

Request for Proposals

Bid Number: 21-03-2442LE

The Navajo Nation Office of the Controller - Purchasing Department and Navajo Nation Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for N19(1-1)2 FENCE AND CATTLEGAURD PROJECT in San Juan County, NM.

Bid Documents will be available on the Navajo DOT's website: www.navajodot.org on December 17, 2021.

Contacts for a bid packet are:

- 1) Lorita Etsitty, Navajo Nation Purchasing Department, letsitty@nnooc.org, www.nnooc.org, (928) 871-6317/6142.
- 2) Navajo DOT website (www.navajodot.org)
- 3) Joe Peterman, Navajo DOT, jpeterman@navajodot.org, (505) 371-8392 or (928) 797-0150.

Closing date is January 10, 2022, at 3:00 p.m. Mountain Standard 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** 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, Department Manager
 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 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: 21-03-2442LE

Description or Title: N19(1-1)2 FENCE AND CATTLEGUARD PROJECT

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

Joe Peterman, Department Manager
 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 an Original and three (3) copies 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
Pre-Proposal Meeting will be held at the intersection of NM491 and N19	Tuesday January 3, 2022, Pre-Proposal Meeting will begin at 10:00 a.m. Mountain Standard Time. https://global.gotomeeting.com/join/932770085 (Toll Free): 1 866 899 4679 Access Code: 932-770-085
Prospective respondents “Inquiry Timeline.” All inquiries and questions must be submitted prior to this date. No questions accepted after this date. Questions must be submitted in writing only via email. If needed, an Addendum will be issued to all vendors who requested a copy of the RFP to ensure they all received the same information.	Wednesday January 5, 2022 by 5:00 p.m.
Due date for all proposals	January 10, 2022, at 3:00 p.m. (Mountain Standard Time)
Opening of proposals and evaluations by the Review Panel	The week of January 17, 2022
Award of Contract	by April 2022
Estimated NTP Date	by April 2022

- 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 January 10, 2022, by 3:00 p.m., Mountain Standard Time (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: 21-03-2442LE. Project Name: N19(1-1)2 FENCE AND CATTLEGAURD PROJECT in San Juan County, NM.
- 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	Seven (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 construction. Provide a Gantt Chart Schedule.	80
Communication	Explain how contractor will communicate with Navajo DOT regarding the progress of the project.	5
Experience	References: List references of THREE projects of similar nature. Past performances will be highly considered.	10
	TOTAL	100
Additional Points	Priority # 1	10
Additional Points	Priority #2	5
	Priority #1 Proposal	110
	Priority #2 Proposal	105

- 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 and SCOPE OF WORK

The Navajo Division of Transportation (Navajo DOT) is soliciting proposals to construct the “N19(1-1)2 Fence and Cattleguard Project” in San Juan County, NM. The proposed work consists of fencing, cattleguards, gates and miscellaneous construction as called for in the design plans and specifications for this 14.484 km (9-mile) roadway project located in San Juan County, NM, Navajo Nation.

The project site is located 12 miles west of the US 491 (MP 60.3) and N19 intersection along BIA Route N19 (southwest of Shiprock, NM). The BOP coordinates are 36°18'33.4"N; 108°45'26.9"W.

The proposed work consists of furnishing all labor, material, equipment, and incidentals necessary for the N19(1-1)2 Fence and Cattleguard Project in accordance with the specifications and design drawings. The project quantities consist of a base bid and three (3) additive alternates. Navajo DOT reserves the right to award the base bid and any combination of the additive alternatives.

The Unit Bid Price must include all overhead, profit, applicable taxes other than Navajo Nation and bonding.

Certificates of Compliance, Mix Designs, etc. for all materials shall be provided to NDOT staff for approval at least two weeks prior to construction.

A Traffic Control Plan shall be submitted at least two weeks for approval by NDOT prior to construction.

Timeline:

- The start and finish of the contract will be one year from the Notice to Proceed. The contractor shall provide a Gantt chart type schedule for approval prior to construction.

Specifications:

- All work shall conform to the applicable Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects (FP-14).

