

## Request for Qualifications

Bid Number: 17-08-1721JJ

The Navajo Division of Transportation (Navajo DOT), is soliciting proposals to prequalify contractors for “Black Mesa Low Water Crossing.”

Obtain bid packets and addendum(s) at [www.navajodot.org](http://www.navajodot.org) or contact Priscilla Lee with Navajo DOT at: (505) 371-8342, or [plee@navajodot.org](mailto:plee@navajodot.org).

Closing date is September 22, 2017, at 3:00 p.m. Mountain Daylight Saving Time (M.D.T.). 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.

The proposal and bid package should clearly read “RFQ #17-08-1721JJ Black Mesa Low Water Crossing” with name of Contractor and address. LATE SUBMITTALS WILL NOT BE ACCEPTED

The Navajo Nation Business Opportunity Act and Navajo Preference Act shall apply to this project. Prospective bidders are encouraged to familiarize themselves with these provisions. Having preference does not guarantee the award of project. Competitive bidding under the Navajo Nation Business Opportunity Act shall be utilized in the selection of the Contractor.

The Navajo Nation reserves the right to waive any informalities or irregularities in this Request for Qualifications (RFQ) and/or to reject any or all bids; to be the sole judge of the suitability of the materials offered and to award a contract for the furnishing of services it deems to be in the best interest of the Navajo Nation.

## PROPOSAL SUBMITTAL



All proposal MUST have the Prospective Respondent's name and contact information on the outside of the Sealed Proposal and Proposal Cost (envelopes). If not included, it will be considered "Non-Responsive."

All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation  
Attention: Priscilla Lee  
P.O. Box 4620  
Window Rock, AZ 86515  
Phone: (505) 371-8329/8342/8300  
Cell: (928) 206-5465

Hand Delivery:

#16 Old Coalmine Road  
Mentmore, NM 87319

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

RFQ Bid Number: 17-08-1721JJ  
Description or Title: "Black Mesa Low Water Crossing"  
Contact Persons: Priscilla Lee  
Navajo Division of Transportation  
Work Phone: (505) 371-8342  
Email: [plee@navajodot.org](mailto:plee@navajodot.org)

Please submit an Original (unbounded) and three (3) copies of proposals.

**PART I**

**INFORMATION ONLY – NO RESPONSE TO THIS SECTION IS REQUIRED**

- A. This Request for Qualifications (RFQ) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. This RFQ 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:

<b>Schedule of Activities</b>	<b>Timelines</b>
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 a copy of the RFQ to ensure they all received the same information. No questions accepted after this date.	Friday, September 15, 2017, by 4:00 p.m.
Due date for all proposals	Friday, September 22, 2017, by 3:00 p.m.
Opening of proposals and evaluations by the Review Panel	Between September 27- October 6, 2017
Award of Contract	First week of October, 2017

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Project Management staff via phone call or email in reference to this RFQ 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 RFQ, an addendum will be issued. Please check the NDOT website <http://www.navajodot.org/RFP> for addendum or supplements prior to the due date.
- F. PROPOSALS SUBMISSION: Proposal must be received on September 22, by 3:00 p.m. Mountain Daylight Saving Time (M.D.T). 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 address indicated on Page 2 of this RFQ.
- G. NUMBER OF PROPOSALS TO BE SUBMITTED: In the submission of all proposal, one (1) original (unbound) 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 "RFQ Bid Number: 17-08-1721JJ. Project Name: "Black Mesa Low Water Crossing."

- 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 on or before the date/time specified.
- I. REJECTION OF PROPOSALS: The Navajo Division of Transportation (Navajo DOT) 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 RFQ will be handled in accordance with applicable procurement regulations.
- K. PROPOSAL MATERIAL OWNERSHIP: All material submitted in reference to this RFQ 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 and may be reviewed by any person(s) after the final selection has been made, subject to Section J. The Navajo DOT has the right to use any or all systems, ideas presented in this RFQ, subject to limitations in Section J. Disqualification or non-selection of a respondent does not eliminate this right.
- L. INCURRING COSTS: The Navajo DOT 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, 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 will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement or a Service Contract reviewed and approved by the Navajo Nation Department of Justice 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 RFQ shall be construed to prohibit respondents from entering into a consortium for the purpose of offering a proposal in response to this RFQ. Parties to a consortium will not be permitted to submit independent proposals in response to this RFQ.

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 RFQ, 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 and the Navajo DOT. The specification in this RFQ represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFQ, 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.

