

Request for Proposal

DCCD Building Re-Leveling Services Department of Child Care & Development Navajo Nation Division of Social Services

RE-BID NO: 22-06-2832LE

Mission Statement:

The Navajo Nation Department of Child Care and Development program's primary mission to provide quality childcare to the Navajo Nation communities. The purpose of providing childcare is to ensure that the family can become self-sufficient through employment or becoming employable in the near future. This can be done by employment, job training or through higher education. This is accomplished through the tribal childcare centers or private providers.

Overview:

The Navajo Nation Department of Child Care and Development solicits a licensed contractor to:

The purpose of the scope of work is to define and establish the scope of services necessary and contract shall be awarded based on the lowest responsible bid and responsive bid package which, meets the needs of the Navajo Nation of Child Care and Development, to re-level modular buildings as required, at Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center – Building No. 4019, Hogback Child Care Center – Building No. 4010, Kii Doo Baa II Child Care Center – Building No. 4011, Little Miss Muffet I Child Care Center – Building No. 4008, Little Miss Muffet II Child Care Center – Building No. 4009, Many Farms Child Care Center – Building No. 4021, Pinon II Child Care Center – Building No. 4246, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center – Building No. 4017 and Tuba City III Child Care Center – Building No. 4020.

Site Locations:

1. Alchini Nizhoni I Child Care Center, Building No. 4244 – 4,368 square feet (S.F.) - Shiprock, New Mexico – North side of Shiprock Dine College Campus
2. Alchini Nizhoni II Child Care Center, Building No. 4245 – 6,720 S.F. - Shiprock, New Mexico – North side of Shiprock Dine College Campus
3. Cottonwood Child Care Center, Building No. 4002 – 3,593 S.F. - Cottonwood, Arizona - ¼ mile west of Cottonwood Chapter House
4. Cottonwood Child Care Center, Building No. 4019 – 3,593 S.F. - Cottonwood, Arizona – ¼ mile west of Cottonwood Chapter House
5. Hogback Child Care Center, Building No. 4010 – 2,865 S.F. - Hogback, New Mexico – north side of Flowing Water Navajo Casino, next to Hogback Chapter House

6. Kii Doo Baa II Child Care Center, Building No. 4011 – 1,514 S.F. - Chinle, Arizona – ¼ mile east of Chinle High School campus
7. Little Miss Muffet I Child Care Center, Building No. 4008 – 2,856 S.F. - Fort Defiance, Arizona – ¼ mile southwest from Fort Defiance Speedway gas station.
8. Little Miss Muffet II Child Care Center, Building No. 4009 – 3,593 S.F. - Fort Defiance, Arizona – ¼ mile southwest from Fort Defiance Speedway gas station
9. Many Farms Child Care Center, Building No. 4021 – 4,365 S.F. - Many Farms, Arizona – ¼ mile west of Many Farms Chapter House
10. Pinon II Child Care Center, Building No. 4246 – 13,000 S.F. - Pinon, Arizona – ½ mile northwest side on Pinon Public School campus
11. Shonto Child Care Center, Building No. 4016 – 2,652 S.F. – Shonto, Arizona - south side, next to Shonto Head Start School
12. Tsaile Child Care Center, Building No. 4013 – 2,952 S.F. - Tsaile, Arizona – ¼ mile west side of Tsaile Dine College Campus
13. Tuba City I Child Care Center, Building No. 4015 – 1,296 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office
14. Tuba City II Child Care Center, Building No. 4017 – 1,859 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office
15. Tuba City III Child Care Center, Building No. 4020 – 1,680 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office

Site Visits:

Contractor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiarize themselves with the project and building conditions.

To schedule a site visit, contact the following individual:

Department of Child Care and Development
Planner/Estimator, Cyrus Davis
Office Telephone: (928) 871-7761
Cell Phone: (928) 206-7283
Email: Cyrus.Davis@nndss.org

Scope of Work:

The purpose of this Statement of Work is to define and establish the scope of services necessary and contract shall be awarded based on the Navajo Nation Procurement Rules and Regulations, which meets the needs for work to perform and re-level modular buildings as required, at Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center – Building No. 4019, Hogback Child Care Center- Building No. 4010, Kii Doo Baa II Child Care Center – Building No. 4011, Little Miss Muffet I Child Care Center – Building No. 4008, Little Miss Muffet II Child Care Center – Building No. 4009, Many Farms Child Care Center – Building No. 4021, Pinon II Child Care Center – Building No. 4246, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center – Building No. 4017 and Tuba City III Child Care Center – Building No. 4020.

1. Remove the existing skirting to have access underneath the modular building.
2. Using leveling equipment instruments, such as water level and laser to identify the horizontal and vertical, uneven, unlevel irregular and unstable areas.
3. Inspect and re-level all vertical column structural support materials, that support the floor system, metal frame underneath the modular buildings.
4. Unloosen the vertical column structural support materials. Remove all damaged vertical column structural support materials. Install new vertical column structural support materials as required.
5. Remove and dispose all damage vertical columns structural support debris materials, at an approved Environmental Protection Agency, (EPA) landfill off the Navajo Reservation.
6. Inspect the vertical interior wood wall frames and roof joist materials to identify the irregular and un-link areas. Re-align, re-attach and re-tighten all existing metal bolts, nuts and washers for the vertical interior wood wall frames and roof joist sections, of the modular buildings.
7. Furnish and install, connect and tighten new metal bolts, nuts and washers for all damaged and/or missing existing metal bolts, nuts and washers for the vertical interior wood wall frames and roof joist.
8. Re-attach existing skirting materials as required. Install new skirting materials if existing skirting materials are damage.
9. Remove and dispose all the materials debris to an approved Environmental Protection Agency (EPA) landfill off the Navajo Reservation.
10. Contractor to inspect and relevel all modular buildings one year from the project completion date.

