

Request for Proposals

Bid Number: 21-04-2460LE

The Navajo Nation Office of the Controller - Purchasing Department and Navajo Nation Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for the WHITEHORSE LAKE MAINTENANCE FACILITY – SALT / CINDER STORAGE BUILDING.

Bid Documents will be available on Wednesday May 5th, 2021

Bidders and Sub-bidders shall obtain complete sets of the Bidding Documents, as indicated below, in electronic Portable Document Format (PDF), from the Architect's Plan Room at www.wilsonco.com/plan-room.

Whitehorse Lake NDOT – Salt/Cinder Storage Building Drawings.pdf; and

Whitehorse Lake NDOT – Salt/Cinder Storage Building Project Manual.pdf

Obtaining printed copies of the Bidding Documents, if desired, will be the Bidder's responsibility.

Direct requests for clarifications or interpretations of the Bidding Documents electronically to the following email address: Whitehorse@wilsonco.com .

Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Submit requests for substitutions in accordance with Section 01 6000 - Product Requirements.

Closing date is June 3, 2021, at 3:00 p.m. MST. Any proposal(s) received after this date and time will not be accepted and will be returned to the sender. No faxed or email proposals or bids will be accepted.

PROPOSAL SUBMITTAL



All proposal **MUST** have the prospective respondent's name and contact information on the outside of the **sealed** envelope and **sealed** Proposal Cost (bids). If not included, it will be considered "Non-Responsive." All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation – Department of Roads
Attention: Marlinda Littleman, Senior Programs/Projects Specialist
P.O. Box 4620, Window Rock, AZ 86515
Phone: (505) 371-8357 Cell: (928) 206-5465

Hand Delivery:

Navajo DOT Complex (Tse Bonito, NM) #16 Old Coalmine Road, Mentmore, NM 87319

Hand Delivery: Driving Instructions from Gallup, New Mexico

Take Exit 20 from I-40. Take US 491 from Gallup, New Mexico, North to Yatahey, NM, which is approximately 5.5 miles. Approach a Y-Intersection. Left lane goes to Window Rock, AZ, which is NM 264. Take NM 264 and go about 15 miles west. The Navajo Division of Transportation Complex will be on the north side of NM 264 (approximately MP 1.5) on Indian Route 54.

All proposals and bid form shall be sent in a sealed envelope, clearly marked with the following information:

RFP Bid Number: **21-04-2460LE**

Description or Title: **WHITEHORSE LAKE MAINTENANCE FACILITY – SALT / CINDER STORAGE BUILDING.**

Contact Persons: Lorita Etsitty, Buyer
Navajo Nation Purchasing Department
Phone: (928) 871-6317/6142 Website: www.nnooc.org
Email: letsitty@nnooc.org

Marlinda Littleman, SPPS
Navajo Division of Transportation - Department of Roads
Work Cell Phone: (928) 206-5465
Work Phone: (505) 371-8357 Website: www.navajodot.org
Email: mlittleman@navajodot.org

Please submit an Original and Three (3) of proposals.

PART I

INFORMATION ONLY – NO RESPONSE TO THIS SECTION IS REQUIRED

- A. This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration. Failure to adhere will result in a “Non-Responsive” Status.
- C. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Mandatory Pre-Proposal Meeting	<p>Mandatory Pre-Proposal Meeting will be on Thursday May 20, 2021 at 10:30 a.m. MST.</p> <p style="text-align: center;">This will be a virtual meeting using Microsoft Teams</p> <p style="text-align: center;">Call in (audio only) +1 575-405-5728 Phone Conference ID: 669 227 663#</p>
Prospective respondents “Inquiry Timeline.” All inquiries and questions will be answered prior to this date. Questions must be submitted in writing only. If needed, an Addendum will be issued to all vendors who requested for a copy of the RFP to ensure they all received the same information. No questions accepted after this date.	Thursday, May 27, 2021 by 5:00 p.m.
Due date for all proposals	Thursday, June 3, 2021 at 3:00 p.m. (MST)
Opening of proposals and evaluations by the Review Panel	The week of June 7, 2021
Award of Contract	September 30, 2021
Estimated NTP Date	October 1, 2021

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Department of Roads staff via email in reference to this RFP in obtaining clarification of requirements. No inquiries will be accepted after the inquiring date listed in Section C.