Evaluation Sheet

<b>Proposal Factors</b>	<b>Requirements</b>	<b>Maximum Points Awarded</b>
Proposal Format and Content	Proposal not to exceed 15-back to back pages and three Spiral Bounded, 1 unbound; Letter of Interest and Overview of Company.	10
Insurance and Bonds	Certificate of Insurance Performance Bonds Pay Bonds	15
Scope of Work	Roles and Responsibilities, manpower, timelines, equipment, products, communication methods, etc.	30
Experience	References: List references of two projects of similar nature from two different projects/sources. Include contact information.	10
Certified Navajo Business Owner	Proof of Navajo Business Owner Certificate	20
Sealed Bid	Sealed Bid: Cost for all requested services, including the Navajo Nation Tax.	15

- R. STANDARD CONTRACT or ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Navajo DOT will use the template *Engineers Joint Documents Committee Design and Construction Related Documents Instructions License Agreement* or a Service Contract reviewed and approved by the Navajo Nation Department of Justice.
- S. RETURN PROPOSAL: The Navajo Nation and Navajo DOT has no obligation in returning any of the proposal received in response to this RFQ.
- T. 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.

**U.** 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 Qualifications (RFQ) is to select a contractor that will complete roadway excavation, subgrade preparation, aggregate courses, gabions, and concrete work. Work also includes, but is not limited to, construction survey, testing, and traffic control.

The Navajo DOT will complete the following:

- Coordinate the Staging Area
- Mark any archaeological zones and monitor the sites during the active construction.
- Provide oversight during construction for quality assurance.
- Obtain Water Permits and pay appropriate fees.

### SCOPE OF WORK

All work shall be completed in accordance with the project plans and "Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects FP-14" as modified herein. Arizona Department of Transportation (ADOT) erosion protection standard details are also referenced for this project.

The RFP is to seek a vendor that will:

- Be familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor.
- Attend the pre-construction meeting to discuss scheduling, compliance, timelines, and material delivery. The meeting will be hosted at the Red Valley Chapter after the contract has been executed.
- Timeline: The start to finish of the project should be no more than six months.
- Perform all work in accordance with the plans and Special Contract Requirements. Additional information for bidders is provided below:
- Traffic Control:
  - o Signs warning drivers of construction zone shall be placed at the beginning and end of construction limits prior to the start of any construction work.
  - o A Traffic Control Plan must be submitted by the contractor to Navajo DOT 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 implemented before any other work can commence at the project site. Prior to the commencement of work, and on a weekly basis, the contractor shall inform the Navajo DOT of traffic restrictions.



- 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. Once approved, the Safety Plan shall be posted onsite on the Bulletin Board, per FP-14, Section 107.03.
  - There will be no separate bid item for the Safety Plan. The cost for preparing the Safety Plan shall be included in the respective bid items for the work to be performed.
  
- Certifications
  - 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 RFQ and the manufacturer's specifications.
  
- Other Road Improvement Activities and Requirements
  - Site cleanup with the project area including staging area, ditch line blocks, back slope, and fore slope.
  - All work shall stay within the existing road prism, including the "foot print" and turnout areas.
  - The necessary precautions will be taken to prevent damage to any subsurface, surface, and overhead utility lines. Furthermore, Navajo DOT Archaeological zones, which will be previously marked by Navajo DOT, will be monitored and respected.
  - All Daily Safety Documentation will be conducted in accordance to the HASP issued and all turns will be reported to the Navajo DOT Safety Officer.
  
- 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.

### Part III

#### FORMAT AND ORGANIZATION

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

- A. NUMBER OF COPIES: Submit an Original (unbound) and three (3) copies of proposal.
  - 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 back to back 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. Original (1-unbound) (3) three Proposals submittal should be plastic or metal spiral-bound only.
  - 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.
  - D. PROOF OF CERTIFICATE OF INSURANCE: Provide proof of your company's Certificate of Insurance and other insurances related to this project.
  - E. BONDS:
    - a. Performance Bond. CONTRACTOR SHALL PROVIDE TO THE NAVAJO NATION A PERFORMANCE BOND UNDERWRITTEN AND EXECUTED BY A SURETY COMPANY THAT GUARANTEES THE CONTRACTOR'S COMPLETE AND SATISFACTORY PERFORMANCE UNDER THE CONTRACT. The Performance Bond must be one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided for in Article 12.3 herein.
    - b. Payment Bond. CONTRACTOR SHALL PROVIDE TO THE NAVAJO NATION A PAYMENT BOND UNDERWRITTEN AND EXECUTED BY A LICENSED SURETY COMPANY THAT WILL PROTECT ALL PERSONS, SUBCONTRACTORS, OR OTHER ENTITIES SUPPLYING LABOR AND MATERIAL TO CONTRACTOR OR ITS SUBCONTRACTORS FOR PERFORMANCE UNDER THIS CONTRACT. The Payment Bond must be one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided for in Article E.c. herein. The Payment Bond must be provided in addition to the Performance Bond required in Article E.a. herein.
    - c. Lesser Bond amounts; substitutes. The Navajo Nation's Representative, with the concurrence of the Navajo Nation Controller or his/her designee, may allow acceptance of a Performance Bond or a Payment Bond, or both, that is fifty percent (50%) of the Original
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Contract Amount, so long as either (1) the Navajo Nation withholds at least a fifty percent (50%) Retainage; or, (2) the Contractor provides an irrevocable Letter of Credit that is at least 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.