Period of Performance:

All analysis, re-level of modular buildings and inspection work on site shall be coordinated and scheduled for the following buildings: Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Cottonwood Child Care Center – Building No. 4022, Cottonwood Child Care Center – Building No. 4019, Hogback Child Care Center- Building No. 4010, Kii Doo Baa II Child Care Center – Building No. 4011, Little Miss Muffet I Child Care Center – Building No. 4008, Little Miss Muffet II Child Care Center – Building No. 4009, Many Farms Child Care Center – Building No. 4021, Pinon II Child Care Center – Building No. 4246, Shonto Child Care Center – Building No. 4016, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center – Building No. 4017 and Tuba City III Child Care Center – Building No. 4020. The contractor shall provide a schedule to complete the scope of work within 45 calendar days.

Special Requirements:

1. The contractor is responsible and required to provide a background screening of the employees who will conduct the re-leveling of modular buildings. If a recent background screening document was completed and was acceptable, the contractor can submit the prior approved documents.
2. The contractor is responsible and required to provide Covid-19 Vaccination Cards for all employees, who are entering the modular buildings.
3. Take and dispose of all damaged and replaced materials, to an approved EPA landfill.
4. Contractor has to have qualification experience in re-leveling modular buildings and for interior and exterior doors to be open properly.
5. Contractor shall provide documentation at least two years of project experience.

End of Statement of Work

REQUEST FOR PROPOSAL

General Information

BUILDING RE-LEVELING SERVICES

Department of Child Care and Development

Navajo Nation Division of Social Services

Re-BID NO 22-06-2832LE

Request for submittal deadline: All RFPs must be received, by **August 12,2022** at 4:30pm
MDT

CONTACT PERSON: Navajo Nation Department of Child Care and
Development (DCCD)
Cyrus Davis, Planner/Estimator
Telephone Number 928.871.7761

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care and
Development
Attention: La Tisha Dodson, Contract Analyst
47552-B State Highway 264, Window Rock Az. 86515

MAIL TO: Navajo Nation
Division of Social Services
Department of Child Care & Development
P.O. Box 2425
Window Rock, Arizona -86515

INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care and Development, P.O. Box 2425 Window Rock, Arizona. The Department of Child Care and Development supports low-income working families through childcare financial assistance and promotes children's learning by improving the quality of early care, education, and afterschool programs at childcare centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include the attachments with proposal packet.

- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- | | |
|---|------------------------|
| 1. Issue RFP to prospective bidders | |
| Prospective proposals Inquiry deadline (no questions accepted after this date); Inquiries and questions will be answered At any time, prior, questions may be verbal or in writing. | August 10,2022 |
| <u>Due date for all proposals</u> | August 12 ,2022 |

- E. **INQUIRIES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D.
- (1) Email to Cyrus Davis – Planner/Estimator at: Cyrus.Davis@nndss.org;
 - (2) Mailed inquiries is to be addressed to:

The Navajo Nation
Department of Child Care & Development
Post Office Box 2425
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before Friday, August 12, 2022. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.

FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED: The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **(DCCD Building Re-leveling Services), Re-Bid Number (22-06-2832LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Purchasing Services Department and Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare to provide any additional information the team feels necessary for a fair evaluation of proposals.
 2. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.
 3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP the Review Committee will select and recommend the proposal who best meets this objective.

4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

Proposal Content and Organization 0-10 Points

- Organization letter & Qualifications
- Implementation plan & schedule
- Copies of licenses, certifications

Project detailed 0-30 Points

- Detailed information on approach to scope of work providing methodology with description of services

Project Schedule: 0-20 Points

- Schedule and proposed time frame Of services

Credentials and Past Performance 0-25 Points

- Licensures of business
- Detailed resume and experience

Cost: 0-15 Points

- Separate Sealed Envelope

1. Cost/Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under scope of work.

- Q. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.41 (C) (4)-(5) (Health & Safety Requirements) regarding Building and Physical premises safety. 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 construed as a waiver of the Navajo Nation's Sovereign Immunity.
- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-HHHS DCCD Grant Funds
 - Upon award and acceptance, the total dollar amount will be made available
 - None of this RFP will be funded by outside sources.

- T. **TERMS:** The term of this contract will be approximately 2 (two) months, September 1, 2022 to October 30,2022. With an option for a negotiable contract or a Purchase Order that will require mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein, and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
 3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
 4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

BILLING AND PAYMENT:

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

Acknowledgment:

I have read and reviewed information pertaining "Request for a Proposal" for a service contract "**DCCD Building Re-leveling Services**" and approve to be advertised as is.


Sylvia A. Tyler, Department Manager III


Cyrus Davis, Planner/Estimator