

# REQUEST FOR PROPOSAL

## ***DCCD ARCHITECTURAL AND ENGINEERING SERVICES*** **Department of Child Care and Development** **Navajo Nation Division of Social Services**

**RE-BID NO: 22-02-2739LE**

### **Background:**

The Navajo Nation – Division of Social Services, Department of Child Care and Development (DCCD) in Window Rock, Arizona, is seeking responses from qualified vendors capable of providing Architectural and Engineering Services for DCCD Child Care Centers located on the Navajo Reservation in Arizona and New Mexico.

### **SCOPE OF WORK:**

#### **Overview:**

The Navajo Nation Department of Child Care and Development solicits Licensed Architectural and Engineering Firm contractor to:

The purpose of the scope of work is to define and establish the scope of Architectural and Engineering (A&E) 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 Department of Child Care and Development, to perform a detailed survey and a facility asset survey and other consultant services by visiting Cottonwood Child Care Center - Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Kii Doo Baa I Child Care Center - Building No. 5587, Kii Doo Baa II Child Care Center - Building No. 4011, Many Farms Child Care Center - Building No. 4021, Nooseli Beolta Child Care Center - Building No. unknown, Pinon I Child Care Center - Building No. 4246, Pinon II Child Care Center - Building No. 4018, Tsaile Child Care Center - Building No. 4013, Rock Point Child Care Center - Building No. 5567, Rough Rock Child Care Center - Building No. 3951, Crownpoint Child Care Center - Building No. 4049, Karigan Child Care Center - Building No. 5166, Fort Defiance Child Care Center - Building No. 4006, Little Miss Muffet I Child Care Center - Building No. 4008, Little Miss Muffet II Child Care Center - Building No. 4009, Greasewood Child Care Center - Building No. 4007, Little Folks Building - Building No. 4014, Leupp Early Learning Center - Building No. I003-3150, Shonto Child Care Center - Building No. 4016, Tuba City I Child Care Center - Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, Alchini Nizhoni I Child Care Center - Building No. 4244, Alchini Nizhoni II Child Care Center - Building No. 4245, Shiprock Admin Building - Building No. 2867, Hogback Child Care Center - Building No. 4010, and Two Grey Hills Child Care Center - Building No. T073152.

#### **Site Locations:**

1. Cottonwood Child Care Center, Building No. 4022 – 3,593 Square Feet (S.F.) - Cottonwood, Arizona - ¼ mile west of Cottonwood Chapter House
2. Cottonwood Child Care Center, Building No. 4019 – 3,593 S.F. - Cottonwood, Arizona – ¼ mile west of Cottonwood Chapter House

3. Kii Doo Baa I Child Care Center, Building No. 5567 – 10,000 S.F. - Chinle, Arizona - ¼ mile east of Chinle High School campus
4. Kii Doo Baa II Child Care Center, Building No. 4011 – 1,514 S.F. - Chinle, Arizona – ¼ mile east of Chinle High School campus
5. Many Farms Child Care Center, Building No. 4021 – 4,365 S.F. - Many Farms, Arizona – ¼ mile west of Many Farms Chapter House
6. Nooseli Beolta Child Care Center, Building No. unknown – 2,952 S.F. - Tsaile, Arizona – ¼ mile west side of Tsaile Dine College Campus
7. Pinon I Child Care Center, Building No. 4246 – 4,365 S.F. - Pinon, Arizona – ½ mile northwest side on Pinon Public School campus
8. Pinon II Child Care Center, Building No. 4018 – 13,000 S.F. - Pinon, Arizona – ½ mile northwest side on Pinon Public School campus
9. Tsaile Child Care Center, Building No. 4013 – 2,952 S.F. - Tsaile, Arizona – ¼ mile west side of Tsaile Dine College Campus
10. Rock Point Child Care Center, Building No. 5567 – 13,000 S.F. - Rock Point, Arizona – ½ mile west of Rock Point Elementary School
11. Rough Rock Child Care Center, Building No. 3951 – 13,492 S.F. - Rough Rock, Arizona – ¼ mile north of Rough Rock Chapter House
12. Crownpoint Child Care Center, Building No. 4049 – 15,000 S.F. - Crownpoint, New Mexico – east side of Navajo Technical College campus
13. Karigan Child Care Center, Building No. 5166 – 16,000 S.F. - St. Michaels, Arizona – St. Michaels Karigan Estates area
14. Fort Defiance Child Care Center, Building No. 4006 – 2,952 S.F. - Fort Defiance, Arizona – ¼ mile north of Fort Defiance Chapter House
15. 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.
16. 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
17. Greasewood Child Care Center, Building No. 4007 – 1,456 S.F. – Greasewood, Arizona - ½ mile east of Greasewood Chapter House
18. Little Folks Building, Building No. 4014 – 3,596 S.F. - Navajo, New Mexico - ½ mile south of Navajo Chapter House