- E. **ADDENDUM OR SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event it becomes necessary to revise any part of this RFP, an addendum will be issued. Any respondents that already submitted a proposal will be notified.
- F. **PROPOSALS SUBMISSION:** Proposal must be received on Thursday, June 3, 2021, by 3:00 p.m., (MST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the mailing address indicated on Page 2 of this RFP.
- G. **NUMBER OF PROPOSALS TO BE SUBMITTED:** In the submission of all proposal, one original and three (3) copies must be enclosed in one sealed envelope. The outside of the envelope should be clearly marked with 1) Respondent's Contact information, and 2) the "RFP Bid Number: **21-04-2460LE**. Project Name: **WHITEHORSE LAKE MAINTENANCE FACILITY – SALT / CINDER STORAGE BUILDING**.
- H. **LATE RECEIPT OF PROPOSALS:** Late proposal will not be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at the Navajo Division of Transportation – Department of Roads on or before the date/time specified.
- I. **REJECTION OF PROPOSALS:** The Navajo Division of Transportation (Navajo DOT) – Department of Roads reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- J. **PROPRIETARY INFORMATION:** Any restriction on the use of the information, data, contents contained within the proposals must be clearly stated in the proposal itself. Each and every page of the propriety material must be labeled or identified with the word "Proprietary." Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations.
- K. **PROPOSAL MATERIAL OWNERSHIP:** All material submitted in reference to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Navajo DOT – Department of Roads and may be reviewed by any person(s) after the final selection has been made, subject to Section J. The Navajo DOT – Department of Roads has the right to use any or all systems, ideas presented in this RFP, subject to limitations in **Section J**. Disqualification or non-selection of a respondent does not eliminate this right.
- L. **INCURRING COSTS:** The Navajo DOT – Department of Roads is not liable for any cost incurred by the Respondent prior to issuance of service contract or a purchase order.

- M. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful Respondent will become contractual obligation, if acquisition action ensues. Failure of the successful Respondents to accept this obligation may result in cancellation of the award and such Respondent may be removed from consideration for future solicitation.
- N. ACCEPTANCE TIME: The Navajo DOT – Department of Roads, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent in the time specified in Section C, after the closing date of receipt of proposals.
- O. AWARD OF SERVICE CONTRACT OR ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION (EJDCDC) RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Upon selection, Navajo DOT – Department of Roads will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement in the name of the successful respondent; and the contents of the proposal submitted by the respondent will become part of the contract.
- P. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit respondents from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted to submit independent proposals in response to this RFP.
- Q. EVALUATION PROCEDURE AND CRITERIA:
- a. Review Panel: A Review Panel, with specific related technical background, will be selected and evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.
 - b. Failure of a respondent to provide any information, requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
 - c. The sole objective of the review panel is to select the respondent most responsive to the needs of the Navajo Nation, Navajo DOT, and the Department of Roads. The qualifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the objective in the Scope of Work in Part II.
 - d. The Technical Proposal Factors will be used to evaluate the proposal(s) based on a 100 points-scale system. Additional points are awarded to Priority #1 or

Priority #2 owned businesses. The definitions and latest source list can be found at: http://navajobusiness.com/pdf/SourceList/Source_List.pdf.

Evaluation Sheet

Proposal Factors	Requirements	Maximum Points Awarded
Proposal Format	15 pages, single-sided pages; and proposal spiral bound.	5
Scope of Work	Describe in the proposal the steps, methods, and or approach to completing the following: <ul style="list-style-type: none"> - Become familiar with the project. - Superintendent Qualifications. - Project Schedule. - Communication with Owner/Design Team. - Project close-out and punch list - Warranty period. 	65
Communication	Explain how consultant will communicate with Chapter and Navajo DOT about the progress of the project.	10
Experience	References: List references of FIVE projects of similar nature from FIVE different projects/sources. Past performances will be highly considered.	20
	TOTAL	100
Additional Points	Priority # 1	6
Additional Points	Priority #2	3
	Priority #1 Proposal	106
	Priority #2 Proposal	103

R. TERM: The term of the Service Contract will be a period of one year from the date of *Notice to Proceed*, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.

S. COMPLIANCE WITH THE NAVAJO NATION OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Chapter 2, Subsection 201 – 215 and the Navajo Nation Procurement Rules and Regulations.

PART II

PURPOSE:

The **purpose** of this Request for Proposal (RFP) is to select a contractor to complete three tasks:

- 1) Provide water and power to site per Contract Documents.
- 2) Construct Salt / Cinder building. Complete per Contract Documents
- 3) Develop site to include rough grading, base course paving, fencing and site lighting per Contract Documents.

