

Request for Proposals

Bid Number: 23-02-2948KS

The Navajo Nation Office of the Controller - Purchasing Department and Navajo Nation Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS.

Contacts for a bid packet are:

- 1) Priscilla Lee, Navajo DOT, plee@navajodot.org, (505) 371-8342.

Closing date is **March 23, 2023**, at 1:00 p.m. Daylight Savings Time. 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** proposal 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: Priscilla Lee
 P.O. Box 4620, Window Rock, AZ 86515
 Phone: (505) 371-8342

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:	23-02-2948KS
Description or Title:	CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS
Contact Person:	Priscilla Lee, SPPS Navajo Division of Transportation - Department of Roads Work Cell Phone: (928) 551-2051 Work Phone: (505) 371-8342 Email: plee@navajodot.org
	Website: www.navajodot.org

Please submit two (2) copies of proposals and bid schedule.

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
Pre-Proposal Meeting will NOT be held.	Pre-Proposal Meeting will NOT be held. Contractors are encouraged to conduct a field visit on their own prior to submitting a bid proposal.
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, March 16, 2023, by 5:00 p.m.
Due date for all proposals	Thursday, March 23, 2023, at 1:00 p.m. (DST)
Opening of proposals and evaluations by the Review Panel	The week of March 27, 2023
Award of Contract	April 2023
Estimated NTP Date	July 2023

- 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, March 23, 2023, by 1:00 p.m., Daylight Savings Time (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 proposal, provide two (2) copies of the proposal response and two (2) copies of the bid schedule 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: 23-02-2948KS. Project Name: CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS"](#)
- 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 Respondent 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, intend 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: https://zxh054.p3cdn1.secureserver.net/wp-content/uploads/2023/03/Source_List.pdf03-07-23.pdf

Evaluation Sheet

Proposal Factors	Requirements	Maximum Points Awarded
Proposal Format	7 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: completing project within specified timelines, unclassified excavation, subgrade preparation, base course, asphalt material, curb and gutter, signing, striping, traffic control management, mobilization, utility locations, certification, and equipment.	80
Communication	Explain how contractor will communicate with Navajo DOT and New Mexico Department of Transportation about the progress of the project.	5
Experience	References: List references of two projects of similar nature from two different projects/sources.	10
	TOTAL	100
Additional Points	Priority #1	6
Additional Points	Priority #2	3
	Priority #1 Proposal	106
	Priority #2 Proposal	103

- R. RETURN PROPOSAL: The Navajo Nation and Navajo DOT has no obligation in returning any of the proposal received in response to this RFP.
- S. TERM: The term of the Construction Contract will be a period of one year from the date of *Notice to Proceed*.
- T. 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 the US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS project near Rock Springs, NM.

SCOPE OF WORK

The RFP is to seek a **contractor** that will:

Be familiar with project:

- Become familiar with all of the conditions surrounding the construction of the proposed project area including the availability of materials and labor.

Secure Water Permit for Project:

- Identify water source and obtain a water permit through Navajo Department of Water Resources. Contact number is (928) 729-4003. There will be no separate bid item for water usage or a water permit. The cost of the water and water permit shall be included in the respective bid items for the work to be performed.

Specifications:

- Because the work is within the US 491 highway right-of-way, Navajo Division of Transportation (Navajo DOT) is required to follow the 2019 Edition of the New Mexico Department of Transportation's (NMDOT) Standard Specifications.

Mobilization:

- Contractor will mobilize to US 491 and identify a staging area. The location of the staging area is the responsibility of the contractor.

Construction Staking by Contractor:

- Contractor will be responsible for staking the project area according to established plans, designs, and NMDOT's specifications.

Erosion Control:

- A Storm Water Pollution Prevention Plan (SWPPP) will need to be developed by the Contractor. The installation of SWPPP will be monitored by both NMDOT and Navajo DOT. There will be no separate bid item(s) for erosion control features.

Traffic Control:

- A Traffic Control Plan must be submitted by the contractor to Navajo DOT and NMDOT for review and acceptance a minimum of 15 days prior to commencement of work. The

Traffic Control Plan must be accepted by Navajo DOT and NMDOT and implemented before any other work can commence at the project site.

- The contractor must obtain a NMDOT Traffic Control Permit prior to starting construction.

Quality Control and Quality Assurance (Contractor Sampling and Testing):

- The work shall conform to 2019 NMDOT Standard Specifications.
- The contractor shall prepare a quality control plan and submit to the Navajo DOT for review and approval a minimum of 15 days prior to commencement of any work. There will be no separate bid item for Quality Control and Quality Assurance.
- Contractor will be responsible for sampling and testing. The test results will be reviewed by both NMDOT and Navajo DOT. There will be no separate bid item for Contractor Sampling and Testing.