19. Leupp Early Learning Center, Building No. I003-3150 – 13,500 S.F. - Leupp, Arizona – ½ mile west of Leupp Chapter House
20. Shonto Child Care Center, Building No. 4016 – 2,652 S.F. – Shonto, Arizona - south side, next to Shonto Head Start School
21. Tuba City I Child Care Center, Building No. 4015 – 1,296 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office
22. Tuba City II Child Care Center, Building No. 4017 – 1,859 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office
23. Tuba City III Child Care Center, Building No. 4020 – 1,680 S.F. - Tuba City, Arizona – south Tuba City, east of Navajo Veteran Office
24. Alchini Nizhoni I Child Care Center, Building No. 4244 – 4,368 S.F. - Shiprock, New Mexico – North side of Shiprock Dine College Campus
25. Alchini Nizhoni II Child Care Center, Building No. 4245 – 6,720 S.F. - Shiprock, New Mexico – North side of Shiprock Dine College Campus
26. Shiprock Admin Child Care Center, Building No. 2867 – 4,000 S.F. - Shiprock, New Mexico – ½ mile west of ACE Hardware Store in Shiprock
27. 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
28. Two Grey Hills Child Care Center, Building No. T073152 – 16,492 S.F. - Two Grey Hills, New Mexico – ¼ miles west of Two Grey Hills NHA Housing area

**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 all the existing sites and building conditions.

To schedule a site visit, contact the following individual:

Department of Child Care and Development  
Planner/Estimator, Cyrus R. Davis  
Office Telephone (928) 871-7761  
Cell Phone (928) 206-7283  
Email [cyrusdavis@navajo-nsn.gov](mailto:cyrusdavis@navajo-nsn.gov)

**Statement of Work:**

The purpose of this Statement of Work (SOW) is to define and establish the scope of Architectural and Engineering (A&E) services necessary and contract shall be awarded based on the Navajo Nation Procurement

Rules and Regulations which, meets the needs to perform a detailed survey and a facility asset survey and other consultant services by visiting Cottonwood Child Care Center - Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Kii Doo Baa I Child Care Center - Building No. 5587, Kii Doo Baa II Child Care Center - Building No. 4011, Many Farms Child Care Center - Building No. 4021, Nooseli Beolta Child Care Center - Building No. unknown, Pinon I Child Care Center - Building No. 4246, Pinon II Child Care Center - Building No. 4018, Tsaile Child Care Center - Building No. 4013, Rock Point Child Care Center - Building No. 5567, Rough Rock Child Care Center - Building No. 3951, Crownpoint Child Care Center - Building No. 4049, Karigan Child Care Center - Building No. 5166, Fort Defiance Child Care Center - Building No. 4006, Little Miss Muffet I Child Care Center - Building No. 4008, Little Miss Muffet II Child Care Center - Building No. 4009, Greasewood Child Care Center - Building No. 4007, Little Folks Building - Building No. 4014, Leupp Early Learning Center - Building No. I003-3150, Shonto Child Care Center - Building No. 4016, Tuba City I Child Care Center - Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, Alchini Nizhoni I Child Care Center - Building No. 4244, Alchini Nizhoni II Child Care Center - Building No. 4245, Shiprock Admin Building - Building No. 2867, Hogback Child Care Center - Building No. 4010, and Two Grey Hills Child Care Center - Building No. T073152.

