

**THE NAVAJO NATION  
FACILITIES MAINTENANCE DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)**

**RFP # 18-04-1809VJ**

**WINDOW ROCK BLVD SIDEWALK INSTALLATION  
GENERAL INSTRUCTIONS  
DUE: April 27, 2018 4:00 P.M.**

The Navajo Nation Facilities Maintenance Department (here after referred to as FMD) invites interested general contractor and/or contractors to submit proposals for the Navajo Nation 1,840 feet of Concrete Sidewalk Installation along Window Rock Blvd in the Window Rock, Arizona area. The service shall include site prep, traffic control, concrete placement and finish work along Window Rock Blvd in Window Rock, Arizona. This contract shall begin May 2018 through June 2018 for a period of 2 calendar months.

The intent of this request for proposal is to install a concrete walkway for pedestrian safety along the Window Rock Blvd in Window Rock, Arizona.

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON APRIL 20, 2018 AT 10:00 A.M. THE DESIGNATED MEETING PLACE IS AT THE NAVAJO NATION FACILITIES MAINTENANCE DEPARTMENT, 2431 NORTH ROUTE 12, FORT DEFIANCE, ARIZONA 86504.

**REQUEST FOR PROPOSALS  
DUE: April 27, 2018**

The FMD is accepting proposals from qualified contractors and general contractors to install 1,840 feet of concrete walkway along Window Rock Blvd in Window Rock, Arizona. The award of the contract shall be determined by the FMD based on Appendix A, B and C cost break down.

Responses to this RFP shall be submitted to the Navajo Nation Facilities Maintenance Department at the date and time noted above. All proposals must be sealed and clearly marked **RFP – CONCRETE WALKWAY WINDOW ROCK BLVD**. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The FMD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

**1. AVAILABILITY OF FUNDS**

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the FMD for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. FMD reserves the right to negotiate the overall contract price based on the availability of funds.

## **2. AGREEMENT**

The FMD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The FMD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

## **3. CANCELLATION OF AGREEMENT**

The FMD reserves the right to cancel any contract/agreement, at any time, within thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the FMD for continuance of this agreement.
- The FMD, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

## **4. INSURANCE REQUIREMENTS**

The selected entity, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the FMD.

The entity selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the FMD from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

1. **Workers Compensation:** Consultant shall provide workers compensation and employer's liability insurance that complies with the regulations of the Navajo Nation with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
2. **Commercial General Liability Insurance:** Consultant shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the FMD as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to

any insurance or self-insured retention carried by the FMD. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

3. Commercial Automobile Insurance: Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

4. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Consultant shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the FMD at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the FMD with certificates of insurance prior to execution of the agreement by the FMD, describing the coverage.

## **5. AWARDING THE SERVICES**

The services shall be awarded to the consultant whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

## **6. SUBMISSION OF QUESTIONS**

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Navajo Nation Facilities Maintenance Department  
Post Office Box 528  
Fort Defiance, Arizona 86504  
Attn.: Marcus C. Tulley  
Phone: 928-729-4258  
Email: [marcustulley@navajo-nsn.gov](mailto:marcustulley@navajo-nsn.gov)

To ensure consistent interpretation of certain items, answers to questions the FMD deems to be in the interest of all will be made available to all other respondents.

## **7. PROPOSAL SUBMISSION**

Four (4) complete sealed sets of the proposals with a cost breakdown by attached Appendix A, B, C are to be submitted to the FMD no later than April 30, 2018 at 4:00 P.M. clearly labeled as follows: **RFP – CONCRETE WALKWAY WINDOW ROCK BLVD** and shall be addressed and mailed or hand delivered to:

<b>PHYSICAL ADDRESS:</b>	<b>MAILING ADDRESS:</b>
NN Facilities Maintenance Department Attn.: Marcus C. Tulley 2431 North Route 12 Fort Defiance, Arizona 86504	NN Facilities Maintenance Department Attn.: Marcus C. Tulley Post Office Box 528 Fort Defiance, Arizona 86504

## 8. ATTACHMENTS

Appendix A provides a map location of the work to be performed.

## 9. SCOPE OF SERVICES

The scope of work for “Appendix A” 1,330 feet; “Appendix B” 270 feet; and “Appendix C” 240 feet. Grand Total: 1,840 feet of Concrete Walkway shall include the following: site preparation, removal of vegetation, site compaction, concrete form work, concrete placement, finish to non-slip finish, drainage diversions, ADA Wheelchair Ramp access, traffic control, removing all debris to an approved landfill and finish landscaping. Concrete to install fiber mesh, 3000 PSI, all applicable concrete additives, 4” thick placement, 2% air entrained, concrete sealer, concrete joints at recommended lengths, clean up and debris removal to approved landfill.

