

**THE NAVAJO NATION
FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS (RFP)**

RFP # 23-05-3040TT

**NAVAJO NATION ADA BUILDING ACCESSIBILITY COMPLIANCE AND
EQUIPMENT INSTALLATION-FORT DEFIANCE AGENCY 2023**

**ADVERTISEMENT
GENERAL INSTRUCTIONS
DUE: June 23, 2023 4:00 P.M.**

The Navajo Nation Facilities Maintenance Department (here after referred to as FMD) invites interested contractors and companies to submit proposals for the Navajo Nation **ADA BUILDING ACCESSIBILITY COMPLIANCE AND EQUIPMENT INSTALLATION-FORT DEFIANCE AGENCY 2023**.

This service shall entail a complete Wheelchair Ramp Accessibility, Parking Pads Modifications, Building Entrance, Restroom Accessibility Designated Parking with Signages, and Hardware for disable clients and employees including new weather proof ramp/porch with steps, railing, non-slip material walks ways, concrete parking pads, parking bumper, handicap symbol, handicap parking sign, restroom accessibility, restroom fixtures, and building entrances in accordance with the applicable 210 ADA standards for Accessibility Design for wheelchair ramp and parking pad specification; Guidance on the 2010 ADA Standards for Accessible Design published by Department of Justice September 15, 2010 including all applicable codes and regulations to comply with the Americans with Disabilities Act for the attached Appendix "A". This contract shall begin July 2023 through March 2024 for a period of six (6) calendar months.

This intent of this request for proposal is to replaced and comply with ADA accessibility requirements and provide easier access for clients and customers with disability.

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON JUNE 14, 2023 AT 10:00 A.M. THE DESIGNATED MEETING PLACE IS AT THE NAVAJO NATION FACILITIES MAINTENANCE DEPARTMENT, 2431 NORTH ROUTE 12, FORT DEFIANCE, ARIZONA 86504.

**REQUEST FOR PROPOSALS
DUE: June 23, 2023**

The FMD is accepting proposals from qualified contractors and companies to provide the installation of ADA Building Accessibility and Restroom Hardware, Ramps and Concrete Parking Pad for accessibility in the Navajo Nation. The award of the contract shall be determined by the FMD.

Responses to this RFP shall be submitted to the Navajo Nation Facilities Maintenance Department at the date and time noted above. All proposals must be clearly marked RFP-Re-Advertisement ADA Building

Accessibility and Restroom Hardware, Ramps and Parking Pads. No oral, telephonic, emailed, or faxed responses shall be accepted. The FMD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above schedule due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the FMD for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. FMD reserves the right to negotiate the overall contract price based on the availability of funds.

2. AGREEMENT

The FMD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The FMD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

3. CANCELLATION OF AGREEMENT

The FMD reserves the right to cancel any contract/agreement, at any time, with thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the FMD for continuance of this agreement.
- The FMD, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

4. INSURANCE REQUIREMENTS

The selected entity, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the FMD.

The entity selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the FMD from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

1. Workers Compensation: Consultant shall provide workers compensation and employer's liability insurance that complies with the regulations of the Navajo Nation with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.

2. Commercial General Liability Insurance: Consultant shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Navajo Nation as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Navajo Nation. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.
3. Commercial Automobile Insurance: Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.
4. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Consultant shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the FMD at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the FMD with certificates of insurance prior to execution of the agreement by the FMD, describing the coverage.

5. AWARDING THE SERVICES

The services shall be awarded to the consultant whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

6. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Navajo Nation Facilities Maintenance Department
Post Office Box 528
Fort Defiance, Arizona 86504
Attn.: Marcus C. Tulley
Fax: 928-729-4258
Email: marcustulley@navajo-nsn.gov

To ensure consistent interpretation of certain items, answers to questions the FMD deems to be in the interest of all will be made available to all other respondents.

7. PROPOSAL SUBMISSION

Three (3) complete sets of the proposals along with a sample of your work are to be submitted to the FMD no later than June 23, 2023 at 4:00 P.M. clearly labeled as follows: **RFP – ADA BUILDING ACCESSIBILITY COMPLIANCE AND EQUIPMENT INSTALLATION-FORT DEFIANCE AGENCY 2023** and shall be addressed and mailed or hand delivered ONLY to:

Navajo Nation Facilities Maintenance Department
 Post Office Box 528
 Fort Defiance, Arizona 86504
 Attn.: Marcus C. Tulley

PHYSICAL ADDRESS:	MAILING ADDRESS:
NN Facilities Maintenance Department Attn: Marcus C. Tulley 2431 North Route 12 Fort Defiance, Arizona 86504	NN Facilities Maintenance Department Attn: Marcus C. Tulley Post Office Box 528 Fort Defiance, Arizona 86504

* FMD is not responsible for wrong address or late deliveries. Bidder is responsible for all bid forms and deliveries to the designated location.

8. ATTACHMENTS

Appendix A provides a list of facilities selected for ADA ramps and parking pads installations services.

9. SCOPE OF SERVICES

The scope of this Request for Proposals (RFP) is to comply with Americans with Disabilities Act (ADA) codes and regulations including amendments to the act as it relates to building accessibility for individuals with disabilities at various building locations across the Navajo nation. Scope of Work shall include renovation, building entrance and restroom accessibility, restroom hardware, wheelchair ramps, sidewalks and parking installation as specified in appendix “A”. The selected contractor shall be responsible for all labor, materials, disposal fees, transport and equipment including selecting a feasible location to install a ramp, sidewalks, parking pads, renovation of restroom and entry ways that will provide the best building and restroom accommodations.

