



Palau Public Utilities Corporation

REQUEST FOR PROPOSAL PUCE23-007 LEASE OF PPUC OFFICE FACILITY OR SITE

Issued on : **January 13, 2023**
Close on : **February 13, 2023**
Request For Quotation No. (RFP No.) : **PUCE23-007**
Employer : **Palau Public Utilities Corporation (PPUC)**
PO Box 1372, Oldiais Building, Medalaii, Koror
Republic of Palau 96940
Country : **Republic of Palau**



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I. EXECUTIVE SUMMARY

The Palau Public Utilities Corporation (PPUC) is soliciting proposals for the lease of an existing structure or structures or of suitable land for the development of an office facility. Interested contractors can submit sealed proposals beginning **January 13, 2023** and no later than February 13, 2023, 4:00pm Palau time. Sealed proposals will be accepted at address [P.O. Box 1372, PPUC Main Office, 2nd Floor--Oldiais Building--Koror, Palau 96940]. If you have any inquiries, please contact Johanny Kurihara at (680) 488-5320/3870 or e-mail to jkurihara@ppuc.com. Further details and information such as the scope of work, work duration, payment terms, contract clauses, and other relevant details relating to the RFP are provided below and in the following pages.

II. PURPOSE

Through this Request for Proposals (RFP), PPUC is seeking proposals from qualified offerors for either (1) a lease of existing office space, or (2) to build and then lease office space facility to PPUC, or (3) the lease of suitable land for the construction by PPUC of an office building. The office facility will accommodate the consolidated Electrical Power and Water services main administration office personnel.

Responses to this RFP should include details about qualifications and related experience as described herein. They should also include financial terms and either photos of existing facilities or conceptual design drawings for a new facility, but do not need to include detailed designs.

This is RFP only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP. Innovative and creative solutions are encouraged.

III. BACKGROUND

A. PPUC

The Republic of Palau comprises of 350 tropical islands and islets located in the westernmost part of Micronesia about 600 miles (960 kilometers) East of Mindanao, Philippines and some 800 miles (1,280 kilometers) southwest of Guam. Palau lies between 8°10'N/3°N Latitude and 132°45'/134°25'E Longitude. The main group of Palau Islands is dominated by the 150 square mile island of Babeldaob—Palau's largest land mass.

On June 06, 2013, Republic of Palau Public Law (RPPL) 9-4, merged the National Government Water and Wastewater Operations together with the Electrical Operations forming the new Palau Public Utilities Corporation (PPUC.)



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PPUC is currently renting a two-story office building with an approximate office floor area of 6,350 square feet. To date there are 80 employees who are using this building, including one (1) conference room, one (1) cashier department, one (1) IT Control Room and with six (6) comfort rooms.

Another building in Malakal, Koror is currently used by PPUC WWO Department as an office with an approximate office floor area of 7,050 square feet. To date, there are 32 employees who are using this office building, including one (1) board room with conference room, one (1) warehouse for WWO and two (2) comfort room.

DESCRIPTION OF THE PROJECT

See below for preliminary conceptual information about the project site.

PPUC Admin and Finance Building (EPO/WWO):

1. LEASE FOR EXISTING OFFICE SPACE

1. Location:

Preference will be given to sites reasonably near to Palau's commercial centers.

2. Elements of existing or proposed facilities:

- Office Building
- Chemical and Equipment Storage Building
- Asphalt or Concrete Parking
- Landscaping
- Parking yard enclosed by chain link fencing

Needs identified by PPUC:

1. External: Office should have an on-site secure paved car parking facility sufficient to park at least ___ (__) vehicles. There should be a paved roadway to the property entrance.
2. Internal:
 - a) Building is to be adequately climate-controlled.
 - b) Building is to have back-up generator.
 - c) Building is to have back-up water supply.
 - d) Building should have adequate restroom facilities for the anticipated staff numbers.
 - e) Building should include a staff room and conference room, in addition to employee offices and workspaces.
 - f) Building should provide a mix of enclosed offices and open workspace areas.
 - g) Building interior must be suitable standard for a corporate head office.



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3. Usable Area: The usable interior office area should be at least 7,000 – 10,000 square feet.
4. Capacity: The expected number of staff to be accommodated is 74 to 86.
5. Designs for new construction should follow latest U.S. Uniform Building Code.
6. Design Wind Speed 120MPH.

