

THE NAVAJO NATION
NAVAJO DIVISION OF PUBLIC SAFETY
REQUEST OF PROPOSALS (RFP)
RFP #21-07-2514LE
PUBLIC SAFETY HEADQUARTERS MODULAR OFFICE BUILDING(S)
DUE: Friday, August 13, 2021 at 5:00 P.M. MST

The Navajo Division of Public Safety (hereafter referred to as NDPS) invites interested companies to submit proposals to construct, deliver and set up two (2) commercial modular office buildings at Fort Defiance (Navajo Nation), Arizona. It is the contractor's responsibility to verify all locations and conditions of the site. This contract shall begin September 2021 thru November 2022.

REQUEST FOR PROPOSALS
DUE: August 13, 2021 at 5:00 P.M. MST

The NDPS is accepting proposals from qualified companies to construct, deliver, and set up two (2) commercial modular office buildings at the designated location. The award of the contract shall be determined by the NDPS Office of the Division Director.

Responses to the RFP shall be submitted to the Navajo Division of Public Safety at the date and time noted above. All proposals must be clearly marked **RFP – PUBLIC SAFETY HEADQUARTERS OFFICE MODULAR BUILDING(S)**, **NO oral, telephonic, emailed, or faxed responses shall be considered. NO oral, telephonic, emailed, or faxed corrections, deletion, or additions to any RFP response shall be accepted. The NDPS reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any response 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 NDPS for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. NDPS reserves the right to negotiate the overall contract price based on the availability of funds.

2. AGREEMENT

The NDPS, upon mutually agreed to and acceptable terms and conditions with the successful responders/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The NDPS 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 NDPS 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 NDPS for continuance of this agreement.
- The NDPS, 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 NDPS.

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 NDPS 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 regulations of the Navajo Nation with limits no less than \$100,000 each accident by bodily injury; \$100,00 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 lime 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 NDPS 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 NDPS. Such coverage shall contain a broad form contractual liability endorsement or similar working 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 NDPS 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 NDPS with certificates of insurance prior to execution of the agreement by the NDPS, 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):

- i. Delivery: Lorita Etsitty, Buyer
Purchasing Service Department
Tribal Administration Building #1
Window Rock Boulevard
Window Rock, Arizona 86515
- ii. Mailing: Lorita Etsitty, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515
- iii. *Note this delivery and address surname is limited only to the proposal delivery and mailing. The Delivery of the product identified in the scope is different.
- iv.

To ensure consistent interpretation of certain items, answers to questions the NDPS 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 NDPS no later than Friday, August 13, 2021 at 3:00 P.M. and clearly labeled as follows: **RFP – PUBLIC SAFETY HEADQUARTERS OFFICE MODULAR BUILDING(S)** and shall be addressed and mailed or hand delivered to:

Navajo Division of Public Safety | Office of the Division Director
Post Office Box 3360
Window Rock, Arizona 86515
Attn: Mrs. Genevieve Jones, Senior Office Specialist

8. ATTACHMENTS

Attachment “A”	Site Location
Attachment “B”	Floor Plan for NPD-WRD
Attachment “B-1”	Building Specifications
Attachment “B-2”	Foundation Specifications
Attachment “C”	Floor Plan for NDOC-WRD
Attachment “C-1”	Building Specifications
Attachment “C-2”	Foundation Specifications

9. SCOPE OF SERVICES

A. Contractor’s responsibilities will include:

1. Furnish all labor, supervision, materials, equipment and services to construct, deliver, set up and connect utilities for the two (2) commercial grade modular office buildings at the designated location.
2. All applicable DOT and transport fees to be included in the bid price.
3. Install concrete foundation footing per load recommendation and below frostline.
4. Connect building to existing utilities. Contractor to provide required certification and inspection certificates.
5. Follow the recommended floor plan as much as possible.
6. Exterior finish to be metal or stucco finish. Roof Pitch 4/12 metal panel.
7. Metal ADA steps, ramp and 4”x4’x4’ concrete landing pad.
8. Floor load to meet recommended load capacity for building use.
9. Contractor will ensure the following requirements are met.
 - a. All applicable codes and ordinances and regulations.
 - b. Familiarity with each of the sites and current conditions.

B. Quality Assurance

1. Application

- a. All materials installed shall meet or exceed manufacture specifications and applicable building codes.
- b. Contractor to provide a written statement on Quality Assurance.

