

BID# 21-06-2488LE**



REQUEST FOR PROPOSAL (RFP)

**STUDIES: BIOLOGICAL, ARCHAEOLOGICAL CLEARANCES, &
ENVIRONMENTAL ASSESSMENT**

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



JULY 2021

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1. SUMMARY AND BACKGROUND

The Monument Valley Navajo Tribal Park is expanding to development at locations in the park. This expansion will require a safe turn-out and feasible access road to this location. This project will require NEPA assessment(s) and a road design in accordance to the NEPA report.

The Monument Valley Navajo Tribal Park is currently accepting proposals to conduct the NEPA assessments at two locations that will need development if amenities for our domestic and international visitors.

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.

Monument Valley Navajo Tribal Park is one of several Navajo Nation Parks managed by the Navajo Nation Parks & Recreation Department with the headquarter office in Window Rock, Arizona.

Our services include providing permits for:

- Backcountry Hiking
- Scenic guided tours operation
- Photography Tours
- Camping in designated areas

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **3pm DST June 25, 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 Justice 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 for: the Monument Valley Navajo Tribal Park is planning infrastructure expansion at two (2) locations; John Fort Point and Code Talker Point.

Project Description:

The Monument Valley Navajo Tribal Park is seeking to have Environmental Assessments completed at John Fort Point and Code Talker Point. In the near future there will be development of amenities for the visitors.

4. PROJECT SCOPE

SCOPE OF WORK

NEPA ENVIRONMENTAL ASSESSMENT

Locations: John Fort Point

Navajo Code Talker Point

Monument Valley Navajo Tribal Park

Monument Valley, Utah

The Consultant shall provide independent scientific, technical and regulatory compliance consulting services in support of providing Environmental and Biological Consultant Services to Navajo Parks & Recreation Department at Monument Valley Navajo Tribal Park.

The Consultant will perform on-site archeological surveys to complete initial studies for the environmental and biological impacts of the proposed development of the MVNTP infrastructure developments. The work will be performed to insure the Department receives the best value for both cost and technical perspectives. The NEPA Compliance Work will include the Threatened and Endangered Species Reviews, Protected Species Surveys, Biological Evaluations and Assessments, Findings of No Significant Impact, Baseline Environmental Surveys and Studies for proposed MVNTP infrastructure expansion.

THE TASK WILL CONSIST OF:

Monument Valley Navajo Tribal Park:

- 1) Proposed developments are at John Fort Point and Code Talker Point.
 - The Consultant will prepare an environmental assessment to insure compliance with the National Environmental Policy Act and other environmental laws that apply to the action.
 - The Consultant will prepare a report and submit to Navajo Fish and Wildlife Department.
 - The Consultant will attach the biological and cultural compliance documents to the Environmental Assessment report.
 - The biological report will identify, and document impacts to the Threatened and Endangered Species to the Navajo Fish and Wildlife Department.
 - If no impact is determined then the Navajo Fish and Wildlife Department will issue a biological compliance form to the Navajo Parks and Recreation Department with the report.

- Two (2) copies of the EA to be submitted to the Navajo Parks and Recreation Department.
- One (1) copy of the EA is submitted to the B.I.A. requesting a “Finding of No Significant Impact (FONSI).

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 3:00 pm DST, June 25, 2021

Evaluation of proposals will be conducted within ten(10) days of proposal receive 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 will be made no later than the proposal receipt date.

The winning bidder will be notified upon management consent. The Contract negotiations will be dependent upon the approval. A letter of award will be sent via postal mail delivery and by electronic mail.

Notifications to bidders who were not selected will be completed promptly upon selection.

Project Timeline:

Project Timeline will be established in coordination with the selected bidder and Navajo Nation Financial Services.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time; pricing should be listed for each of the following items in accordance with the format below:

- Consultant Fees
- Consultant Expense
- Environment Assessment (NEPA Assessments with Biological)
- 6% Navajo Nation Tax (shall be included in the bid total)

NOTE: All costs and fees must be clearly described in each proposal. Present detailed information for the identified goods, inclusive of Navajo Nation sales tax (6%) [24 NNC § 201 et seg.]. The Navajo Nation will not pay any other tax associated to these goods purchase.

7. BIDDER QUALIFICATIONS

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

- List of previous work,
- Description of experience in planning by phases.
- List of how many full-time, part-time, and contractor staff in your organization
- 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 Team will evaluate all complete proposals based on 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 EA assessments and designs meeting the plans of the 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.

9. Navajo Nation Business Opportunity Act

- The Navajo Nation Business Opportunity Act and the Preference Act shall apply to this RFP. Prospective bidders are encouraged to familiarize themselves with these provisions. Complete 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 formalities or irregularities in the Request for Proposals and/or 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.

Each bidder must submit **3 sets** of their proposal to the address below by **the timeline identified in the advertisement**.

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