



Commonwealth Utilities Corporation



REQUEST FOR PROPOSALS CUC-RFP-22-005

Archaeological Services for Lower Base Sewer Replacement – Phase II

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC) is soliciting a fee proposal from a professional archaeologist who meets the U.S. Department of Interior qualifications (36CFR61) to create a work plan to prepare information, data and documentation needed to conduct archaeological monitoring during construction of all areas identified by the CNMI HPO for the construction of a new sewer line on Rte. 314 – Lower Base Drive and Rte. 30 – Chalan Pale Arnold Road in Lower Base, Saipan, Commonwealth of the Northern Mariana Islands.

This project is funded through a grant from the U.S. Environmental Protection Agency (USEPA). Award of this project is contingent upon receipt of approval of the USEPA.

The scope of Archaeological Services will include, but not be limited to:

1. Conduct background research to document the environmental and land-use histories of the project site.
2. Prepare a monitoring plan to the specifications of the Scope of Work and the guidelines for research designs.
3. Implement the monitoring plan activities following the approved plan.
4. Prepare an End of Fieldwork Letter that provides a general description of the project, work completed, burials recovered, sites and features identified.
5. Prepare a draft report summarizing the monitoring and data recovery activities & within six months of completing the fieldwork.
6. Prepare and submit, based on review comments, two final hard copies and one CD-ROM copy of the archaeological report to the HPO.
7. Prepare and submit revised CNMI Site Forms for previously recorded sites, as needed, and new site forms for all newly documented sites.
8. Submit all artifacts collected and pay all fees according to the Commonwealth Museum of History and Culture (CMHC) to the specifications of the current draft curation standards.

The RFP package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RFP package set.

One (1) original and five (5) hard copies of the PROPOSAL must be submitted in a SEALED ENVELOPE marked “*CUC-RFP-22-005: Archaeological Services for Lower Base Sewer Replacement – Phase II*” to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, no later than **January 27, 2022, at 10:00 AM (ChST)**. Late submissions and conditional proposals will not be considered.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950
Tel: (670) 664-4282 • Fax: (670) 235-5131
CUC is an Equal Opportunity Provider and Employer.

Discussions may be conducted with responsible proposers who submit proposal determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. All proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion. During discussions, there will be no disclosure of any information derived from the proposal submitted by competing proposers.

All proposers are advised that CUC assumes no responsibility in any act of omission on the part of the proposer due to lack of information or understanding of the RFP requirements in the course of proposer's preparation of the RFP under the contract. The RFP does not commit CUC to award a contract, to pay any cost incurred in the preparation of the RFP under this request, or to procure or contract for services. Proposers are required to comply with all CNMI and applicable Federal Laws. This RFP and the ensuing contract shall be executed as per the CUC Procurement Regulations.

Questions or requests for clarification will be entertained only from pre-registered prospective proposers and must be submitted in writing no later than **10:00 AM (ChST) on January 12, 2022** to Manny B. Sablan, CUC Purchasing Administrator, via email address manny.sablan@cucgov.org with a copies to Nicolette Villagomez, Water/Wastewater Engineer, via email address nicolette.villagomez@cucgov.org and Christie Sablan, CUC Senior Administrative Technician via email address christie.sablan@cucgov.org.

CUC reserves the right to reject any or all proposals for any reason and to waive any defects in said RFP, if in its sole opinion, to do so would be in the best interest of CUC. All proposals shall become the property of CUC.

GARY P. CAMACHO
Executive Director

MANNY B. SABLAN
Purchasing Administrator