C. Safety and Clean-up Requirements

1. Contractor responsible for their own site trash and security.
2. All construction supplies and tools must be secured or removed for the job site.
3. All hazardous materials must be cleared for the job site daily.

D. Warranties

1. Contractor will provide Owner written manufacturer warranty and guarantee on all components. Warranty and guarantee shall cover all labor and materials to repair/replace defects.
2. Contractor will provide Owner with two (2) year written warranty which shall warrant sheet metal work to be free of leaks and defects in material and workmanship after final completion.
3. Manufacturer's standard warranty for type of sealant and caulk specified.
4. Contractor will provide a two (2) year written warranty against leakage and workmanship.

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 to **RFP – PUBLIC SAFETY HEADQUARTERS OFFICE MODULAR BUILDING(S)**.
- b. The entity name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

11. ALTERNATIVES

This project shall have ONE (1) alternate bid in the event that additional fiscal resources become available:

- a. ALTERNATIVE #1 - Two (2) additional Twelve (12) office singular modular buildings.

- b. The two (2) individual modular buildings will be set up in accordance with the Proposed NDPS Modular Set Up One (1).

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 Manufacture Buildings for government facilities. In addition, interested entities must have at least ten years minimum experience performing modular building services.

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 all buildings and set up for all listed facilities in the 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 project 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) Total Cost

Section VI: Additional Information

Include in this section any additional information you wish to provide to the NDPS 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
 - Field Related Degrees and/or Certifications
 - State Contractors Licensure or Certification
 - Safety Certification
2. Comprehensive Scope of Work/schedules
3. Navajo Business Opportunity Act Statement
4. Certificate of Non-Debarment
5. Certification of Non-Collusion
6. Certificate of Insurance
7. Federal IRS W-9 Form
8. Statement of Comprehensive Safety Plan
9. Navajo Nation Tax

Section VIII: Interview and Selection Process

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

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

The NDPS 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 NDPS further reserves the right to make selections 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.

ATTACHMENT "A"

NPD/NDOC WINDOW ROCK DISTRICT MODULAR BUILDINGS

Proposed Site Location

Navajo Nation Police Fort Defiance Industrial Area Lot #3 4.07 Acres

Located in Fort Defiance, Arizona



ATTACHMENT "B"

NDPS/NPD WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING

Proposed Floor Plan

64'x100' = 6,400

ATTACHMENT “B-1”

**NDPS/NPD WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING
Proposed Building Specification**

Quantity	Office Size	Specification/Description
6	12'x20'	Office for Captain (With Internet/Phone jacks)
	12'x20'	Office for Police Records (With Internet/Phone jacks)
	12'x20'	Office for Patrol Officers Work Space (With Internet/Phone Jacks)
	12'x20'	Telecommunication Center (With Internet/Phone Jacks)
	12'x20'	Property Room
	12'x20'	Supply/Janitorial/Utility Room
2	12'x16'	Office for Patrol Lieutenant (With Internet/Phone Jacks)
	12'x16'	Office for Administrative Assistant (With Internet/Phone Jacks)
8	12'x12'	Office for Senior Office Specialist (With Internet/Phone Jacks)
	12'x12'	Office for Office Specialist (With Internet/Phone Jacks)
	12'x12'	Office for SORNA Officer (With Internet/Phone Jacks)
	12'x12'	Office for Property Clerk (With Internet/Phone Jacks)
	12'x12'	Evidence Locker Room
	12'x12'	Men Restroom (With 1 Shower, 2 Urinals, 2 Toilets, Wash Basins)
	12'x12'	Women Restroom (With 1 Shower, 4 Toilets, Wash Basins)
	12'x12'	Lobby Main Entrance/Enclosed
2	10'x12'	Men Locker Room connecting with Fitness Room
	10'x12'	Women Locker Room connecting with Fitness Room
1	12'x8'	SORNA Intake Room
1	12'x24'	Break Room (With Kitchenette)
1	20'x20'	Fitness Room (With Internet/Phone Jacks)
1	30'x30'	Large Conference Room (With internet/phone jacks)
1	5'x8'	Hallways with 5'x8'x5' Back Door Walk-Way Spaces
1	64'x100'	Modular Building to be constructed with exterior walls able to withstand winter/summer weather conditions, roof design able to withstand extreme weather element loads, i.e. snow, ice & winds, including gutter/down spouts. ADA compliance for entrance/exit accessibility. All Windows should be double paned to withstand cold/freezing weather conditions, installed with mini blinds. All doors to be equipped with locking knobs. Flooring to be carpet insulated for all offices, hallways, and commons area. Restrooms, evidence, property/supply room, kitchenette/break room to be equipped with vinyl flooring. HVAC systems to be installed to emit both air condition/heat throughout the building. Interior/Exterior walls should be thoroughly insulated and rated to meet extreme mountain weather conditions, including all plumbing fixtures. Countertops/cabinets to be installed for kitchenette and conference rooms. All other building specifications required by federal, state and local municipal construction codes or standards will be incorporated into bidders RFP response, e.g. electrical, plumbing, framing, flooring, roof, walls and other mechanical specification or graded materials.

