

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

**RFP # 21-06-2505-LE
NN ADA COMPLIANCE PROJECTS
GENERAL INSTRUCTIONS
DUE: July 30, 2021 4:00 P.M.**

The Navajo Nation Facilities Maintenance Department (here after referred to as FMD) invites interested contractors and companies to submit proposals for the Navajo Nation ADA COMPLIANCE PROJECT. This service shall entail a complete Wheelchair Ramp Accessibility, Parking Pads Modifications for disable clients and employees including new weather proof ramp/porch with steps, railing, non-slip material walks ways, concrete parking pads, parking bumper, handicap symbol and handicap parking sign in accordance with the applicable 210 ADA standards for Accessibility Design for wheelchair ramp and parking pad specification for the attached Appendix "A". This contract shall begin September 2021 and end of March 2021, a period of 6 calendar months.

This intent of this request for proposal is to install ADA accessibility equipment and features to comply ADA requirements and provide easier access for clients and customers with disability.

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON 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:**

The FMD is accepting proposals from qualified contractors and companies to provide the installation of ADA Ramps and Concrete Parking Pad for accessibility in the Navajo Nation. The award of the contract shall be determined by the FMD.

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 clearly marked RFP-ADA RAMPS AND PARKING PADS. No oral, telephonic, emailed, or faxed responses 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 schedule 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, with 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
Fax: 928-729-4258
Email: marcstulley@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 sets of the proposals along with a sample of your work are to be submitted to the FMD no later than July 30th, 2021 at 4:00 P.M. clearly labeled as follows: **RFP – ADA RAMPS AND CONCRETE PARKING PADS INSTALLATION** and shall be addressed and mailed or hand delivered to:

Navajo Nation Facilities Maintenance Department
Post Office Box 528
Fort Defiance, Arizona 86504
Attn.: Marcus C. Tulley

| PHYSICAL ADDRESS: | MAILING ADDRESS: |
|---|---|
| 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 list of facilities selected for ADA ramps and parking pads installations services.

9. SCOPE OF SERVICES

The scope of the ADA ramps, and parking pads installation shall include the following: Select a feasible location to install a ramp and adjacent parking pads to allow easier access into the building; Install concrete pillar base for wooden post, construct weather resistant ramp in accordance with the 2010 ADA Standards for Accessibility Design, install concrete walk way to the parking pads; prepare area for parking pad; compact and install steel per 2010 ADA Standards for Accessibility Design, install 6” parking pad all applicable marking and signage for ADA. (Concrete must meet 3000 PSI in 28 days); include appropriate drainage and construction for each facility. All hardware and fixtures must meet ADA current standards.

The contractor shall coordinate the location with the appropriate office and programs before they begin any work. No overhead structures or additions shall be approved without written consent of the owner. 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 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 pads 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.

SCOPE OF WORK: The Navajo Nation is requesting proposals from qualified Contractors to install/ update American with Disabilities Act projects identified on the Navajo Nation. The Contractor will provide labor and materials for the work as outlined in the estimate and the following specifications.

SITE WORK: The Contractor will furnish all equipment, material and labor to complete the site work relating to this project and as outlined below.

DEMOLITION: The Contractor will demolish and dispose of all materials relating to the deconstruction of the existing fixtures required to complete improvements. Materials will be reused, recycled or disposed of as applicable.

INSTALLATION: The Contractor will furnish all labor and materials necessary to complete the installation/upgrade of ADA identified projects.

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 NN ADA Ramps and Parking Pad Installation Services.
- 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 ADA Accessibility construction and design 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 facilities 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 broken down by each month for a period of 6 months with a grand overall total for each of the following areas:

Price per square footage

Cost of Materials

Navajo Nation Tax 6% (*All Navajo Nation except Kayenta & Tuba City Area*)

Cost Breakdown and Kayenta Sales Tax 6% (*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. Employee Certification and Degrees
2. Safety Certification
3. Comprehensive Scope of Work
4. Navajo Business Opportunity Act Statement
5. Statement on Navajo Nation Tax Compliance
6. Certificate of Non-Debarment
7. Certification of Non-Collusion
8. Certification of Good Standing from State Licensing Office
9. Certificate of Insurance
10. Federal IRS W-9 Form
11. One Copy of Comprehensive Safety Plan
12. Navajo Nation Tax Breakdowns (*See Section V. Budget & Cost Breakdown Information*)

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 - AMENDED

| | |
|---------------|----------------------------|
| July 6, 2021 | Issue RFP |
| July 21, 2021 | 10:00 A.M. Pre-bid Meeting |
| July 30, 2021 | 4:00 P.M. Proposals due |
| July 31, 2021 | 9:00 A.M. Bid opening |

Central Agency Facility Listing

| Location | Program | Bldg. #. | Sq. Ft. |
|----------------|--|----------|---------|
| 1. Kayenta, AZ | Criminal Investigation Modular Trailer | 2897 | 2,240 |
| | a. Install sidewalk 5 feet by 12 feet from landing pad to parking space. | | |
| | b. Install concrete parking space 10'x20', paint logo parking space and install handicap parking sign. | | |
| | c. Demolition of existing ramp and fabricate and install metal handicap ramp according to ADA standards with railing. | | |
| 2 Kayenta, AZ | Modular Office Work Force Dev. | 3940 | |
| | a. Install 5'x24' concrete sidewalk to handicap parking. | | |
| | b. Install concrete parking space 10'x20', paint logo parking space and install handicap parking sign. | | |
| | c. Demolition of existing ramp and fabricate and install metal handicap ramp according to ADA standards with railing. | | |
| 3 Pinon, AZ | Women, Infant and Children (WIC) trailer | 2608 | 1,412 |
| | a. Install 5'x20' concrete sidewalk to handicap parking. | | |
| | b. Paint logo on parking space and install handicap parking sign. | | |
| | c. Demolition of existing wooden ramp and fabricate and install metal handicap ramp according to ADA standards with railing. | | |

Fort Defiance Agency Facility Listing

| Location | Program | Bldg. #. | Sq. Ft. |
|---------------------|--|----------|---------|
| 1 Fort Defiance, AZ | Workforce Development Modular | 2937 | 5,018 |
| | a. Demolition of existing ramp and fabricate and install metal handicap ramp according to ADA specifications. | | |
| | b. Install 5’x20’ concrete sidewalk to building | | |
| | | | |
| 2 Window Rock, AZ | Navajo Nation Telecommunications and Utilities | 2528 | 4,000 |
| | a. Designate a handicap parking space, paint logo parking space and install handicap parking sign. | | |
| | b. Demolition of all concrete sidewalk to building and replace sloped according to ADA standards with railing. | | |
| | | | |

MISCELLANEOUS: Contractor will provide 4 sets of entrance keys to occupants. Contractor will also responsible for any electrical switches, outlets, wires that need to be relocated.

CLEAN UP: Contractor will be responsible for all construction related clean up and debris disposal. Contractor will also isolate work areas to minimize impact to non-work-related spaces, however some dust and debris propagation should be expected.