1. A detailed inventory survey on the number of buildings at each facility site location, including building number, quantity and measurement of area and length, gross square footage, funded square footage (by rooms) and the floor plan with dimensions (including photographs, site maps, and building floor plans/drawings in Computer-Aided Design and Drafting format). Provide Global Positioning System (GPS) information for all buildings at the main front entrance door.

Identify room use, room type and room numbers for all buildings and provide information on excel worksheet.

Provide construction replacement value cost estimate for all buildings.

Identify all electrical, mechanical and kitchen equipment including serial numbers. Identify all gas meters and electrical meters. Identify all buildings greater than 9,000 square feet for an existing fire sprinkler system. Identify all buildings for an existing fire alarm system. If none exists identify as deferred maintenance deficiencies with cost estimates.

2. A detailed inventory survey on the infrastructure such as (utilities systems, play courts, roads, streets, parking areas, concrete sidewalks, waste water systems, drainage, storm drains, property boundary and property fencing, fiber optics, Information Technology, etc.), including quantity and measurement of area and length and size such as diameter, height and volume capacity (including photographs, site maps, and plans/drawings in Computer-Aided Design and Drafting format).

Conduct a camera survey in the existing sewer lines, at Karigan Child Care Center Building No. 5166. Camera survey is to identify and locate the damaged sewer lines, caused by the tree roots in Building No. 5166.

Provide cost estimate to repair the damage sewer line.

Identify all buildings for an existing emergency standby generator/automatic transfer switch. If none exists identify as deferred maintenance deficiencies with cost estimates.

3. A facility asset survey and conduct an condition assessment of all buildings and infrastructures by identifying all asset deferred maintenance deficiencies of; (1) nonrecurring nature, (2) recurring nature that are not being met through preventative or scheduled maintenance programs, and (3) types which will only be met through capital investment, including with cost estimates for deferred maintenance deficiencies abatement and/or repair/replacement.
4. To provide a summary Condition Assessment Report of all Buildings, infrastructures such as (utilities systems, play courts, roads, streets, parking areas, concrete sidewalks, waste water systems, drainage, storm drains, property boundary and property fencing, fiber optics, Information Technology, etc.) and other Facility Assets complete with identification of asset deferred maintenance deficiencies (including photographs, site maps, and building floor plans/drawings and other plans/drawings in Computer-Aided Design and Drafting format), with cost estimates for deferred maintenance deficiencies abatement and/or repair/replacement.

The contractor shall provide a detailed inventory survey and facility asset survey and condition assessment report data in electronic format for the visiting of Cottonwood Child Care Center - Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Kii Doo Baa I Child Care Center - Building No. 5587, Kii Doo Baa II Child Care Center - Building No. 4011, Many Farms Child Care Center - Building No. 4021, Nooseli Beolta Child Care Center - Building No. unknown, Pinon I Child Care Center - Building No. 4246, Pinon II Child Care Center - Building No. 4018, Tsaile Child Care Center - Building No. 4013, Rock Point Child Care Center - Building No. 5567, Rough Rock Child Care Center - Building No. 3951, Crownpoint Child Care Center - Building No. 4049, Karigan Child Care Center - Building No. 5166, Fort Defiance Child Care Center - Building No. 4006, Little Miss Muffet I Child Care Center - Building No. 4008, Little Miss Muffet II Child Care Center - Building No. 4009, Greasewood Child Care Center - Building No. 4007, Little Folks Building - Building No. 4014, Leupp Early Learning Center - Building No. 1003-3150, Shonto Child Care Center - Building No. 4016, Tuba City I Child Care Center - Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, Alchini Nizhoni I Child Care Center - Building No. 4244, Alchini Nizhoni II Child Care Center - Building No. 4245, Shiprock Admin Building - Building No. 2867, Hogback Child Care Center - Building No. 4010, and Two Grey Hills Child Care Center - Building No. T073152. The electronic format is to be structured to allow it to be easily navigated and transported between computers.

The detailed survey, asset survey and assessment data information will be utilized by the Navajo Nation Department of Child Care and Development to identify the operations and maintenance and supplemental construction programs funding.

