Rule 70(a). Failure to do so constitutes a breach of ethical standard.

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SPRINKLER/PROTECTION SYSTEM  
FOR THE GUMA' HUSTISIA, IIMWAL AWEEWE, HOUSE OF JUSTICE  
("Guma' Hustisia")  
SUSUPE, SAIPAN, NORTHERN MARIANA ISLANDS**

The NMI Judiciary Rules of Procurement prohibit gratuities, kickbacks, and contingent fees. All Contractors shall certify [under oath] that they have not in any way been involved in any gratuities, kickbacks, or contingent fees in connection with their selection or ultimate performance of this contract.

Rule 69. Gratuities and Kickbacks.

- (a) 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 dispute or other particular matter, pertaining to any program requirement, or a contractor or subcontract, or to any solicitation or proposal therefor.
- (b) 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.

Rule 70. Prohibition Against Contingent Fees.

- (a) 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 a Judiciary contract 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.

I (name) \_\_\_\_\_, a representative of (company) \_\_\_\_\_ have read and understood the prohibition on gratuities, kickbacks, and contingent fees as set forth in NMI Judiciary Rules of Procurement Rule 69 and Rule70 above. I attest that I have not retained anyone in violation of these rules. I further agree to comply with the requirements set forth in Rules 69 and 70 and understand that failure to do so may result in rejection of the bid submission or termination of award of contract.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date



## VENDOR REGISTRATION FORM

*(Instructions on reverse)*

### SUPPLIER ORGANIZATION INFORMATION

1. COMPANY NAME		2. TAXPAYER ID NUMBER (TIN)	3. IS THIS TIN AN SSN?		
4. MAIN PHONE	5. MAIN FAX	6. MAIN EMAIL ADDRESS		7. WEBSITE	
8. MAILING ADDRESS		9. CITY	10. STATE	11. POSTAL CODE	12. COUNTRY

### POINT OF CONTACT

13. NAME			14. TITLE		
15. PHONE	16. ALTERNATE PHONE	17. EMAIL ADDRESS			

### PERSON RESPONSIBLE FOR PREPARING THE FORM

18. NAME			19. TITLE		
20. PHONE	21. ALTERNATE PHONE	22. EMAIL ADDRESS			
23. SIGNATURE			24. DATE		

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**INSTRUCTIONS FOR PREPARATION OF  
JUD PROC. FORM 3**

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General.

The JUD PROC. FORM 3, Vendor Registration Form, must be completed to register as a Commonwealth of the Northern Mariana Islands Judiciary ("Judiciary) vendor. The Judiciary reserves the right to approve or disapprove the registration request at their discretion.

Please email the completed form, accompanied with a copy of your Business License and document showing proof of your TIN (i.e. W2), to [procurement@nmijudiciary.com](mailto:procurement@nmijudiciary.com).

Instructions for completing the form.

1. Enter the company name as identified in the company Business License.
2. Enter the Taxpayer Identification Number (TIN).
3. Answer "Yes" only if the TIN in Item 2 is a Social Security Number issued by the Social Security Administration. Otherwise, answer "No."
4. Enter the company's main phone number.
5. Enter the company's main fax number.
6. Enter the company's main email address.
7. Enter the company's website address.
8. Enter the company's mailing address.
9. Enter the company's city address.
10. Enter the company's state address.
11. Enter the company's postal address zip code.
12. Enter the company's country address.
13. Enter the name of the person who can be contacted regarding procurement, billing, etc.
14. Enter the title of the person listed in Item 13.
15. Enter the contact number of the person listed in Item 13.
16. Enter an alternate contact number of the person listed in Item 13.
17. Enter the email address of the person listed in Item 13.
18. Enter the name of the person responsible for preparing the form.
19. Enter the title of the person listed in Item 18.
20. Enter the contact number of the person listed in Item 18.
21. Enter an alternate contact number of the person listed in Item 18.
22. Enter the email address of the person listed in Item 18.
23. The person listed on Item 18 must sign the form.
24. Enter the date on which the form was signed and completed.