

REQUEST FOR PROPOSAL
Bid Number: 22-03-2746LE "Re-Bid"

Date: April 25, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Chinle Outpatient Treatment Center Roofing Replacement/ Repair Project

Project Schedule:

Advertisement of RFP	04/27/2022 – 05/13/2022
Onsite Pre-Bid Meeting	05/17/2022 @ 10:00 am
Location: Chinle Outpatient Treatment Center	
<i>For directions please call (928) 674-2190</i>	
Requests for Information Due Date	05/27/2022 @ 5:00 pm
Bid Due Date	06/03/2022 @ 5:00 pm

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Michael Salabiye, Planner – DBMHS/DOH at msalabiye@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Loretta Etsitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

BID #22-03-2746LE NNDBMHS "RE-BID"
CHINLE OUTPATIENT TREATMENT CENTER
ROOFING REPLACEMENT/ REPAIR PROJECT
DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

- II. The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program providing outpatient and inpatient counseling services throughout the Navajo Nation.

III. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

IV. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

V. SCOPE OF WORK (See Attached)

VI. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VII. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or refer to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed 40% of entire project
9. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
10. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

- VIII. EVALUATION PROCESS (pre-qualifying process)
1. Evaluation Criteria
 - a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (5 points)
 - e. ***Cost (separate sealed envelope).*** (25 points)
 2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Chinle, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

IX. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

X. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

XI. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is msalabiye@navajo-nsn.gov

XII. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XIII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIV. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. 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 constructed as a waiver

of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XV. OTHER

SCOPE OF WORK

Navajo Division of Behavioral and Mental Health Services
Chinle Outpatient Treatment Center
Roof Replacement and Repair Project
22-03-2746LE "Re-Bid"

The Navajo Nation Division of Behavioral and Mental Health Services Chinle Outpatient Treatment Center is in need of a roof covering replacement of existing rolled roofing of approximately 11,772 sq. ft., and an evaluation and repairs to existing pro panel sections of the roof. Install gutter and downspouts to the metal roofing portions of the building.

- Remove existing rolled roofing material, fasteners and underlayment.
- Prepare the exposed roof material to accept the new roofing material.
- Install approximately 11,772 sq. ft. "TPO" roofing material.
- Contractor is responsible for field verifying measurements
- Inspect existing pro panel metal roofs on all areas.
- Repair and areas of concern of the existing pro panel roofing.
- Install gutter and downspouts to the metal roofing portions of the building, approximately 355 linear feet.
- Contractor must provide product cut sheets and specifications
- Extended warranty for workmanship, parts, and repairs.

End Scope of Work