All existing and new buildings and infrastructure constructed shall comply with the following updated codes, standards, laws, handbooks, regulatory requirements and all other applicable codes:

1. Uniform Building Code
2. National Electric Code
3. National Electrical Safety Code
4. Uniform Plumbing Code
5. Uniform Mechanical Code
6. ASHRAE Handbooks and Standards
7. American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code
8. Navajo Nation Occupational Safety & Health Administration Requirements
9. NFPA 13 Ordinary Hazard classification
10. NFPA 101 Life Safety and Fire Codes

11. NFPA 31 Standard for the Installation of Oil-Burning Equipment
12. NFPA 54 National Fuel Gas Code
13. NFPA 70 National Electric Code
14. NFPA 86 Standard for Ovens and Furnaces
15. NFPA 90A Standard for all the Installation of Air-Conditioning and Ventilating Systems
16. NFPA 90B Standard for all the Installation of Warm Air Heating and Air-Conditioning Systems
17. NFPA 110 Standard for Emergency and Standby Power Systems
18. Underwriters Laboratory (UL)
19. Illuminating Engineering Society's Standards and Regulations on Illumination, which include 29 CFR 1910 (OSHA)
20. Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (ADAABAAG)
21. Executive Order 11988 Floodplain Management
22. National Pollutant Discharge Elimination System (NPDES)
23. National Environmental Policy Act of 1969
24. Environmental Protection Agency (EPA)
25. American Society for Testing and Materials (ASTM)
26. Navajo Nation Environmental Protection Agency (NNEPA)
27. 40CFR and 29CFR 1910 (OSHA)
28. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
29. Navajo Nation Tribal Utility Authority Code (NTUA)
30. Head Start Design Guide – U.S. Department of Health and Human Services
31. Public Playground Safety Handbook – U.S. Consumer Product Safety Commission

The Building Listing (**See above pages 1-3, Site Locations**) with building numbers, use and gross square footage are for Cottonwood Child Care Center - Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Kii Doo Baa I Child Care Center - Building No. 5587, Kii Doo Baa II Child Care Center - Building No. 4011, Many Farms Child Care Center - Building No. 4021, Nooseli Beolta Child Care Center - Building No. unknown, Pinon I Child Care Center - Building No. 4246, Pinon II Child Care Center - Building No. 4018, Tsaile Child Care Center - Building No. 4013, Rock Point Child Care Center - Building No. 5567, Rough Rock Child Care Center - Building No. 3951, Crownpoint Child Care Center - Building No. 4049, Karigan Child Care Center - Building No. 5166, Fort Defiance Child Care Center - Building No. 4006, Little Miss Muffet I Child Care Center - Building No. 4008, Little Miss Muffet II Child Care Center - Building No. 4009, Greasewood Child Care Center - Building No. 4007, Little Folks Building - Building No. 4014, Leupp Early Learning Center - Building No. I003-3150, Shonto Child Care Center - Building No. 4016, Tuba City I Child Care Center - Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, Alchini Nizhoni I Child Care Center - Building No. 4244, Alchini Nizhoni II Child Care Center - Building No. 4245, Shiprock Admin Building - Building No. 2867, Hogback Child Care Center - Building No. 4010, and Two Grey Hills Child Care Center - Building No. T073152. The contractor shall verify all data is accurate and complete. If the contractor identifies additional assets in use not included, they are to add the asset to the list and collect all of the applicable data.

Five (5) paper copies, five (5) compact disc will prepared, and five (5) flash drives are to be READ ONLY. One (1) compact disc and one (1) flash drive will contain an editable version in MS Word and all tables in Excel. Drawings shall be provided to the Navajo Nation Department of Child Care and Development and shall be labeled for "Navajo Nation Department of Child Care and Development Use Only".

All documents collected or prepared for this project are the property of the Navajo Nation Department of Child Care and Development and must be submitted to the Navajo Nation Department of Child Care and

Development at the end of the project. The contractor may not copyright or duplicate the documents without the written permission of the Navajo Nation Department of Child Care and Development.

As data is developed and regulatory agencies provide direction and guidance, contractors shall be expected to provide timely and quality response to issues raised by the regulators. All contact with the public, private or regulatory community shall be made through the Navajo Nation Department of Child Care and Development. No information may be released with the written consent of the Navajo Nation Department of Child Care and Development.