2. TO BUILD THEN LEASE OFFICE SPACE FACILITY TO PPUC

3. LEASE OF SUITABLE LAD FOR THE CONSTRUCTION OF PPUC OF AN OFFICE BUILDING

IV. PROPOSAL DETAILS:

To facilitate review of the proposals, PPUC is asking each Offeror to submit its proposal(s) in conformance with the following:

All requested documentation must be included. The proposal must include (in the following order):

A Transmittal letter stating the respondent's intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:

- A.** A statement that the respondent will comply with all terms and conditions as indicated in the RFP.
- B.** A statement indicating whether the respondent is a corporation or other legal entity.
- C.** A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
- D.** A certification statement to the effect that the person signing the proposal is authorized to do so on behalf of the respondent.
- E.** Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from PPUC.
- F.** Name and complete mailing address of the respondent along with telephone number and e-mail contract address.
- G.** Proposal, including at least the following sections:

1. Introduction:

This section should consist of a cover letter, an executive summary (two pages maximum).



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2. Proposer Qualifications:

This section should describe the proposer's legal status and background in property leasing and/or construction and property development.

3. Proposal:

B. Proposal Submission

The proposals shall be sealed in a package and should include:

1. The Offeror's information (i.e., Name, Address, and Contact) on the outside package
2. The RFP# on the outside of the package that should be submitted NO LATER THAN 04:00 PM of the CLOSING DATE-Palau Time.
 - a. [Note: The RFP # and Project Name should be in big fonts.]
 - b. The sealed package should include the *original proposal(s) for each or all packages plus six (5) copies and one (1) soft copy.*
 - c. Fee proposal in separate sealed envelope.

PPUC shall have the full right and authority to use any and all information contained in the RFP submittals for any other purpose it deems appropriate in its sole discretion, unless the offeror clearly specifies the information in the offeror's RFP which shall be used only for the limited purpose of evaluating the RFP, and so specifies in writing such information with the following statement: "This particular data/information furnished in connection with our proposal shall not be disclosed to any third party or for any such data to the extent provided in the contract or as ordered by the Court.

All responses to the RFP will be held by PPUC in strict confidence until the contract to the successful offeror has been executed, whereupon PPUC shall have ownership rights to all proposals received, as constrained.

V. EVALUATION AND SELECTION PROCESS

A. Criteria

Each proposal will be evaluated initially by a specially convened committee in line with the criterion set forth in this section. All proposals and their separate components will be subjected to the same evaluation criteria and process.



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The following criteria (NOT in any particular order) will be used to evaluate proposals:

PROPOSAL EVALUATION WORKSHEET

Proposer: _____ Evaluator: _____ Date: _____

CRITERIA	SCORE (0-5, see below)	COMMENTS
Qualifications and Experience		
Scope of Work Technical Approach		
Maintenance of Design Schedule		
Cost Consciousness		
Responsiveness of Proposal		
Total Score		

Scoring will be based on a scale of zero to five, with five being the highest possible and zero being the lowest.

- 5 – Excellent, exceeds requirements
- 4 - Above average, exceeds minimum requirements in some areas
- 3 – Acceptable, meets requirements of RFP
- 2 – Fair, partially unresponsive
- 1 - Inadequate, fails to meet requirements
- 0 – Nonresponsive, not addressed in proposal



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VI. GENERAL EVALUATION CRITERIA

