

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: Joe Peterman, Manager, Department of Roads
P.O. Box 4620, Window Rock, AZ 86515
Phone: (505) 371-8392 Cell: (928) 797-0150

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 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 forms shall be sent in a sealed envelope, clearly marked with the following information:

RFP Bid Number: **21-07-2510LE**

Description or Title: IRON DUCTILE PIPE AND GATE VALVES, N71

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

Joe Peterman
Navajo Division of Transportation - Department of Roads
Work Cell Phone: (928) 797-0150
Work Phone: (505) 371-8392 Website: www.navajodot.org
Email: jpeterman@navajodot.org

Please submit One (1) original and Three (3) copies of proposal.

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
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.	Tuesday, July 20, 2021, by 3:00 p.m.
Due date for all proposals	Tuesday, July 27, 2021, at 3:00 p.m. (MDT)
Opening of proposals and evaluations by the Review Panel	The week of July 26, 2021
Award of Contract	August 30, 2021
Estimated NTP Date	August 30, 2021

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Department of Roads staff via email about 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 [Tuesday, July 27, 2021, by 3:00 p.m., \(DST\)](#). 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 proposals, 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: **21-07-2510LE**. Project Name: **IRON DUCTILE PIPE AND GATE VALVES, N71**.
- H. LATE RECEIPT OF PROPOSALS: Late proposals 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 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 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. Based on 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. Bid form in separate sealed envelope.	10
Scope of Work	Describe manufacture process, material type and certification of pipe and gate valves. Provide information on how materials will meet the requirements of the American Water Standards for Drinking Water and Navajo Tribal Utility Authority Specifications. Describe how vendor will deliver pipe to the project site in Birdsprings, Az, delivery schedule and prevent damage to materials during delivery.	70
Communication	Explain how consultant will communicate with Chapter and Navajo DOT about the progress of the project.	10
Insurance	Provide Insurance requirements as related to manufacture and delivery of materials.	10
	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 provide 14” Iron Ductile Pipe and 6” Gate Valves for a waterline project located in Birdsprings, Az.

Scope of Work:

Vendor shall manufacture and deliver Iron Ductile Pipe and Gate Valves in the quantities listed in the bid schedule. All work shall meet most recent American Water Standards for Drinking Water and Navajo Tribal Utility Authority (NTUA) specifications.

Certificates of Compliance indicating that all materials meet required specification shall be submitted two weeks prior to delivery.

Materials shall be delivered to the construction yard located in Birdsprings, Az (Navajo Route 15, Milepost 28).

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: four 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. Proposal 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. BONDS:
 - a. Bid Bond/Guarantee: Contractor shall provide to the Navajo Nation a Bid Bond/Guarantee utilizing GSA's form SF-24. The amount of the bid guarantee shall be ten (10) percent of the bid price per 12 N.N.C. §341 Bid Security.
 - b. Performance Bonds: The successful Contractor shall provide to the Navajo Nation a Performance Bond underwritten and executed by Surety Company that guarantees the Contractor's complete and satisfactory performance under Contract. The Performance Bond shall be equal to one hundred percent (100%) of the Original Contract Amount, unless otherwise provided in the *Lesser Bond Amounts*.
 - c. The Payment Bond: The successful Contractor shall provide to the Navajo Nation a Payment Bond underwritten and executed by a Surety Company that

will protect all persons, subcontractors, or other entities supplying labor and material to the Contractor or its subcontractors for the performance under this Contract. The Payment Bond shall be in an amount equal to one hundred percent (100%) of the Original Contract Amount, unless otherwise provided the *Lesser Bond Amounts*. The Payment Bond must be provided in addition to the Performance Bond required in Article Ea. herein.

- d. *Lesser Bond Amounts*: The Navajo Nation, with the concurrence of the Navajo Nation Controller or his/her designee, may allow the Contractor to provide a Performance Bond or a Payment Bond, or both, in an amount equal to fifty percent (50%) of the Original Contract Amount, so long as either (1) the Navajo Nation withholds, as retainage, fifty percent (50%) of each invoiced amount; or (2) the Contractor provides an irrevocable Letter of Credit in amount equal to fifty percent (50%) of the Original Contract Amount. The fifty percent (50%) amount of the Original Contract Amount may be covered by a combination of Retainage and an irrevocable Letter of Credit, BUT IN NO CASE SHALL A PERFORMANCE BOND OR PAYMENT BOND EACH BE IN AN AMOUNT LESS THAN FIFTY PERCENT (50%) OF THE ORIGINAL CONTRACT AMOUNT.
- e. Bonding documentation required. The Navajo Nation's Representative must receive written documentation of all required bonds prior to the issuance of a Notice to Proceed for the Project, and Contractor shall not commence any work or services under this Contract until such documentation is received by the Navajo Nation.