**Deliverables:**

1. 70% Complete report submittal. The contractor shall have completed draft copies of the site plans, asset lists, and floor plans for all identified buildings 60 days after Notice to Proceed. Also, the contractor shall have asset deferred maintenance deficiencies identified and cost estimates to correct deficiencies, presented in a draft tabular format. The contractor shall present the 70% submittal to the Navajo Nation Department of Child Care and Development representatives at a review meeting to be held at the Navajo Nation Department of Child Care and Development building, Window Rock, Arizona. The contractor shall collect all review comments from the Navajo Nation Department of Child Care and Development to be consolidated in a review document to be incorporated and addressed in the 100% complete report submittal.

The DCCD will review submittals and provide comments within 15 calendar days.

2. 100% Complete report submittal. The contractor shall deliver in both electronic and hard copy format, complete and accurate site maps of each child care location, floor plans of all buildings used by the Navajo Nation Child Care and Development, required inventory data for all assets, and deferred maintenance deficiencies and cost estimates identified for each asset. The contractor shall deliver 10 copies of all hard copy data.

**Period of Performance:**

All survey, investigative, and inspection work on site shall be coordinated and scheduled. In conducting the necessary research and analysis required, the contractor shall be required to visit all assets at Cottonwood Child Care Center - Building No. 4022, Cottonwood Child Care Center - Building No. 4019, Kii Doo Baa I Child Care Center - Building No. 5587, Kii Doo Baa II Child Care Center - Building No. 4011, Many Farms Child Care Center - Building No. 4021, Nooseli Beolta Child Care Center - Building No. unknown, Pinon I Child Care Center - Building No. 4246, Pinon II Child Care Center - Building No. 4018, Tsaile Child Care Center - Building No. 4013, Rock Point Child Care Center - Building No. 5567, Rough Rock Child Care Center - Building No. 3951, Crownpoint Child Care Center - Building No. 4049, Karigan Child Care Center - Building No. 5166, Fort Defiance Child Care Center - Building No. 4006, Little Miss Muffet I Child Care Center - Building No. 4008, Little Miss Muffet II Child Care Center - Building No. 4009, Greasewood Child Care Center - Building No. 4007, Little Folks Building - Building No. 4014, Leupp Early Learning Center - Building No. I003-3150, Shonto Child Care Center - Building No. 4016, Tuba City I Child Care Center - Building No. 4015, Tuba City II Child Care Center - Building No. 4017, Tuba City III Child Care Center - Building No. 4020, Alchini Nizhoni I Child Care Center - Building No. 4244, Alchini Nizhoni II Child Care Center - Building No. 4245, Shiprock Admin Building - Building No. 2867, Hogback Child Care Center - Building No. 4010, and Two Grey Hills Child Care Center - Building No. T073152. The contractor to provide a schedule to complete the statement of work in 150 calendar days.

**Special Requirements:**

The contractor is responsible and required to provide a background screening of the employees who will conduct the survey and assessment. If a recent background screening document was completed and was acceptable, the contractor can submit the prior approved documents.

**Mission Statement:**

The Navajo Nation Department of Child Care and Development program's primary mission to provide quality child care to the Navajo Nation communities. The purpose of providing child care 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 child care centers or private providers.

End of Statement of Work



# REQUEST FOR PROPOSAL

## General Information

***ARCHITECTURAL AND ENGINEERING SERVICES***  
**Department of Child Care and Development**  
**Navajo Nation Division of Social Services**

**RE-BID NO.22-02-2739LE**

Request for submittal deadline: All RFPs must be received, by **June 10,2022** 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 child care financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care 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. | June 7, 2022        |
| <u>Due date for all proposals</u>  | <b>June 10,2022</b> |
- 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: [cyrusdavis@navajo-nsn.gov](mailto:cyrusdavis@navajo-nsn.gov) ;  
(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, June 10, 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 Architectural and Engineering Services), Bid Number (22-02-2739LE) 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 into 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. On the basis of 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 into 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 two years (2 yr) from date of award beginning of July 2022 to September 30, 2024. 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 Architectural and Engineering Services**" and approve to be advertised as is.

  
Sylvia A. Tyler, Department Manager III

  
Cyrus Davis, Planner/Estimator