

REQUEST FOR PROPOSAL
Bid Number: 22-03-2747LE "Re-Bid"

Date: April 25, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Fort Defiance
Outpatient Treatment Center Roofing Replacement Project

Project Schedule:

Advertisement of RFP	04/27/2022 – 05/13/2022
On site pre-bid meeting	05/18/2022 at 10 am
Location: Fort Defiance Outpatient Treatment Center	
<i>For directions please call (928) 729-4012</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: Lorita Etsitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All 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 #22-03-2747LE NNDBMHS "RE-BID"
FORT DEFIANCE OUTPATIENT TREATMENT CENTER
ROOFING REPLACEMENT PROJECT
DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

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.

II. 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.

III. 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.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

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

VI. 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 (if any).
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 certain percentage 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.

VII. 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 Fort Defiance, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

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

IX. 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.

X. 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

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. 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.

XIII. 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.

XIV. OTHER

SCOPE OF WORK

Division of Behavioral and Mental Health Services
Fort Defiance Outpatient Treatment Center
Roof Replacement Project
22-03-2747LE "Re-Bid"

General description of the project:

The DBMHS Fort Defiance Outpatient Treatment Center has been experiencing leaks in the building. It was discovered that the water penetration was coming through the weathered (worn) inside wall of the parapet on the roof in 2019. This has since been addressed by DBMHS Maintenance. Leaks continue throughout the building and it is determined to request a full roof covering replacement.

The Roof Plan (A 2.5 construction drawing) describes the roof in six (6) different zones- designed for drainage to 6 Scuppers and downspouts with roof zone boundary lines; roof crickets; ¼:12 Slope (& direction); 4-ply built up roofing (mineral topped rolled roofing material. A 10-year warranty on the materials expired in February 2021. There are five (5) roof top unit heat pumps, one (1) mini split air conditioner compressor, one (1) exhaust fan vent and one (1) roof hatch for access. Various penetrations for electrical and a satellite dish pole were made. The following describes each zone and its approximate square footage: Zone 1 @ 1,770 sq. ft.; Zone 2 @ 1,379 sq. ft.; Zone 3 @ 1,809 sq. ft.; Zone 4 @ 1,506 sq. ft.; Zone 5 @ 1,471 sq. ft. and Zone 6 @ 2,004 sq. ft. for a grand total of approximately 9,939 square feet.

Since the roofing concerns has not been thoroughly addressed there is a need to evaluate the roof (1/2" OSB) covering for damage and possible replacement.

Scope of Work:

1. Remove approximately 9,940 sq. ft. roofing material to the OSB sheathing
2. Remove material from the inside of the parapet for replacement.
3. Inspect, repair or replace damaged ½" OSB sheathing
4. Inspect roof rafters (metal type), insulation and any other materials for water damage. Repair or replace damaged items or material.
5. Remove and properly dispose of old roofing material
6. Safeguard the building from any material thrown off the side.
7. Install new commercial quality TPO (Thermoplastic Polyolefin) material
8. Assure the TPO material covers the parapet interior wall overlapping the top and covered by a metal ridge cap.
9. Assure drainage slope as designed to the scuppers and downspout.
10. Provide warranties (workmanship and materials)
11. Provide preventive maintenance presentation and documents.
12. With reference to items #3 & #4, a contract modification may be required depending to the extent of damage and subsequent costs. These are considered "discoveries" and will not be known until the roof covering has been removed.

The as-built section of the parapet states a 6" x 20. GA Metal Stud; ½" OSB Sheathing, 6" Metal Track on top, Stucco finish over 1" Foam, OSB is lapped over the splice location at 1'-0" on the outside wall of the parapet.

The connection to the roof details: Metal Z Flashing (1'-6" high), One (1) ½" x 24" x 20ga. Straps @ 48" O.C. (Straps are located on the inside of the parapet), Roof detail states a 4 ply built up roof.

Parapet wall on roof total length is approximately 471 linear feet of the entire top of the parapet wall
There are varying heights of the inside parapet wall.

Vendor are required to verify measurements and conditions on-site.

Vendor is to provide warranty information on products and workmanship.

Vendor is to provide preventive maintenance information to staff and any product information.

End Scope of Work