

REQUEST FOR PROPOSAL
Bid Number: 23-05-3026LE

Date: May 08, 2023

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Surveyor Services Procurement Project

Project Schedule:

Advertisement of RFP	05/08/2023 – 05/26/2023
On site pre-bid meeting	05/31/2023 10:00 am MST
Location: DBMHS Central Offices Window Rock, AZ	
<i>For directions please call (928) 871-6240</i>	
Requests for Information Due Date	06/14/2023 @ 5:00 pm MST
Bid Due Date	06/29/2023 @ 5:00 pm MST

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 #23-05-3026LE NNDBMHS
DIVISION OF BEHAVIORAL AND MENTAL HEALTH SERVICES
SURVEYOR SERVICES PROCUREMENT PROJECT
DO NOT OPEN-BID PROPOSAL

NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

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 operating 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 make reference 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 problem solving and recommendations).
6. Schedule, including proposed site visits
7. Copies of licenses, certifications **(NBOH Priority Status)**, 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 provide requested surveys, problem solving and recommendations, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. **Cost (separate sealed envelope).** (30 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 Window Rock, 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

DBMHS Surveyor Services Procurement Project
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services is seeking a qualified surveyor to provide surveys, legal descriptions and/or to locate existing corners (for remarking purposes), provide curve data on road access project scope of work. This surveyor project is for several DBMHS sites in Arizona and New Mexico.

Scope of Work:

1. Chinle, Arizona: Modular Building – DBMHS will be installing perimeter fencing for confidentiality purposes therefore a land survey is required for proper boundary lines
 - a. Expand existing survey for additional land base
 - b. Meet with the BIA and DBMHS on land area
 - c. The BIA is willing to use as their new boundary
2. Chinle, Arizona: Main Facility – DBMHS will be decreasing in land size to make way for residential road access for a closed campus perimeter for confidentiality purposes
 - a. Decrease existing survey for a reduced land base.
3. LeChee, Arizona: DBMHS has a traditional healing ground in this community which requires direct access to the main road
 - a. Survey existing GPS coordinates and include a dirt road access and highway curve data.
4. Crownpoint, NM: The 6 acre (existing site) needs to be reduced as portions are unusable and needs to be returned to the Chapter for other use.
 - a. Re-survey 6-acre plat and reduce after discussions with DBMHS and Chapter officials.
5. Fort Defiance, Arizona: A survey and legal description does not exist and is needed as a record document.
 - a. Survey existing GPS coordinates.
6. Newlands (Sanders) Arizona: A survey and legal description does not exist and is needed as a record document.
 - a. 2 sites re-survey.
7. Dilkon, Arizona: A survey and legal description does not exist and is needed as a record document.
 - a. Survey property fence line.
8. Recommended to meet with DBMHS staff on the needs of each site prior to commencing work.
9. Meet or research other existing surveys so as to not encroach on existing boundaries for the DBMHS survey.
10. Existing utilities will need to be identified and drawn unto the legal description.
11. The surveyor will provide four (4) large drawings, ten (10) medium sized drawings, and an electronic pdf file (flash drive) whereby the document is easily sent electronically.
12. Include 6% Navajo Nation Tax.
13. The surveyor is to be a certified and licensed.

End Scope of Work