



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

**REQUEST FOR QUOTATION (RFQ)**

(This is ad is paid for NMHC with HUD funds)

**Re-announcement**  
**NMHC RFQ 2022-001**

**INDEPENDENT COST ESTIMATOR (ICE) CONTRACTOR**

Information regarding the ICE contractor services will be available online on April 05, 2022, you may obtain the RFQ information by visiting the NMHC website at [www.nmhcgov.net](http://www.nmhcgov.net) by clicking on the "Procurement Tab", or at [www.cnmi-cdbgdr.com](http://www.cnmi-cdbgdr.com). *All price quotations shall be submitted on or before May 06, 2022, no later than end of work day.*

Pursuant to NMIAC § 100-60-220 (c)(1), the NMHC is soliciting price quotation from qualified firms to perform ICE for the NMHC's CDBG-DR programs.

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

All price quote submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quoters agree to and are bound by all instructions, procedures and rules of the RFQ.

Inquiries regarding this solicitation must be addressed in writing to Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net) during regular business hours, 7:30 a.m. – 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/

Zenie P. Mafnas

Acting-Corporate Director



# NORTHERN MARIANAS HOUSING CORPORATION

Community Development Block Grant – Disaster Recovery (CDBG-DR) Division

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

Email: [cnmi-cdbg-dr@nmhcgov.net](mailto:cnmi-cdbg-dr@nmhcgov.net)

Website: <http://www.cnmi-cdbgdr.com>

Tells: (670) 233-9447

233-9448

233-9449

233-9450

Fax: (670) 233-9451

## REQUEST FOR QUOTATION NMHC RFQ 2022-001

Re-Announcement Date: April 5, 2022

### INDEPENDENT COST ESTIMATOR (ICE) CONTRACTOR

#### Introduction:

The NMHC has been designated as the responsible entity 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 housing and infrastructure after the devastation of Typhoon Mangkhut and Super Typhoon Yutu. The CDBG-DR funds will be utilized for the new construction and rehabilitation of various housing and infrastructure projects on Saipan Tinian & Rota.

Pursuant to NMIAC § 100-60-220 (c)(1)<sup>1</sup>, the NMHC is soliciting price quotations from qualified firms to perform Independent Cost Estimate(s) for the NMHC's CDBG-DR programs. All price quote submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quoters agree to and are bound by all instructions, procedures and rules of this RFQ.

Since contractor submissions are price quotes authorized by NMIAC § 100-60-220 (c)(1), the Government is not obligated to determine a competitive range, conduct discussions with all qualified vendors, and solicit final revised quotes.

#### Purpose of an Independent Cost Estimator

- *To assist the NMHC Office Manager and CDBG-DR Procurement Officer perform and complete Cost or Price analyses for services and/or supplies using funds provided in whole or part by the U.S. Housing and Urban Development (HUD).*
- *Pursuant to 2 CFR 200.323, "Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards," require grantees to perform a cost or price analysis for every procurement action, including contract modifications (e.g., "change orders"), using HUD grant funds.*

#### Scope of work (SOW):

- ❖ Perform cost analysis and price analysis that apply to the different contracting methods mentioned on the NMHC Chapter 100-60 PROCUREMENT REGULATIONS.

#### Duties & Responsibility

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<sup>1</sup> **Simplified Acquisition Threshold (SAT).** The simplified acquisition threshold authorizes purchase of goods, services, or property using small purchase procurement method not to exceed the prevailing SAT threshold (\$250,000).



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**Tinian Field Office**  
Tel: (670)433-9213

**CDBG-DR Office**  
Tel: (670)233-9447/9448/9449  
Fax: (670) 233-9451

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

## 1. **Cost Analyses:**

Verify the accuracy of the cost and pricing information submitted, and evaluated:

- The reasonableness of the proposed costs, including allowances for contingencies. To be considered reasonable, proposed costs must meet three critical tests. The costs must be:

- **Allowable.** The applicable cost principles (see section below) will usually state whether a type of cost is allowable or not.
- **Allocable.** This means that the costs are logically related to, or required in the performance of the contract. Many costs may be allowable but not related to the work required under the contract.
- **Reasonable.** This term is generally defined as what a prudent business would pay in a competitive marketplace. A cost can be allowable and allocable, and still not be what a prudent businessperson would pay (e.g., first class airfare for a proposed subcontractor).

- The necessity for proposed cost items. Technical personnel (e.g., engineer, architect, information systems specialist, etc.) should review the proposed direct cost elements to determine their necessity to perform the contract and reasonableness (e.g., in comparison to market rates). A cost may be allowable under the cost principles and even allocable to the type of work to be performed, but still not be necessary for the specific contract.

- Application of audited or pre-negotiated (e.g., by the Federal Government) indirect cost (e.g., overhead) rates, labor and fringe benefit rates, or other factors.

- Effect of the offeror's current practices on future costs. Does the offeror have a track record of containing costs (completing contracts at or "under cost")? Does he/she overrun costs?

- The projection of the offeror's cost trends. Is there any indication that his/her costs are likely to increase or decrease over the life of the contract?