ATTACHMENT "B-2"

**NDPS/NPD WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING
Proposed Foundation Specification**

Quantity	Office Size	Specification/Description
1	64'x100'	WRD Modular Building to be set up with heavy anchors and skirting able to withstand extreme southwest wind conditions, including winter/spring ground/terrain conditions. Site preparation will include grading and leveling of landscape. Other foundation specifications required by bidders shall be included in their response to this RFP.

ATTACHMENT "C"

NDPS/NDOC WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING

Proposed Floor Plan

64'x100' = 6,400

ATTACHMENT “C-1”

**NDPS/NDOC WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING
Proposed Building Specification**

Quantity	Office Size	Specification/Description
1	10’x12’	Enclosed Lobby Entrance
1	10’x12’	Interview/Visit Room
1	10’x12’	Court Video Room
1	10’x12’	Medical Room
1	12’x20’	Inmate Property/File Room
1	12’x12’	Intake/Booking Room
1	11’x12’	Male Restroom with Showers
1	11’x12’	Female Restroom with Showers
1	6’x12’	Laundry Room
1	12’x20’	Kitchen
1	12’x22’	Day/Dining Room
1	8’x12’	Storage Supply Rooms
2	8’x12’	Isolation Rooms
1	11’x12’	Male Locker Room
1	11’x12’	Female Locker Room
1	8’x12’	Utility Room
1	12’x20’	Break Room
1	12’x12’	DOC Sergeant’s Office
1	12’x16’	DOC Lieutenant’s Office
1	12’x12’	DOC Officer’s Work Station
1	20’x20’	Training/Conference Room
9	8’x10’	Male Holding Cells (With toilette and sink)
3	8’x10’	Female Holding Cell (With toilette and sink)
4	5’x8’	Hallways with 5’x8’x5’ Back Door Walk-Way Spaces
1	64’x100’	Modular Building to be constructed with exterior walls able to withstand winter/summer weather conditions, roof design able to withstand extreme weather element loads, i.e. snow, ice & winds, including gutter/down spouts. ADA compliance for entrance/exit accessibility. All Windows should be double paned to withstand cold/freezing weather conditions, installed with mini blinds. All doors to be equipped with locking knobs. Flooring to be carpet insulated for all offices, hallways, and commons area. Restrooms, evidence, property/supply room, kitchenette/break room to be equipped with vinyl flooring. HVAC systems to be installed to emit both air condition/heat throughout the building. Interior/Exterior walls should be thoroughly insulated and rated to meet extreme mountain weather conditions, including all plumbing fixtures. Countertops/cabinets to be installed for kitchenette and conference rooms. All other building specifications required by federal, state and local municipal construction codes or standards will be incorporated into bidders RFP response, e.g. electrical, plumbing, framing, flooring, roof, walls and other mechanical specification or graded materials.