Safety Plan:

- The contractor shall develop and submit a Safety Plan to Navajo DOT for review and approval a minimum of 15 days prior to commencement of any work.

Certificate of Compliance:

- The contractor shall submit certifications from suppliers for materials utilized on the project. Certifications shall include a statement that the product supplied meets all requirements of the project's specifications.

Roadway Widening:

- The work shall be completed per the CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS plans unless otherwise authorized by the Engineer of Record.

Other Road Improvement Activities and Requirements:

- Site cleanup with the project area including staging area, back slopes, and fore slopes.
- All work shall stay within the existing road prism and the proposed slope limits.
- The necessary precautions will be taken to prevent damage to any subsurface, surface, and overhead utility lines.
- All daily safety documentation will be conducted in accordance to the Health and Safety Plan (HASP) issued and all incidents will be reported to the Navajo DOT Project Manager.
- Identify Utilities: The contractor should be responsible to contact the individual utilities and request that they locate and mark all utilities. This should include private companies that may have underground infrastructure as well as utilities.
- Equipment: Provide all necessary equipment in good repair to complete the project; and provide equipment per project specifications.
- Pre-Construction Meeting: Attend the pre-construction meeting to discuss plans, designs, specification, scheduling, compliance, and timelines. The meeting will be held after the contract has been executed.

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 two (2) copies of the proposal and the bid schedule.
- 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 7 single-sided pages (maximum 8 1/2" x 11"). Submissions exceeding the 7-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 7 pages.
 - b. Bid Bond may be included as an attachment and not count towards the 7-page limit.
 - c. 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 INTEREST: Letter of Interest must be on 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.
 - 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.

- d. 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: Respondent's approach to the scope of work, including the following:
- a. Securing a Water Source for the Project
 - b. Schedule for completing the Project
 - c. Mobilization
 - d. Construction Staking by Contractor
 - e. Completing the Roadway Widening according to plans and specifications.
 - f. QC/QA and Contractor Sampling and Testing
 - g. Erosion Control (Storm Water Pollution Prevention Plan)
 - h. Traffic Control
 - i. Safety Plan
 - j. Utility Locations
 - k. Certification of Materials
- G. COMMUNICATION: How respondents will communicate with Navajo DOT on the progress of the project(s). Face-to-Face meeting and on-site meetings are preferred during the project construction phase.
- H. REFERENCES: List references of two projects of similar nature from two different projects or sources. Navajo DOT may contact references for performance appraisal of prospective bidder, and therefore, provide contact name, company name, and contact information. Failure to provide examples of related projects may result in disqualification or considered as "non-responsive." See last page for an example.
- I. 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.
- J. 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.).
- K. BID SCHEDULE / PROPOSAL COST: In a **separate** sealed envelope, clearly marked as "BID SCHEDULE for RFP Bid Number: 23-02-2948KS. Project Name: CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS" 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.

Attachments

- 1) Addendum Acknowledgement
- 2) Relevant References Sample
- 3) Bid Schedule (separate file)
- 4) Plans for [CN C6193374 - US 491 CHEE DODGE ELEMENTARY SCHOOL ACCESS IMPROVEMENTS](#) (separate file)

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:

Respondent's Acknowledgement Signature:

Name and Title

Company Name

SAMPLE TO PROVIDE RELEVANT REFERENCES

Reference One:

Include information about who you worked with:

John Doe, Owner
 Company Name: ABC Construction Company, Inc.
 P.O. Box 123
 Window Rock, AZ 86515
 Phone: (928) 871-1000
 Email: jdoe@yahoo.com

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

Project Name: “Leupp Gravel Project”
Type of Project: Gravel Purchase and Delivery
Project Location: Leupp, Arizona
Project Description: Company XYZ sub-contracted with ABC Construction Company, Inc. to provide gravel to the “Leupp Gravel Project.” Company XYZ obtain the gravel to Brimhall Gravel Pit according to ABC Construction Company’s specification and delivered to the “Leupp Gravel Project” site.

Reference Two:

Include information about who you worked with:

Jane Doe, Owner
 Company Name: Jane’s Construction Company, Inc.
 P.O. Box 456
 Tuba City, AZ 86515
 Phone: (928) 283-1000
 Email: janed@yahoo.com

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

Project Name: “Cameron Culvert Project”
Type of Project: Culvert Installation
Project Location: Cameron, Arizona
Project Description: Company XYZ sub-contracted with Jane’s Construction Company, Inc. to install 20 culverts (6 x 24”) on Route 090 in Cameron, AZ. Company XYZ completed the drainage analysis, designs, and plans for the installation.

*Navajo DOT may contact the references for
 performance appraisal.*
