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Carl V. Dominguez
Director

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REQUEST FOR PROPOSAL

RFP BSP 18-001

The Guam Coastal Management Program (GCMP), Bureau of Statistics and Plans (BSP), Government of Guam is seeking to contract a consultant or company to conduct an assessment of the effectiveness of planning and regulatory controls concerning development and natural resource protection and to develop a permit and post construction enforcement matrix.

The matrix will be used to update guidance publications such as the Development Requirements Guidebook, inclusive of links or appendices to technical manuals such as CNMI/Guam Stormwater Management Manual, Guam Soil and Erosion and Sediment Control Regulation, National Pollution Discharge Elimination Systems General Permit for Construction and other relevant information.

All entities interested in submitting a proposal may pick up copies of the Request for Proposals (RFP) and Scope of Work beginning **Monday, March 12, 2018**, at the Director's Office, Bureau of Statistics and Plans, located at the Ricardo J. Bordallo Governor's Complex, Adelup, 513 West Marine Corps Drive, Hagåtña, between 8:00 A.M. and 5:00 P.M., Monday through Friday.

All proposals must be submitted to the Bureau of Statistics and Plans Director's Office no later than **4:00 p.m. Tuesday, March 27, 2018**.

This activity is supported by funding through the U.S. Department of Commerce National Oceanic and Atmospheric Administration for Guam and administered through the Bureau of Statistics and Plans Guam Coastal Management Program. This advertisement was paid for by federal funds through GCMP under grant number NA17NOS4190202.

For additional information, please contact Mr. Edwin Reyes, GCMP Administrator at 475-9672 or email edwin.reyes@bsp.guam.gov.

CARL V. DOMINGUEZ
Director

REQUEST FOR PROPOSAL

Cumulative and Secondary Impacts Policy Guidance

I. SERVICES REQUIRED

The Guam Coastal Management Program (GCMP), Bureau of Statistics and Plans (BSP), Government of Guam is seeking to contract a consultant or company to produce an assessment of the effectiveness of planning and regulatory controls concerning development and natural resource protection; and to develop a permit and post construction enforcement matrix.

The matrix will be used to update guidance publications such as the Development Requirements Guidebook, inclusive of links or appendices to technical manuals such as CNMI/Guam Storm-water Management Manual, Guam Soil and Erosion and Sediment Control Regulation, National Pollution Discharge Elimination Systems General Permit for Construction and other relevant information.

All deliverable products including final revisions must be completed and delivered to the Bureau of Statistics and Plans Director's Office, located at the Ricardo J. Bordallo Governor's Complex, Adelup, 513 West Marine Corps Drive, Hagåtña, no later than **Friday, March 29, 2019, 4:00 p.m. (ChST)**.

II. DESCRIPTION OF WORK

- A. Complete all work as described in the Scope of Work (Attachment A).
- B. Work with the GCMP Administrator, staff of the Guam Coastal Management Program and partnering agencies to complete the tasks listed in the Scope of Work.
- C. Contractor shall prepare draft and final concepts and furnish all material as set out within the Scope of Work.
- D. Milestones

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date	Monday, March 12, 2018
Pre-proposal Conference	None scheduled at this time.
Proposal Due Date	Tuesday, March 27, 2018 4 p.m. (ChST)
All Project Deliverables Due Date	Friday, March 29, 2019, 4 p.m. (ChST)

III. OTHER SPECIFICATIONS

In submitting a written proposal to provide the services indicated herein, prospective individuals shall include the following:

- A. Submittals shall include but are not limited to, a discussion of the methodology for accomplishing the work, and a description of experience, portfolio of work and expertise as it relates to the work effort required.
- B. Name and address of the consultant's local and main (if any) offices, including the telephone/facsimile number of the person to be contacted relative to this proposal.
- C. A list of other contracts under which services similar in scope, size, or discipline to required services were performed or undertaken within a period of the last five years.
- D. Any additional information which the firm or individual feels will aid the government in accurately determining their qualifications.
- E. A statement designating those portions of the proposal which contain traded secrets or propriety data if any, this must remain confidential.