The contractor shall coordinate all site work with the Facilities Maintenance Department staff before proceeding with site work. All work safety shall be followed and adhered to for public safety, health and welfare.

Contractor shall provide all equipment, materials and labors to complete this work.

The contractor shall be performed in all work within the prescribed time frame. All Contractor personnel working in or around Navajo Nation facilities shall wear distinctive uniform clothing and identification.

The Contractor must perform a thorough inspection during every service. Following each scheduled service, the Contractor must submit a written report to the designated individual in the NN Facilities Maintenance Department listing any and all areas that remain inaccessible for ramp and parking pad installation. Should the scheduled services not be totally effective, or interrupt institutional activities, the Contractor shall be required to provide necessary services at alternate times agreeable to the Navajo Nation facility, at no additional cost.

Complaints and service requirements, including recall work required between scheduled services visits, must be handled within 24 hours after notification and will be at no additional cost to the Navajo Nation.

## 10. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above in order for any entity to be considered:

- a. Title Page showing that the proposal submitted is for Concrete Walkway Window Rock Blvd.
- b. The entity name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

### **Technical Proposal Section**

#### **Section I: Company Profile**

This section should state the size of the entity, the type of entity, the entity's background, and the location and/or office from which the work on this project shall be performed.

#### **Section II: Experience**

The response should include details of experience with general contracting work and concrete work for existing government facilities. In addition, interested entities must have at least five years minimum experience performing construction work in the related field.

#### **Section III: References**

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people.

#### **Section IV: Specific Approach, Sample Reports and Management Plan**

Provide details regarding your approach to completing a monthly work schedule for all listed work in this RFP. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used.

#### **Section V: Budget & Cost Breakdown Information**

Include a detailed cost proposal as follows:

Price per square footage

Cost of Materials

Cost Breakdown for "Appendix A"; "Appendix B"; and "Appendix C"

Navajo Nation Tax 5% (*All Navajo Nation except Kayenta & Tuba City Area*)

Cost Breakdown and Kayenta Sales Tax 5% (*Services Provided Directly in Kayenta, AZ*)

Cost Breakdown and Tuba City Sales Tax 6% (*Services Provided Directly in Tuba City, AZ*)

Total Cost

## **Section VI: Additional Information**

Include in this section any additional information you wish to provide to the FMD relevant to the analysis.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the entity with regard to prices and related contractual obligations for the delivery terms.

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

## **Section VII: Required Documents**

1. Company Certification and/or Licensures
2. Safety Certification
3. Comprehensive Scope of Work
4. Navajo Business Opportunity Act Statement
5. Certificate of Non-Debarment
6. Certification of Non-Collusion
7. Certification of Good Standing from State Licensing Office
8. Certificate of Insurance
9. Federal IRS W-9 Form
10. One Copy of Comprehensive Safety Plan

## **11. INTERVIEW AND SELECTION PROCESS**

The FMD shall select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the FMD. During that process those entities shall be requested to present all costs and rates associated with their proposed consulting services.

Should the FMD elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the FMD. Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard Navajo Nation purchasing procedures.

The FMD reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The FMD further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate a contract/agreement with the Consultant.

## **12. ANTICIPATED TIME-LINE**

April 09, 2018	Issue RFP
April 20, 2018	10:00 A.M. Pre-bid meeting
April 27, 2018	4:00 P.M. Proposals due
May 03, 2018	9:00 A.M. Bid opening

"Appendix B"

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 50 ft

Measure distance  
Total distance: 271.12 ft (82.64 m)

<https://www.google.com/maps/@35.6782377,-109.0508749,152m/data=!3m1!1e3>

4/9/2018



Appendix "A"

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 100 ft

Measure distance  
Total distance: 1,339.12 ft (408.16 m)

<https://www.google.com/maps/@35.6768659,-109.0528125,344m/data=!3m1!1e3>

4/9/2018

"Appendix C"

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 50 ft

Measure distance  
Total distance: 242.27 ft (73.84 m)

<https://www.google.com/maps/@35.6798231,-109.0496293,183m/data=!3m1!1e3>

4/9/2018