- Reviewing the estimate file and Basis of Estimate document for completeness and readability.

- Ensuring the name(s) of estimator(s) involved in preparing the estimate are shown.

- Ensuring the estimating methodologies are noted by individual items of work.

- Reviewing the overall estimate documentation to ensure it is clear and the figures are traceable, from detailed backup to summary phases.

- Conducting a detailed check of the estimate to include:

- Checking the development of unit rates and quantities of those items that drive the majority of the bottom-line cost (the 20% of the items that comprise 80% of the estimated project cost).
- Making note of comments on unit rates and quantities.
- Checking for mathematical errors.

## 2. **Compare costs proposed by the offeror with:**



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- Actual costs previously incurred by the same contractor for the same or similar work. If it is a repetitive type of work or service, how much has it cost in the past. Apply any appropriate inflation factors for past work.
- Actual costs of previous the same or similar work performed by other contractors.
- Previous cost estimates from the offeror or other offerors for the same or similar items.
- The methods proposed by the offeror with the requirements of the solicitation (i.e., do the costs reflect the technical approach proposed and the work required?).

3. **Verify that the offeror's cost submissions comply with the appropriate set of cost principles.**

4. **Other contract actions or types that require cost analysis such as;**

- Contract Modification
- Contract Terminations
- Cost-reimbursement Contract
- Architect/Engineering Contracts
- Construction Contracts
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**NOTE:** Because of widely varying factors in construction work such as the nature, size, duration, and location of the construction project, advance agreements for such items as home office overhead, partners' compensation, employment of consultants, and equipment usage costs, etc., can be particularly important in construction and A/E contracts. When appropriate, they serve to express the parties' understanding regarding work starts and any costs are incurred. This helps to avoid possible disputes or disallowances later. Guidance on the use of advance agreements is found at FAR 31.109.

**Price analyses:**

comparing lump sum prices – not cost estimates - received from contractors in a competitive pricing situation (e.g., when sealed bids are obtained).

Compare competitive prices received in response to the solicitation to one another. This assumes you receive a large enough number of competitively priced offers from the current marketplace.

Compare proposed prices with prices under existing contracts and with prices proposed in the past for the same or similar items/services. Be sure to factor in any market changes (e.g., commodity price changes) or other influences (e.g., inflation).

Apply rough yardsticks (e.g., dollars per pound, per square foot, per hour, etc.) to compare prices and highlight significant inconsistencies that warrant additional pricing inquiry.

Compare competitive price lists, published catalog or market prices of commodities and products, similar indices and discount or rebate arrangements.

Compare proposed prices with your independent (i.e., in-house) cost estimates.

**Create/Update Basis of Estimate:**

Clearly document all changes, assumptions, and data sources in the Basis of Estimate. This documentation is crucial because future estimates will reference this work to justify any changes in the cost of the project.

**Techniques Historical bid-based:**

Estimating methodologies used for standard bid items known to be included in the project such as;

- Cost-based
- Risk-based



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**Proposal Submittal:**

Firms or individuals who are interested in providing services requested under this RFQ must submit their quotation containing the mandatory information specified throughout the RFQ.

**Quotation must be delivered and addressed to:**

Northern Marianas Housing Corporation  
ATTN: Jacob Muna, Office Manager/Procurement Officer  
P.O. Box 500514  
Saipan MP 96950 or emailed to Mr. Jacob Muna, Office Manager/Procurement Officer at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net)

**Quotation Submittal must contain the followings:**

1. Company Background and Experience: The Offeror should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.
2. CNMI Business License
3. Bidder Qualification Form
4. Copy of Certification/Licenses etc.
5. Non-collusion Affidavit (attached herein)
6. Equal Employment Opportunity (attached herein)
7. Conflict of Interest Form (attached)
8. Debarment Certification Form (attached herein)

**RFQ Deadline:**

All price quotations shall be submitted on or before **May 06, 2022**, no later than end of work day. Failure to submit your package on the stated deadline will result in the disqualification of your price quotation submission.

**Selection:**

The lowest responsive and responsible firms (Hereinafter referred to as "Selected Firms") must ensure that all services and documents provided for CDBG-DR Housing Projects comply with all federal and local codes to include but not limited to all applicable HUD cross-cutting measures

**Compensation:**

The NMHC shall compensate the *Selected Firms* based on actual work done. All firms shall provide a price list of all professional/staff services the firm intends to provide to deliver a completed scope of work that will be used to solicit for price quotations from contractors. The NMHC shall use the price list as a basis to determine the contract amount of the *Selected Firms*. All works to be performed shall be accompanied by work order from the agency.

**Conflicts:**

The firm selected to provide ICE services under this RFQ for the CDBG-DR Projects shall not be eligible to participate on any CDBG-DR projects.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer at (670) 234-6866 or via email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net) or Mr. Nobert I. Pangelinan, CDBG-DR Procurement Officer at (670) 233-9447, or via email at [drprocurementofficer@nmhcgov.net](mailto:drprocurementofficer@nmhcgov.net) during regular business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday, except CNMI Holidays.

/S/

Zenie P. Mafnas

Acting Corporate Director



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