IV. EVALUATION OF PROPOSALS

All proposals submitted in response to this request for proposal shall be uniformly evaluated. After receipt of all proposals, an evaluation committee will be convened to review and evaluate the proposals according to the following criteria based on a maximum possible value of 100 points. In the evaluation, rating and selection of proposals, the factors and their relative importance will be as follows:

Evaluation Criteria	Value
A. Client references.	5 points
B. Experience successfully completing similar projects directly related to Coastal Zone Management Programs	30 points
C. Direct Experience with Coastal Zone Management Programs and capability of principal applicant and key personnel.	25 points
D. The proposal indicates a clear understanding of the project and is appropriate to the charge.	15 points
E. The work plan is clear, logically sequenced and addresses the entire scope of work, with timely benchmarks for results	25 points
MAXIMUM POINTS	100 points

V. SUBMISSION OF PROPOSAL, SELECTION AND NOTIFICATION

- A. A digital and six (6) paper copies color when appropriate of the proposal including the resume, cover letter, qualifications statements and methodology shall be submitted to and received at the Bureau of Statistics and Plans, Ricardo J. Bordallo Governor's Complex, Adelup, 513 West Marine Corps Drive, Hagåtña, Guam, 96910, no later than 4:00 P.M. (ChST), Guam time, Friday, June 9, 2017, and shall remain unopened until a date set by the selection committee. The Administrative Officer of the Bureau of Statistics and Plans shall be responsible for the custody of the proposal to ensure the integrity of the process.
- B. The Director of the Bureau of Statistics and Plans shall handle all communication with prospective consultants to ensure continuity of information, and copies of such communication shall be available to all members of the Selection Committee. Communications should be directed to the Director, Bureau of Statistics and Plans, Ricardo J. Bordallo Governor's Complex, Adelup, 513 West Marine Corps Drive, Hagåtña, Guam, 96910, telephone number 671-472-4201/2/3 or facsimile number 671-477-1812.
- C. The committee composed of members from the Bureau of Statistics and Plans, staff from the GCMP will set the date for opening the RFP's. No modifications to the proposals submitted will be allowed after the cutoff day and time.
- D. Selection of the top three qualified respondents shall be determined no later than thirty (30) calendar days following the opening of proposals and a letter shall be sent to the respondents indicating the status of their selection. In accordance with Guam's procurement laws and as soon as practicable, the Director or his designees shall negotiate fees and terms with the applicant, starting first with the highest ranking applicant until agreement with the prospective applicant is achieved. Within one week after successful fees negotiations, all other applicants shall be notified of their non-selection.
- E. All prospective individuals or firms shall indicate in their proposals their name, Mailing address, telephone and facsimile numbers to be contacted relative to the proposal submitted.
- F. Prospective individuals **shall not submit any cost or pricing data** with their proposal until such time as the proposer is notified, in writing, that the proposal is acceptable and deemed to be the best qualified to provide the required services. The applicant shall then submit their cost and pricing data, in writing.

VI. REQUIRED AFFIDAVITS AND ASSURANCES

Each offeror is required to submit a copy of their Guam Business License, required affidavits and assurances, attached. Failure to include said documents shall render a proposal non-responsive.

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VII. RESTRICTION AGAINST SEXUAL OFFENDORS WORKING ON GOVERNMENT PROPERTY

The service provider warrants that no person in its employment who has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated, or of an offense defined in Article 2 of Chapter 28 of Title 9 of the Guam Code Annotated, or who has been convicted of an offense with the same elements as heretofore defined in any other jurisdiction, or who is listed on the Sex Offender Registry shall provide services on behalf of the service provider while on government of Guam property, with the exception of public highways. If any employee of the service provider is providing services on government property and is convicted subsequent to an award of a contract, then the service provider warrants that it will notify the Government of the conviction within twenty-four hours of the conviction, and will remove immediately such convicted person from providing services on government property. If the service provider is found to be in violation of any of the provisions of this paragraph, then the Government will give notice to the service provider to take corrective action. The service provider shall take corrective action within twenty-four hours of notice from the Government, and the service provider shall notify the Government when action has been taken. If the service provider fails to take corrective steps within twenty-four hours of notice from the Government, then the Government in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.

VIII. CANCELLATION OF REQUEST FOR PROPOSALS

The Bureau of Statistics and Plans reserves the right to cancel this solicitation and any oral proposals that may be accepted, modified, or rejected in whole or in part. All proposals must be submitted to the Bureau of Statistics and Plans Director's Office no later than **4:00 P.M., Tuesday, March 27, 2018 (Ch.ST.)** For additional information, please contact Mr. Edwin Reyes, the GCMP Administrator at 475-9672 or fax 475-4512.