- 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: roles and responsibilities, manpower, project management, timelines, equipment, products, etc.
- a. ROLES AND RESPONSIBILITIES: Explain the roles and responsibilities of each team member that will help complete the scope of work.
  - b. MANPOWER: Explain the availability of personnel to complete the project.
  - c. TIMELINES: Include a sample work plan, Gantt chart, or other methods to demonstrate how and when each task, project, or route will be completed for a typical assignment.
  - d. LISTING OF EQUIPMENT: Provide a list of equipment needed to complete the project.
- G. COMMUNICATION: How respondents will communicate with Navajo DOT on the progress of the project(s). Face-to-Face meeting is preferred when 30%, 60%, 90%, and 100% of the project is completed.
- H. REFERENCES: List references of two projects of similar nature from two different projects or sources during the past 3 years. 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. Failure to provide examples of related projects may result in disqualification or considered as "non-responsive." See Exhibit for a Sample.
- 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 five percent (5%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- K. BID FORM / PROPOSAL COST: In a separate sealed envelope, clearly marked as "BID FORM – RFQ #17-08-1721JJ Black Mesa Low Water Crossing" 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.

End of RFQ.

## **Attachments**

- 1) Bid Form
- 2) Addendum Acknowledgement
- 3) References Sample
- 4) Project Plans
- 5) Special Contract Requirements

## Bid Form

### Mobilization

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LS	1	\$	\$
		TOTAL	

### Construction Survey and Staking

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LS	1	\$	\$
		TOTAL	

### Contractor Testing

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LS	1	\$	\$
		TOTAL	

### Soil Erosion Control, Fiber Roll (DET ES3)

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LF	11,111	\$	\$
		TOTAL	

### Soil Erosion Control, Check Dam (DET ES10)

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
EA	20	\$	\$
		TOTAL	

### Roadway Excavation

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
CY	106,235	\$	\$
		TOTAL	

**Gabions, Galvanized or Aluminized Coated**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
CY	128	\$	\$
		TOTAL	

**Revet Mattress, Galvanized or Aluminized Coated**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
SY	511	\$	\$
		TOTAL	

**Aggregate Base**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
Ton	309	\$	\$
		TOTAL	

**Subgrade Preparation**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
SY	3867	\$	\$
		TOTAL	

**Aggregate surface Course**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
TON	993	\$	\$
		TOTAL	

**Surface Coarse Stabilization, 6" Depth**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
SY	3867	\$	\$
		TOTAL	

**Resteel (Mesh or Bars)**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LB	10,000	\$	\$
		TOTAL	

**Concrete**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
CY	338	\$	\$
		TOTAL	

**Temporary Traffic Control**

Unit Type	Estimated Quantity	Bid Unit Price	Bid Price
LS	1	\$	\$
		TOTAL	

**TOTAL PROPOSAL COST**

Item No	Unit Type	Total Cost
15101-0000	Mobilization	\$
15201-0000	Construction Survey and Staking	\$
15401-0000	Contractor Testing	\$
15705-1400	SOIL EROSION CONTROL, CHECK DAM (DET ES3)	\$
15706-0200	SOIL EROSION CONTROL, CHECK DAM (DET ES10)	\$
20401-0000	ROADWAY EXCAVATION	\$
25302-1000	GABIONS, GALVANIZED OR ALUMINIZED COATED	\$
25305-1000	REJET MATTRESS, GALVANIZED OR ALUMINIZED COATED	\$
30301-6000	ROADWAY RECONDITIONING	\$
30101-0000	AGGREGATE BASE	\$
30110-0000	AGGREGATE SURFACE COURSE	\$
30110-1000	SURFACE COURSE STABILIZATION, 6" DEPTH	\$
55401-1100	RESTEEL (MESH OR BARS)	\$
60101-0000	CONCRETE	\$
63501-0000	Temporary Traffic Control	\$
	Subtotal	\$
15901-0000	Navajo Nation Tax (5%)	\$
	Contingency	\$ 100,000
	<b>Grand Total</b>	<b>\$</b>

The Bidder, in compliance with your bids for the construction, having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the contract documents, within the time set forth therein, and at the total prices stated. The total prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part. Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice of Proceed" of the Navajo Nation DOT and to fully complete the project within consecutive calendar days thereafter as stipulated in the specifications.



**Addendum Acknowledgement**

**Addendum:**

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFQ and attachments, and any data and reference items identified in the RFQ 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 REFERENCES

### **Reference One:**

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](mailto:jdoe@yahoo.com)

**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:**

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](mailto:janed@yahoo.com)

**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.

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

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