Part III

FORMAT AND ORGANIZATION

Requirements: This section of the RFP specifies the format and organization of the proposal (not listed in priority or in any order).

- A. NUMBER OF COPIES: Submit an Original and three (3) copies of proposal. (Total: three proposals)
- B. PROPOSAL FORMAT: Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - a. The proposal shall not exceed 15 single-sided pages (maximum 8 1/2" x 11"). Submissions exceeding the 15-page limit will be considered non-responsive and will be un-rated. All pages include proposal, photos, charts, graphs, exhibits, letter of interest, etc. are counted toward the 15 pages.
 - b. Proposals submittal should be plastic or metal spiral-bound only. **Please do not submit loose paper, these will be considered unresponsive and will be unrated. No folders required, just spiral-bound proposals.**
- C. LETTER OF INTERST: Letter of Interest must be on a Company Letterhead and **signed** by the president, executive director or owner of the company/organization. The letter must be signed by the company representative who has authority to sign off on legal and contractual documents.
- D. PROOF OF CERTIFICATE OF INSURANCE: Provide proof your company's Certificate of Insurance and other insurances related this project.

- E. SCOPE OF WORK: Respondent's approach to the scope of work, including the following:
- a. Become familiar with the project.
 - b. Superintendent Qualifications.
 - c. Project Schedule.
 - d. Communication with Owner/Design Team.
 - e. Project close-out and punch list
 - f. Warranty period.
- F. COMMUNICATION: How respondents will communicate with Navajo DOT on the progress of the project(s). Virtual meetings are preferred over face-to-face meetings. CDC guidelines will apply for all on-site meetings.
- G. REFERENCES: List references of **FIVE** projects of similar nature from **FIVE** different projects or sources. Provide the project name. Navajo DOT may contact references for performance appraisal of prospective bidder, and therefore, provide contact name, company name, and contact information. See last page for an example.
- H. CERTIFIED NAVAJO BUSINESS: Provide proof that business is currently certified by the Navajo Nation - Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and also under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- I. TAXES: All performance under this Contract within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- J. BID FORM / PROPOSAL COST: In a **separate** sealed envelope, clearly marked as "RFP Bid Number: **21-04-2460LE**. Project Name: WHITEHORSE LAKE MAINTENANCE FACILITY – SALT / CINDER STORAGE BUILDING." and with Respondent's information. The sealed envelope will not be opened by the Review Team until after the proposals have been reviewed and ranked.

See Attachments in the Exhibit

Attachments

- 1) Bid Schedule
- 2) Addendum Acknowledgement
- 3) Relevant References Sample

Bid Schedule

COMPANY NAME: _____

PROJECT NAME: **Whitehorse Lake Maintenance Facility – Salt / Cinder Storage Building**

BID NUMBER: **21-04-2460LE**

PROJECT LOCATION: **Whitehorse Lake NM**

DATE: _____

Description	Lump Sum Bid
Salt/Cinder Building, Utilities & Site Work	
Navajo Nation Tax (6%)	
New Mexico Gross Receipts Tax (NMGRT) 6.75%	
TOTAL	

Scope of Work: The proposed work consists of furnishing all labor, material, equipment, and incidentals necessary to complete all work identified in the Contract Documents. The Lump Sum Bid Price must include all overhead, profit, insurance and bonding.

Addendum Acknowledgement

Addendum:

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

Addendum No:

Addendum Date:

SAMPLE TO PROVIDE FIVE RELEVANT REFERENCES

Reference One:

Include information about who you worked with:

John Doe, Owner
Company Name: Cameron Chapter
P.O. Box 123
Cameron, AZ 86020
Phone: (928) 679-5892
Email: jdoe@yahoo.com

Describe the project that you worked on for the referenced company:

Project Name: "Cameron Fire Station"
Type of Project: Pre-engineered metal building
Project Location: Cameron, Arizona
Project Description: The Cameron Chapter requested a replacement 4,000 SF volunteer fire station

Reference Two:

Include information about who you worked with:

Jane Doe, Owner
Company Name: Shiprock Chapter
P.O. Box 456
Shiprock, NM 87420
Phone: (505) 368-8146
Email: janed@yahoo.com

Describe the project that you worked on for the referenced company:

Project Name: "Shiprock Maintenance Facility"
Type of Project: Salt / Cinder storage building
Project Location: Shiprock, New Mexico
Project Description: The Shiprock Chapter requested a new salt and cinder storage building at the existing NDOT maintenance yard

You may include photos.

Navajo DOT may contact references listed to determine past performances.
