

**BID #: 21-06-2487LE\***



## **REQUEST FOR PROPOSAL (RFP)**

**JOHN FORT POINT  
CODE TALKER POINT**

**LAND SURVEY SERVICES**

**NAVAJO PARKS & RECREATION  
MONUMENT VALLEY NAVAJO TRIBAL PARK  
POST OFFICE BOX 360289  
MONUMENT VALLEY, UTAH 84536**



**JUNE 2, 2021**

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## 1. SUMMARY AND BACKGROUND

The Monument Valley Navajo Tribal Park is currently accepting proposals for a Survey Services for the John Fort Point and Code Talker Post.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, to provide proposals and the project budget for the Survey Services. The proposal evaluation is based on criteria listed herein and select the candidate who best represents the mission Monument Valley Navajo Tribal Park seeks to achieve.

Monument Valley Navajo Tribal Park is managed by the Navajo Parks & Recreation Department, established on March 27, 1962, by Advisory Committee of the Navajo Tribal Council by resolution #ACJ-80-58, in order to preserve and develop this area of the Navajo reservation for scenic, historical, recreational, and scientific purposes. Our domestic and international visitors consist of small to large groups.

Monument Valley Navajo Tribal Park is one of the several Navajo Nation Parks managed by the Navajo Nation Parks & Recreation Department, headquartered in Window Rock, Arizona. The upper management, finance, procurement, and construction section are all based in Window Rock.

Our services include:

- Tour Services Operation
- Hiking
- Horseback Tours
- Camping

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **1 pm DST July 02, 2021**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Monument Valley

Navajo Tribal Park and Navajo Nation legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE AND DESCRIPTION**

**The purpose of this project is: to provide survey services to refine the area designated as John Fort Point and as Code Talker Point in Monument Valley Navajo Tribal Park.**

#### **Project Description:**

The Monument Valley Navajo Tribal Park will refine the areas for development with accommodations for the visitors. These accommodations will include launching of armadas with picnic tables and waterless restrooms.

### **4. PROJECT SCOPE**

The Navajo Parks of Recreation Department seeks a Register Surveyor to complete a survey for the Monument Valley Navajo Tribal Park. The department seeks to acquire a GPS survey control points to be clearly label and number the points, at 2 locations; an area identified as John Ford Point and Navajo Nation Code Talker Post, along Navajo Route 42, in Monument Valley. The following are areas of concentration of this Scope of Work.

- The topography report that includes a digital terrain model with interval in the indicated project specifics.
- The firm be required to provide paper and electronic deliverables for topography surveys.
- The points shall be set in a manner that will insure their recoverability.
- The contractor shall provide personnel, equipment and materials needed to conduct the necessary work.
- The Park Manager will be available to escort the Consultant to the locations, to provide the specs of the area to be surveyed.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

#### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 1 pm DST July 2, 2021.

Evaluation of proposals will be conducted within 10 days of the RFP due date. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder notification will be made 5 days after the BID Opening Session.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed within 10 days following the BID Opening Session.

Non-Selection Notifications will be mailed out promptly after the BID Opening Session.

**Contract Timeline:**

The contract preparation will commence promptly after the Proposal is awarded. The department will begin coordination with the Navajo Department of Justice system.

**Project Timeline:**

Project initiation phase will commence promptly following the Proposal is awarded.

**6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

Consultant Services  
Consultant Expenses  
Navajo Nation Tax @ 6%

NOTE: All costs and fees must be clearly described in each proposal.

**7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Previous work experience in Survey projects.
- Provide references, a reference check may apply.
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project

**8. PROPOSAL EVALUATION CRITERIA**

Monument Valley Navajo Tribal Park Manager and Navajo Nation Parks & Recreation Construction Section will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit **4 copies** of their proposal to the address below by **July 2, 2021** at 1:00 pm DST:

Monument Valley Powell Navajo Tribal Park  
Attn: Adeline Tohannie, Park Manager  
Post Office Box 360289  
Monument Valley, Utah, 84536