

REQUEST FOR PROPOSAL  
Bid Number: 21-03-2436LE

Date: March 3, 2021

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Chinle Legal Survey  
Project Chinle, Arizona

Project Schedule:

Advertisement of RFP	03/08/2021 – 03/19/2021
On Site Pre-Bid Meeting	03/22/21 @ 10 am
Location: Chinle DBMHS, Chinle, AZ	
<i>For directions please call (928) 674-2190</i>	
Requests for Information Due Date	03/26/2021 @ 5:00 pm MST
Bid Due Date	04/09/2021 @ 5:00 pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Michael Salabiye, Planner – DBMHS at [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov).

Interested vendors responding to this bid are instructed to submit four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: Lorita Etsitty, Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

**All responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:**

BID #21-03-2436LE NNDBMHS  
CHINLE LEGAL SURVEY PROJECT  
DO NOT OPEN-BID PROPOSAL

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

### III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable.
4. All workmanship and materials shall comply with applicable Safety Codes.

### IV. SCOPE OF WORK (See Attached)

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Schedule
5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Sub-contractor Information, if applicable
  - a. Subcontractor work should not exceed certain percentage of entire project
7. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; and 6% Navajo Nation Sales Tax.**
8. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
  - b. Quality of products, ability to install, and warranty services. (30 points)
  - c. Project Schedule. (20 points)

- d. Navajo Preference. (5 points)
- e. ***Cost (separate sealed envelope).*** (25 points)
- 2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
- 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
  - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Chinle, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**  
**Navajo Nation Division of Behavioral and Mental Health Services**  
**Chinle Division of Behavioral and Mental Health Services Legal Survey Project**  
**21-03-2436LE**

Description:

The Navajo Nation Division of Behavioral and Mental Health Services needs a legal description/survey for the purposes of requesting a land transfer from the Bureau of Indian Affairs. This will include research of existing surveys within the BIA land area and neighboring sites (Chinle Youth Detention Facility, Chinle Chapter and Utility easements).

Scope of Work:

1. Meet with the delegated DBMHS staff on the history of the existing lease and survey
2. On-site visit site to view existing conditions with DBMHS staff for possible new corners and boundaries.
3. Meet with the BIA and DBMHS on land area the BIA is willing to use as their new boundary.
4. Research other existing surveys so as to not encroach on existing boundaries for the DBMHS survey.
5. The surveyor is required to be certified and licensed.
6. Existing utilities will need to be identified and drawn unto the legal description.
7. The surveyor will work with the DBMHS (as the lead agency), however will also coordinate with the Chinle Agency Bureau of Indian Affairs, the Bureau of Indian Affairs Regional Office-Gallup, NM, Chinle Chapter, the Navajo Nation Land Administration, NTUA, Frontier and any other utility, entity, persons of interest to complete the services requested.
8. The surveyor will provide four (4) large drawings, ten (10) medium sized drawings, and an electronic file (flash drive) in various formats whereby the document is easily sent electronically.

*End Scope of Work*