



RFP--125 Facility Quality Assurance Representative for NMSAS REQUEST FOR PROPOSAL

Purpose

The Contractor shall provide part time onsite facility quality assurance representative (QAR). We anticipate approximately 10 hours a week for approximately 14 weeks.

Overview

Project Background

For details on the required services for this contract, please see the scope of work section below.

Need

For details on the required services for this contract, please see the scope of work section below.

Background of Foundation

The National Marine Sanctuary Foundation is a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. Working together, we safeguard species and the places they call home, and preserve America's maritime history.

Established in 2000, the Foundation is the official non-profit partner of the National Marine Sanctuary System. The Foundation directly supports America's national marine sanctuaries through our mission to protect species, conserve ecosystems, and preserve cultural and maritime heritage. We accomplish our mission through community stewardship and engagement programs, on-the-water conservation projects, public education and outreach programs, and scientific research and exploration. The Foundation fosters innovative projects that are solution-oriented, scalable and transferable, and develop strategic partnerships that promote the conservation and recovery of species and their habitats. Learn more at marinesanctuary.org.



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Background of Partner(s)

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Project Objective

For details on the required services for this contract, please see the scope of work section below.

Funding Availability and Matching

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Eligibility

Must be able to demonstrate similar work performed in American Samoa.



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How to Apply

Please submit your application package to the Foundation through C-STAAR – the Foundation’s Collaborative System for Tracking Activities, Awards, and Reporting – using the following link: [C-STAAR](#).

You will need to register your organization to begin your submission. You can find registration steps and instructions [here](#).

Once you have set up your organization profile, navigate to the applicant home page (you can always access the homepage by clicking the “Applicant Homepage” button in the top right corner). You should then scroll down and click on active contract RFPs to find this RFP.

While you are registering your organization, there is an opportunity to add multiple contacts for the organization. Please add as many as you would like but know that this does not give them access to the applications you start or submit, nor does it give them access to the resultant contract that we will process in the system. If you would like multiple people to have access to the application and the fully executed copy of that contract, you will need to add them as an alternate contact on the application. Once you have started an application, towards the bottom, there is an opportunity to add financial contacts, the agreement signatory which is mandatory, and alternate contacts. We recommend adding at least 1 alternate contact so someone else has access to the contract in the system. Once you add an additional contact, whether it is an alternate contact, financial contact, or agreement signatory, they will be sent an email requesting that they accept the invitation to be an additional contact. Once the additional contacts accept the invitation and register in C-STAAR, their account will be tied to the organization, and they will have access to the application and the resultant contract as it goes through the execution process in the system.

Please submit a letter of interest and/or a resume showing that you can meet the scope of services as a supplemental attachment in your application.

Please direct all questions regarding the RFP and registering in C-STAAR to support@marinesanctuary.org with the email subject line: RFP QUESTION Facility Quality Assurance Representative for NMSAS [Organization Name].

Period of Performance



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Start Date

05/01/2025

End Date

09/30/2025

Scope of Work

Desired Outcomes

Scope of Services:

1. Make periodic visits to the site to evaluate progress.
2. Attend meetings with OC Deputy Superintendent, Superintendent and Contractor as needed.
3. Provide additional drawings and other information as required to complete the project.
4. Services continue until the end of the facility improvement contact period.

Technical Requirements

The QAR shall be responsible for monitoring the building contractor's performance and ensuring established standards for timeliness and quality are met in accordance with the American Samoa Government approved final design associated with the approved building permit. These QAR tasks will be at the Pago Pago American Samoa site as required including though not limited to:

1. Any correspondence between the QAR and the contractor, must copy the site Superintendent, Deputy and the Contracting Officer Representative (COR).
2. Maintain coordination with the contractor, site Superintendent, Deputy and/or his/her designee, and COR. Issues that affect the design contract cost or performance period shall be referred to the COR.
3. Perform all communications with the contractor or their authorized representatives and not with the subcontractors.
4. The QAR does not have the authority to waive contract provisions, make or authorize changes to the contract, dictate the contractor operations, allow the contractor to perform in an unsafe manner, or make suggestions that do not meeting contract requirements.
5. Support the COR in clarifying any technical requirements of the final design.
6. Logging of technical Submittal and RFI's and routing to reviewers for evaluation and input. Review

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of construction planning submittals for conformance.

7. Review system/equipment test reports, material samples, operations and maintenance manuals, as-builts, and manufacturer's certificates for conformance with provisions prescribed in the contract. Recommend approval or disapproval to the COR as applicable for each submittal. Perform periodic checks to confirm that delivered material matches the approved submittal.

8. Participate in coordination meetings, joint inspections, and final inspection of the work and perform unscheduled inspections deemed necessary. The QAR should attend building inspection meetings.

9. Immediately notify the COR and site Deputy and Superintendent of any situation that may result in a contract dispute, require a modification to the contract, or require issuing a stop work order to the contractor. The QAR will assist in developing a complete record of facts of the situation.

10. Provide input to the COR concerning the contractor's performance at the end of the project in a written and signed report. The report shall specify the contractor's performance in maintaining quality and degree of overall effectiveness.

11. Document the results of all inspections and maintain a record of all-important conversations with the contractor. Provide weekly reports to the COR and site Superintendent on the project status and immediately report any unusual happenings or situations.

12. The QAR shall monitor the contractor's efforts towards furniture, fixtures and equipment, the occupancy planning and move coordination.

13. The QAR shall be technically capable of promptly informing the COR and site Superintendent of any deficiencies in the contractor's performance. Provide a complete record of the facts relating to the deficiencies and efforts to correct them.

Budget Requirements

The Contractor shall provide part time onsite facility quality assurance representative (QAR) work. We anticipate approximately 10 hours a week for approximately 14 weeks. The fee proposal for services as described is nineteen thousand five hundred dollars (\$19,500.00).

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Required Attachments

Please submit a letter of interest and/or a resume showing that you can meet the scope of services as a supplemental attachment in your application.

Desired Capabilities

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Application Logistics

Useful Resources

TERMS & CONDITIONS

This is a Request for Proposals (RFP) only. Issuance of this RFP does not in any way obligate the Foundation to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- (a) The Foundation may cancel RFP and not award;
- (b) The Foundation may reject any or all responses received;
- (c) Issuance of RFP does not constitute award commitment by The Foundation;
- (d) The Foundation reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;
- (e) The Foundation will not compensate offerors for a response to RFP;
- (f) The Foundation reserves the right to issue an award based on an initial evaluation of offers without further discussion;
- (g) The Foundation may negotiate with short-listed offerors for their best and final offer;
- (h) The Foundation reserves the right to order additional quantities or units with the selected offer or;
- (i) The Foundation may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
- (j) The Foundation may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
- (k) The Foundation may choose to award only part of the activities in the RFP or issue multiple awards based on multiple RFP activities; and
- (l) The Foundation reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.



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Notification

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Questions or More Information

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Disclaimer

The National Marine Sanctuary Foundation is an equal opportunity provider. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Please be advised that the agreement the National Marine Sanctuary Foundation is pursuing with your organization is supported from federally sourced funds. The Foundation must advise potential agreement partners that, in the event the Foundation receives a stop work order or rescission of funding from the federal funding agency connected with this work, the Foundation will in turn require an immediate work stop and potential return of funds, regardless of status of work in progress.