- A.** All requirements identified in this RFP must be satisfied in order for the proposal to qualify for consideration. PPUC desires to receive proposals from architects who can demonstrate operational and technical qualifications and capabilities.
- B.** All proposals will be evaluated by representatives of PPUC to identify the proposal that best meets the needs of the Utility as set forth in the RFP. A point-based system will be used to evaluate all proposals. The evaluation categories and their relative weights are listed on the Proposal Evaluation Worksheet. A brief description of each component includes:
1. **Qualifications and Experience.** This category deals with the architect's performance on similar prior projects, and the experience level of key personnel proposed for this project. Experience relates to the overall assessment of the architect's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP and on the evaluation team's assessment of the various factors.
 2. **Scope of Work. Technical Approach.** This category represents an evaluation of the work plan submitted and the approach to be used to meet the PPUC's needs.
 3. **Maintenance of Design Schedule.** This category deals with the methodology for tracking, managing and projecting progress of the work and the ability to prepare documentation that will satisfy all approvals without delay. A timely schedule and demonstrated ability to meet the time needs of the PPUC will be considered.
 4. **Cost Consciousness.** This component pertains to a demonstrated ability to bring in projects on budget and to the overall sensitivity to minimizing total projects costs including construction, maintenance, and energy usage.
 5. **Responsiveness of Proposal.** Response to the overall proposal will be evaluated for logic, order, level of appeal, design, responsiveness, innovation, solutions, accuracy, timeliness of submission and inclusion of required documents.
- C.** The evaluation of proposals will be conducted in two steps. The proposals will be evaluated in terms of the proposer's ability to satisfy the requirements outlined in the RFP. The top scoring architects will be invited to participate in oral interviews to determine the most advantageous proposal to PPUC. At the conclusion of these interviews, one architect will be selected and a contract consistent with this RFP will be executed by both parties.

CONDITIONS

A. *Assignment of Contract*

The contract shall not be assigned to any party without the prior written consent of PPUC.

B. *RFP Modification*

This RFP does not commit PPUC to award a contract, to pay any costs incurred in the preparation of the proposal under this request, or to procure or contract for services. PPUC also reserves the right



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to accept or reject any or all proposals received under this request, to negotiate with qualified offeror, or to cancel in whole or in part this RFP, if it is in the best interest of PPUC to do so. Offerors under this RFP may be required to participate in negotiations and to submit any price, or technical revisions to their proposals as may result from the negotiation process.

C. *No Liability*

Neither PPUC nor any of its employees, agents or advisors will have any liability whatsoever, in contract, tort, by statute, in equity or otherwise, for any cost, loss, liability, claim or expense suffered or incurred by any Offeror or any other person arising directly or indirectly from or in relation to this RFP process and in particular in relation to the preparation of a proposal.

Offerors must examine this RFP and make all investigations considered necessary (including information provided by PPUC in relation to this RFP) before submitting a proposal.

Neither PPUC nor any of its employees, agents or advisors makes any representation and will have any liability as to the accuracy or sufficiency of or for any errors or mis-descriptions in this RFP.

D. *Proposal Errors*

All information provided by an offeror in its proposal is warranted by the offeror to be complete and accurate in all material respects. PPUC is under no obligation to check any proposal for errors. Acceptance of a proposal that contains errors will not invalidate any contract formed on the basis of that proposal.

E. *Performance Bond and Payment Bond*

PPUC requires that all contractors with contracts in excess of \$50,000 should acquire performance and payment bonds tendered in a manner and through a surety acceptable to the PPUC General Manager, which guarantees satisfactory completion of a project. The performance and payment bonds shall be in an amount equal to the total price specified in the contract.

F. *Transfer of property*

All proposals shall become PPUC property.

G. *Conformity*

The PPUC procurement regulations shall apply to all proposals and bids and all winning Offerors and contractors shall be bound by them.

H. *Inquiries*

Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email or fax through the contacts provided.



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VII. CONTRACT CLAUSES

A. All contracts shall, at a minimum, contain the following clauses:

1. Governing Regulations
2. Penalties for Violation of Regulations
3. Contract Disputes
4. Gratuities
5. Kickbacks
6. Representation of Contractor Concerning Contingent Fees
7. Changes
8. Stop Work Order
9. Termination for Defaults or Convenience
10. Approvals, Certificates, Permits and Licenses
11. Laws and Regulations
12. PPUC's Right to Inspect
13. Commencement of Work
14. Liquidated Damages
15. Schedule
16. Clear Title
17. Taxes
18. Force Majeure
19. Relationship
20. Assignment
21. Subcontracts
22. Contracting Officer
23. Entire Agreement



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VIII. QCONTACT DETAILS

<p>Frank Kyota PPUC CEO Tel: (680) 488-5320 Fax: (680) 488-4499 Email: f.kyota@ppuc.com</p>	<p>Tmetuchl Baules PPUC Administrative Director PPUC General Administration Tel: (680) 488-5320 Fax: (680) 488-4499 Email: t.baules@ppuc.com</p>
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