Traffic Control/Roadway Work Permit – BIA

- Navajo DOT will be responsible in obtaining the Roadway Work Permit from the BIA.

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 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. Pages that do not count towards the 7-page limit are Certificates of Insurance and Navajo Business Certificate.
 - c. Proposals submittal should be plastic 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 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 to this project.
- E. SCOPE OF WORK: Respondent's approach to the scope of work, including the following:
 - a. Understanding of the project scope and familiarity with the project location.
 - b. Ability to complete the project on time and within specifications.
 - c. Certificates of Compliance.
 - d. Traffic Control Plan.
 - e. Project Schedule.
 - f. Project close-out and punch list procedures.
- F. 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.

- G. REFERENCES: List references of **THREE** projects of similar nature. 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 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: 21-03-2442LE. Project Name: N19(1-1)2 FENCE AND CATTLEGUARD PROJECT in San Juan County, NM" 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
- 4) Project Plans



**BID SCHEDULE
NAVAJO NATION DIVISION OF TRANSPORTATION**

PROJECT: N19 ROW FENCING

Date: January 10, 2021

LENGTH: 9 miles (14.484 kilometers)

ITEM	DESCRIPTION	Quantity Base Bid Segment 1	Quantity Add Alt 1 Segment 2	Quantity Add Alt 2 Segment 3	Quantity Add Alt 3 Segment 4	Units	Unit Bid Price	Total Price Base Bid Segment 1	Total Price Add Alt 1 Segment 2	Total Price Add Alt 2 Segment 3	Total Price Add Alt 3 Segment 4
10901-0000	Extra & Miscellaneous Work Authorized under Section 109.02(m)	1	1	1	1	LPSM	Insert LPSM amounts in Total Price column	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00
15101-0000	Mobilization	1	1	1	1	LPSM					
15201-0000	Construction survey and staking	1	1	1	1	LPSM					
15301-0020	Contractor Quality Control	1	1	1	1	LPSM					
20304-1000	Removal of Structures and Obstructions	1	1	1	1	LPSM					
61901-1000	Fence, Barbed Wire, 5 Strand	12,750	3,310	3,280	9,900	M					
61902-1300	Gate, Metal, 4200 mm Width	7	0	1	0	EACH					
61902-2600	Gate, Barbed Wire, 5 Strand	6	1	3	6	EACH					
61903-0310	Cattleguard, 4800 mm (2 Unit), With Type II Gate	3	1	0	3	EACH					
61903-0300	Cattleguard, 4800 mm (2 Unit), Without Gate	3	0	1	0	EACH					
61903-0700	Cattleguard, 7200 mm (3-Unit) Without Gate	1	0	2	1	EACH					
63501-0000	Temporary Traffic Control	1	1	1	1	LPSM	Insert LPSM amounts in Total Price column				
							Subtotal:				
							Navajo Nation Tax (6%):				
							Total Bid Price:				

Contractor Name

SCOPE-OF-WORK

The proposed work consists of furnishing all labor, material, equipment and incidentals necessary for construction of the N19 ROW Fencing project in accordance with the specifications and design drawings. The quantities listed for each item is estimated and the Unit Price is applicable to each as given in the Bid Schedule above. The final pay quantity measurements shall be rounded to the significant figures given in this bid schedule for the final pay estimate. **The Unit Bid Price must include all overhead, profit, 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 PROJECT 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 Chapter Access Road Project”
Type of Project: Chapter Access Road Construction
Project Location: Cameron, Arizona
Project Description: The Cameron Chapter requested to install an access road to their new Chapter House on Arizona State Highway 89. The project was completed on time and within the owner’s budget.

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 Facility Access Road”
Type of Project: Access Road Construction
Project Location: Shiprock, New Mexico
Project Description: The Shiprock Chapter requested a new access road off Highway 64 to the new Shiprock High School. The project required coordination with the NMDOT for approval of traffic control plans. The project was complete within the allocated schedule and only had one Owner requested modification.

You may include photos.

Navajo DOT may contact references listed to determine past performances.