F. SCOPE OF WORK: See above.

G. 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.

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 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: **21-07-2510LE**. Project Name: **IRON DUCTILE PIPE AND GATE VALVES, N71** 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

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

Bid Form

Bid: 21-07-2510LE – IRON DUCTILE PIPE AND GATE VALVES, N71

CONTRACTOR NAME _____

DATE _____

Item Description	Quantity	unit	Cost per unit	Total cost
14" Iron Ductile Pipe (location 1)	88.0	LF		
14" Iron Ductile Pipe (location 2)	106.0	LF		
14" Iron Ductile Pipe (location 3)	90.0	LF		
14" Iron Ductile Pipe (location 4)	76.0	LF		
6" Gate Valve	8.0	EA		
60" valve box with key	8.0	EA		
Delivery Fee				
Navajo Nation Taxes (6%)				
Total cost of proposal				

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 FOUR RELEVANT REFERENCES

Reference One:

Include information about who you worked with:

John Doe, Owner
Company Name:
P.O. Box
Location Zip Code
Phone: (000) 000-0000
Email: jdoe@yahoo.com

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

Project Name:
Type of Project:
Project Location:
Project Description:

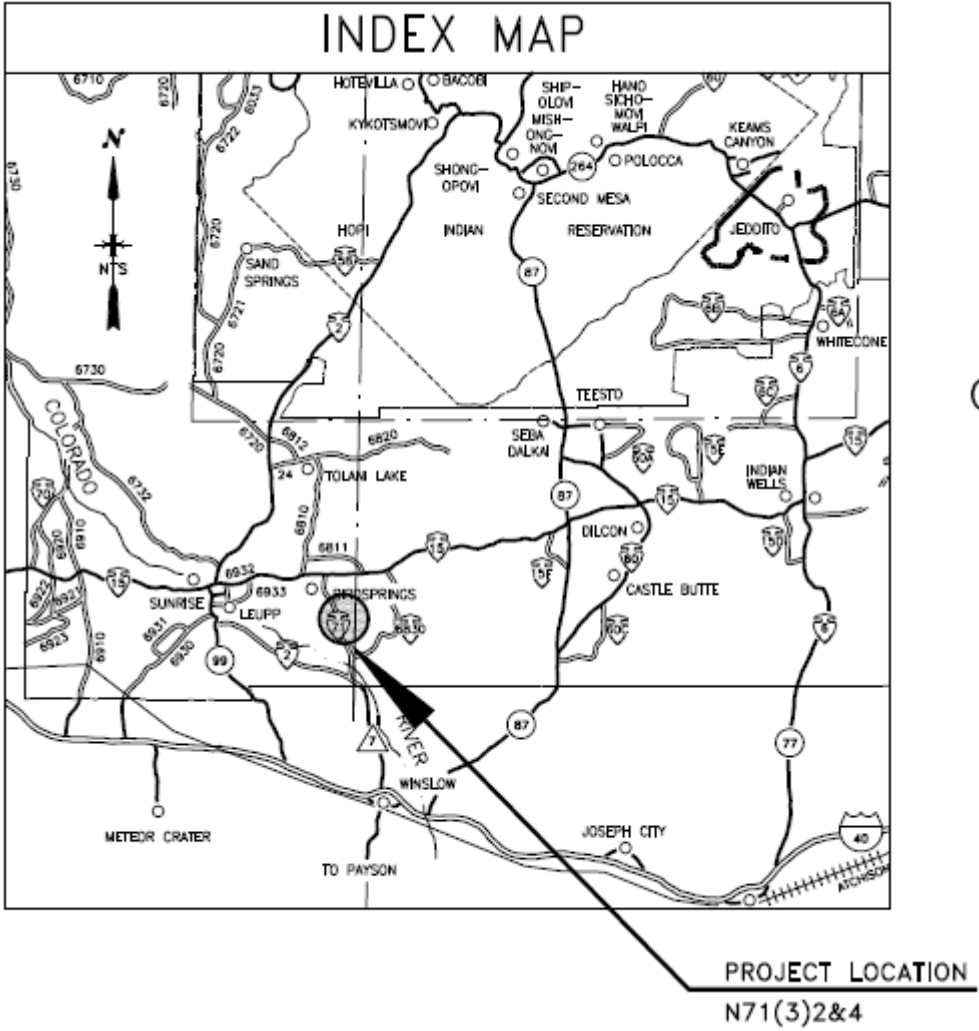
Reference Two:

Include information about who you worked with:

Jane Doe, Owner
Company Name:
P.O. Box
Location Zip Code
Phone: (000) 000-0000
Email: janed@yahoo.com

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

Project Name:
Type of Project:
Project Location:
Project Description:



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You may include photos.

Navajo DOT may contact references listed to determine past performances.