CARL V. DOMINGUEZ
Director

Attachment A

Scope of Work Cumulative and Secondary Impacts Policy Guidance

I. PURPOSE

The intent of this project is to develop a policy and guidance process to evaluate Cumulative and Secondary Impacts (CSI) on Guam

This project is comprised in two (2) phases as outlined in the approved Guam Coastal Management Program's (GCMP) Fiscal Year (FY) 2016-2020 Coastal Zone Management Act (CZMA) Section 309 Assessment and Strategy document.

Phase 1 of this project will include a comprehensive evaluation of existing data, management plans, studies, regulations (both local and federal) and CSI policy as well as an assessment of the effectiveness of planning and regulatory controls concerning development and natural resource protection. This phase will also include the review of environmental permits that have been approved by the Guam Coastal Management Program over the last 10 years in order to examine whether gaps in policy and critical data may have led to flooding in the selected watersheds.

Phase 2 will focus on developing actionable evaluation processes and policies for implementing CSI into GCMP's review of NEPA, EIS, NPDES, FCD and the ARC applications and other planning controls in the development process. The objective is not to discourage new development, but to ensure that the evaluation of the effects of storm water is an integral part of the CSI so that Best Management Practices (BMPs) are identified during the planning phase of development in order to help avoid undesirable impacts. To implement this strategy, we will need to establish a methodology and most importantly, publish a guidance document with a user-friendly decision support tool to assist developers and permitting agencies with standardizing their assessments of CSI associated to storm water.

II. CONTRACTUAL SERVICES

Outcome 1. Services are required to produce an assessment of the effectiveness of planning and regulatory controls concerning development and natural resource protection, evaluating existing data, and determining gaps including data, policy, procedures, etc. in the GCMP environmental review process.

GCMP will advocate for a requirement for monitoring Cumulative and Secondary Impact (CSI) thru the permitting process to be part of the authorities of the GCMP and will propose

legislation or work thru agencies Administrative Adjudication Process for GCMP to provide an in-depth analysis of the planning controls guiding the development and permit process. This includes providing recommendations for mitigation and recommendations for best management practices.

GCMP will work with a consultant to assess regulatory controls to assess management capacity that looks at contributing factors that cause enforcement challenges such as unclear, outdated and or deficient policies and laws as well as systems of support such as procurement and sustainable financing. Activities under this outcome will include:

- A. Review and understand all existing GCMP legal authorities, including those granted under Executive Orders;
- B. Identify and understand examples of how these authorities are (or are not) being exercised in practice in recent years;
- C. Interview current local officials, federal officials, and selected stakeholders to gain an understanding of how others view the proper role and authority of GCMP, especially in relation to the mission and authority of other agencies;
- D. Locate or develop a “network map” that describes the current processes and relationships between different planning and enforcement agencies from the point of view of citizens, permittees, and coastal zone management goals;
- E. Design and facilitate a GCMP leadership and staff retreat to build a better shared identity for the GCMP, its priorities and its proper place and mission within Guam’s government;
- F. Design and facilitate one or more interagency leadership meetings to discuss GCMP’s renewed sense of identity, how it hopes to move forward in collaboration with other agencies and stakeholders; and under what authority;
- G. Design and facilitate one or more interagency meetings to assess overall management capacity in Guam’s government to effectively enforce laws and regulations that relate to GCMP’s mission and authority. Among other things, this assessment will examine unclear, outdated and or deficient policies and laws as well as systems of support, such as staffing, procurement and sustainable financing;
- H. As mutually agreed upon by GCMP and other agencies, assess and review regulatory controls by collecting data from natural resource agencies who have enforcement and permitting responsibilities. The purpose of this data gathering and review is to further understand and address challenges and opportunities for improved enforcement, as one part of a strategy for better coastal zone protection and enhancement.

Outcome 2. Services are additionally required to develop a permit and post construction enforcement matrix which will be used to update guidance publications such as the Development Requirements Guidebook, inclusive of links or appendices to technical manuals such as CNMI/Guam Storm-water Management Manual, Guam Soil and Erosion and Sediment Control Regulation, National Pollution Discharge Elimination Systems General Permit for Construction and other relevant information.

III. DELIVERABLES

- A. Written and electronic guidance document featuring appendices with literature review, collected data, and decision support tool to include data gap analysis.
 - 1. Digital file: 1 each
 - 2. Paper copies: 6 each full color
- B. Educational workshop on CSI and workshop summary report
- C. Completion of Contractual Services items A thru H above
- D. Enforcement Matrix
 - 1. Digital file: 1 each
 - 2. Paper copies: 6 each full color