



NORTHERN MARIANAS HOUSING CORPORATION

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11/27/2020

To: All Proposers

RE: Response to Request For Information (RFI)
NMHC RFP 2021-003: Lease of Office Space for the CDBG-DR Program

The Northern Marianas Housing Corporation (NMHC) submits this letter in response to all RFI submitted by potential proposers. Please see responses below:

RFI Submitted by Hong Ye Companies 11/20/2020:

1. Would NMHC consider an office space facility less than 8,000 sq. ft.? *The NMHC indicated in the RFP approximately 8,000 sq. ft. of office space. NMHC will accept proposals that is less than 8,000 sq. ft. We advise proposers to take into consideration the requirements stated in Section 4 of the Detailed Scope of Work, Line 8 (Space Requirements).*
2. Parking requirements? *The NMHC indicated in the RFP of a minimum 50 parking spaces to be designated for the Program. NMHC will accept proposals that is less than 50 parking spaces.*

RFI Submitted by Marianas Business Plaza 11/24/2020:

1. I. Background Information - is this RFP requires an approximate 8000 square feet to house the NMHC's Community Development Block Grant Disaster Recovery Program? *The NMHC indicated in the RFP approximately 8,000 sq. ft. of office space. NMHC will accept proposals that is less than 8,000 sq. ft. We advise proposers to take into consideration the requirements stated in Section 4 of the Detailed Scope of Work, Line 8 (Space Requirements).*

II. Nature of Work - is NMHC's Community Development Block Grant Disaster Recovery Program asking for at least a period of five (5) years terms? *Yes, five (5) year lease on the office space.*

RFQ requires that proposals must meet the following specifications:

1. Parking Space - minimum of 50 parking spaces: *The NMHC indicated in the RFP of a minimum 50 parking spaces to be designated for the Program. NMHC will accept proposals that is less than 50 parking spaces.*
2. Facilities - cleaning services, 3x a week (M,W,F)- *Please indicate in your proposal the fee if you were to add the cleaning services.*

RFI Submitted by Tang's Corporation 11/25/2020:



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CDBG-DR Office
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1) Are any, some, or all of these terms (RFP stated requirements) negotiable?

- *"Facility must be move-in ready upon completion of lease agreement contract." Refer to item below.*
- *"Selected vendor shall ensure that the office space is move in ready within thirty (30) days of receiving the Notice to Proceed (NTP)." Due to the timeliness of the CDBG-DR Program, the immediate need of office space is essential. Our target date to move in to an office space is January 2021.*
- *"...should be allowed to demolish/chip portion of walls and floors for the installation of A/C units and other equipment." If the facility is already equipped with A/C units, the need to demolish/chip portion of the walls and floors may not be necessary until such time that NMHC determines that additional A/C units are needed.*
- *"...should be allowed to demolish/chip portion of walls and floors and ceilings for the installation of data cables." The installation of data cables is essential to ensure that equipment (computers, Xerox machines, telephones, etc). are capable of accessing network drives/network/internet, etc.*
- *"A rent free construction/renovation period for a minimum of one (1) month before the start of the lease term or as may be agreed upon.": If facility is move in ready this may not apply.*
- *"No security deposit or pre-paid rent will be required." Rent will be paid on a monthly basis.*
- *"...the right to terminate the lease without penalty cost or fees should federal funds or other applicable funding sources become unavailable." The CDBG-DR program is federally funded. If federal funds become unavailable, NMHC will have to terminate the lease.*
- *"[The building must have the following facilities/amenities:] Trash services, Cleaning services, Maintenance services." Options to include these services can be included or not included in your proposal. Otherwise, you may state that it is not included.*
- *"[The RFQ requires that proposals must meet the following specifications:] Security, Description of the security services available in the building and the name of outside security services utilized." Options to include these services can be included or not included in your proposal. Otherwise, you may state that it is not included.*

-If negotiable, how will this RFP Biddor selection proceed? Will NMHC/RFP 2021-003 Evaluators respond and interact with the most qualified and eligible Biddors? Or would NMHC only discuss specific terms and conditions once the Office Lease Contract is awarded? *The proposer submitting the lowest responsible bid will be subject to a responsibility determination in conformance with the NMHC Procurement Regulations Section 100-60-245.*

-A requirement, like Cleaning and/or Security and/or Maintenance services may depend on highly specific needs, and thus difficult to determine a Cost Structure for an Overall Cost Projection; altering the Proposed Lease Rate. Further, what if NMHC/CDBG-DR, at any later time, determine to use their own Cleaning services, for example? *As stated earlier, you may provide multiple proposals to include or not include these services.*

For a highly customized final build-out of Office Facilities, Tang's feels it would be in both parties' best interests to complete the work of final needs cooperatively. Demolishing or chipping walls should not be necessary if the space is built-to-suit. As such, Tang's would not create the necessary and unique Office Space solely on speculation, Tang's would only complete the Office Space build-out after positive determination of RFP 2021-003.

2) Can Section V.5 "Other information that may be helpful to the evaluation team" include consideration for Tang's unique methods of including Community Benefits within our Proposal?

Tang's Corporation is on a mission to help Saipan and the CNMI rebuild and recover from multiple recent disasters. Tang's offers actionable solutions that will eradicate the FEMA 10% state match, put more CDBG-DR funding into



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the hands of local residents in critical need, and allow federal funding to create even more recovery projects - while still accomplishing the same objectives, as intended, with the available federal funding. Tang's Corporation offers unique, though not proprietary, solutions to increase our competitive value and performance throughout the entire RFP 2021-003 timeline. **You may include this in your proposal.**

RFI Submitted by Tang's Corporation 11/25/2020:

1. In Compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Code Standard. Application of permit for the approved plans and specification is included in 30 days grace period? **Yes.**
Right now what we experiencing due to lack of work force in Zoning & DPW it takes 2 to 3 weeks before we get a clearance to both government agencies. **Our agency wants to ensure that the building we are occupying is safe for our employees and customers. And that the building conforms with the Saipan Zoning Laws.**
2. Air conditioning unit centralize or separate unit each office.-**Split type units (depending on the layout of the building).**
3. Space Requirement the bidder will be the designer of the office layout? If so need the following:
 - a). Cubicles size.-**cubicle size should fit Office Table (4 ft. L x 3 ft. W) to include office chair.**
 - b). Conference Room for how many people.-**Ample space to accommodate at least 10 people or more.**
 - c). Enclosed Room for private Client Meeting for how many client.-**1 client per room must be ADA**
 - d). Executive Manager's Room need to have his own pantry and bathroom.- **not required**
4. In this proposal what is the system of payment.- **payment will be on a monthly basis.**
5. To meet all the space requirements the expenses will be shoulder by the awarded bidder/include in office lease.- **You may provide options on your proposal.**

RFI Submitted by EFC Engineers 11/25/2020:

- How much storage space is needed?/ what sort of items are to be stored? **Office Supplies; equipment; furniture;**
- how many people will you need to accommodate in the conference rooms? **Must be able to accommodate at least 10 people or more.**