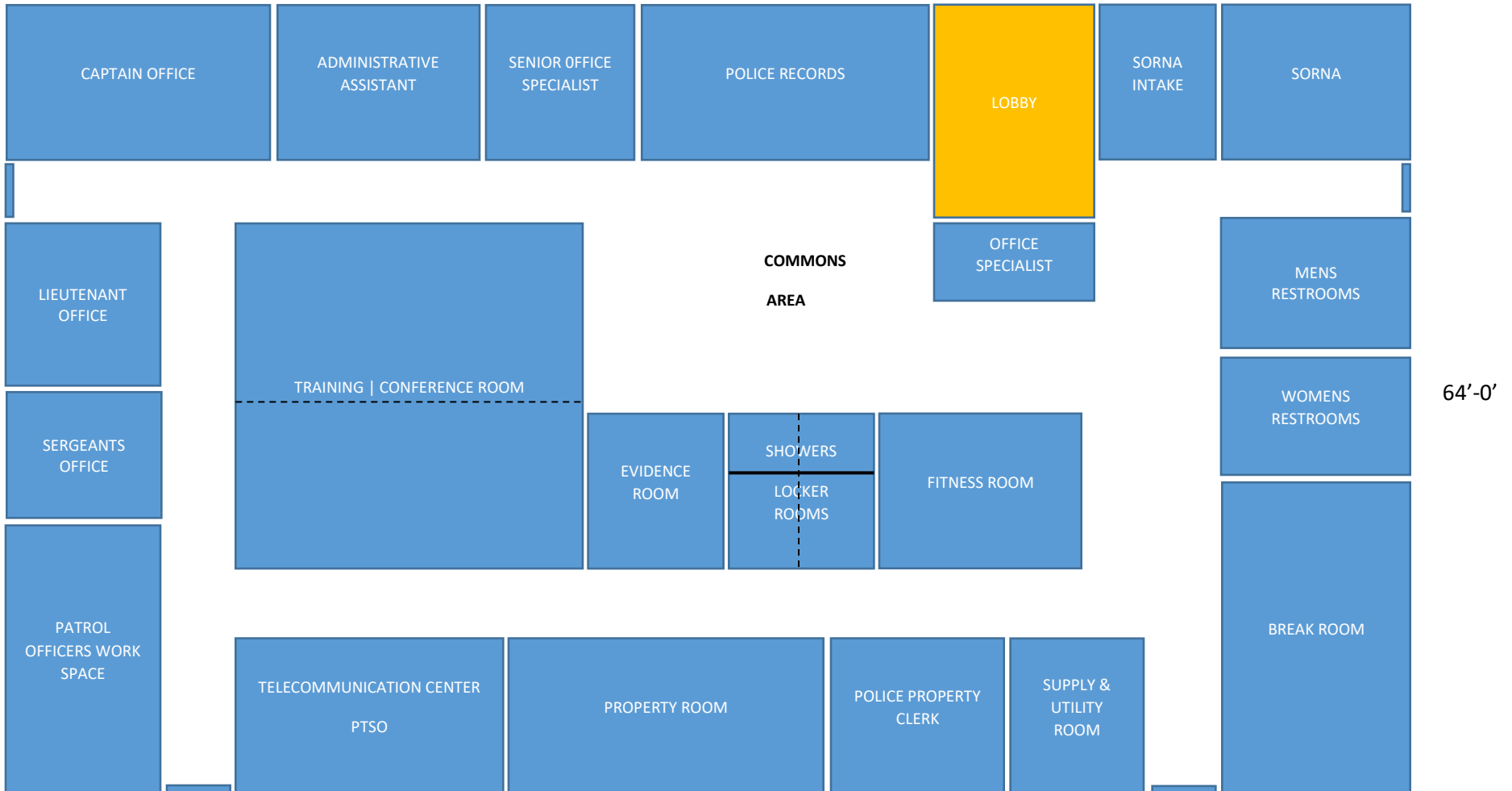
ATTACHMENT "C-2"

**NDPS/NDOC WINDOW ROCK DISTRICT SINGULAR MODULAR BUILDING
Proposed Foundation Specification**

Quantity	Office Size	Specification/Description
1	64'x100'	NDOC Modular Building to be set up with heavy anchors and skirting able to withstand extreme southwest wind conditions, including winter/spring ground/terrain conditions. Site preparation will include grading and leveling of landscape. Other foundation specifications required by bidders shall be included in their response to this RFP.

NAVAJO POLICE DEPARTMENT | WINDOW ROCK DISTRICT
SINGULAR MODULAR BUILDING
PROPOSED FLOOR PLAN
64'-0"x100'-0" = 6,400 SQ. FT.

100'-0'



NAVAJO DEPARTMENT OF CORRECTIONS | WINDOW ROCK DISTRICT
SINGULAR MODULAR BUILDING
PROPOSED FLOOR PLAN
64'0" X 100'0" = 6,400 SQ. FT.

100'0"