The Contractor must perform a thorough inspection during every service. Following each scheduled service, the Contractor must submit a written report to the designated individual in the NN Facilities Maintenance Department listing any and all areas that remain inaccessible for ramp and parking pads installation. Should the scheduled services not be totally effective, or interrupt institutional activities, the Contractor shall be required to provide necessary services at alternate times agreeable to the Navajo Nation facility, at no additional cost.

Complaints and service requirements, including recall work required between scheduled services visits, must be handled within 24 hours after notification and will be at no additional cost to the Navajo Nation.

10. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above in order for any entity to be considered:

- a. Title Page showing that the proposal submitted is for NN ADA Accessibility, Ramps and Parking Pad Installation Services.
- b. The entity name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

Technical Proposal Section

Section I: Company Profile

This section should state the size of the entity, the type of entity, the entity's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience

The response should include details of experience with ADA Accessibility construction and design for existing government facilities. In addition, interested entities must have at least five years minimum experience performing construction work in the related field.

Section III: References

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing a monthly work schedule for all listed facilities in this RFP. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used.

Section V: Budget & Cost Breakdown Information

Include a detailed cost proposal as follows broken down by each month for a period of 6 months with a grand overall total for each of the following areas:

Price per square footage

Cost of Materials

Navajo Nation Tax 6% (*All Navajo Nation except Kayenta & Tuba City Area*)

Cost Breakdown and Kayenta Sales Tax 6% (*Services Provided Directly in Kayenta, AZ*)

Cost Breakdown and Tuba City Sales Tax 6% (*Services Provided Directly in Tuba City, AZ*)

Total Cost

Section VI: Additional Information

Include in this section any additional information you wish to provide to the FMD relevant to the analysis.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the entity with regard to prices and related contractual obligations for the delivery terms.

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

Section VII: Required Documents

1. Employee Certification and Degrees
2. Safety Certification
3. Comprehensive Scope of Work
4. Navajo Business Opportunity Act Statement
5. Statement on Navajo Nation Tax Compliance
6. Certificate of Non-Debarment
7. Certification of Non-Collusion
8. Certification of Good Standing from State Licensing Office

9. Certificate of Insurance (must meet the NN Insurance requirements)
10. Federal IRS W-9 Form (current)
11. One Copy of Comprehensive Safety Plan
12. Navajo Nation Tax Breakdowns (*See Section V. Budget & Cost Breakdown Information*)

11. INTERVIEW AND SELECTION PROCESS

The FMD may conduct interviews and select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the FMD. During that process those entities shall be requested to present all costs and rates associated with their proposed consulting services.

Should the FMD elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the FMD. Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard Navajo Nation purchasing procedures.

The FMD reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The FMD further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate a contract/agreement with the Consultant.

12. ANTICIPATED TIME-LINE

May 22, 2023	RFP
June 21, 2023	10:00 A.M. Pre-bid Meeting
June 23, 2023	4:00 P.M. Proposals due
June 26, 2023	9:00 A.M. Bid opening

“APPENDIX A”

The Navajo Nation Building Listing-Fort Defiance Agency

The following standard specification shall apply for all building sites where applicable:

- Concrete Parking Pad:
 - 16’X25’X6” broom finish and ADA min sloping requirements
 - Van/Car parking and adjacent access aisle is 16’.
 - 3000 PSI over 28-day period.
 - Thicken edges and rebar or keyway joints connect to existing concrete walkways.
 - Parking striping parking eight feet and access aisle eight feet.
 - Signage and post must meet ADA specifications.
 - Number of parking space to be determined by number of staff parking and clients.
 - 4’x4’ painted symbol on parking pads.
 - Paint to meet standards.
 - Minimum of 4” AB compacted subbase and mesh wire.
 - Concrete bumpers.
 - Concrete walk ways:
 - Truncated domes to assist visually impaired where applicable.
 - Transition sloping where applicable.
 - Four (4’) wide x 4” broom finished
 - 3000 PSI over 28-day period.
 - Ramps, sloping, door levers, closure, doors, restroom fixtures and mounting specifications to meet ADA standard and requirements. Paint to match existing colors.
 - Enter doors are metal door slabs with lever door handles keyed to existing locks. Doors to match existing colors.
 - All Restrooms must meet ADA clearance, signage and height standards including material/fixture specification to ADA specifications.
 - Install EXIT signs where needed.
 - Install door levers throughout buildings and replace doors that do not meet ADA standards. Type and finish to match existing conditions.
 - Renovation may be required on some application but not specific to each building. ADA compliance should be to the greatest extend feasible scenario.
- 1. Fort Defiance Animal Shelter-Admin Building #2319 Fort Defiance, AZ**
- a. Restroom to comply with ADA-sink, commode, grab bars, 36” door with privacy lever handle installation.
 - b. Install door lever handles throughout building. Key to existing key.
 - c. Install 36” interior doors where needed to match existing type and finish.
 - d. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
 - e. Sidewalk installation.

f. Concrete ramp with ADA railing into building, landing pad with sidewalk.

2. Fort Defiance Facilities Maintenance Dept Admin Building #2431 Fort Defiance, AZ

- a. Restroom to comply with ADA-sink, commode, grab bars, privacy lever handle installation. Women and Men Restroom.
- b. Install door lever handles throughout building. Key to existing key.
- c. Install 36" interior doors where needed to match existing type and finish.
- d. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- e. 15' Sidewalk installation to the front entry door.
- f. Concrete ramp with ADA railing into building, landing pad with sidewalk.
- g. Modification to parking railing for landing pad.

3. Fort Defiance Food Distribution Program – Building #2463 Fort Defiance, AZ

- a. Restroom to comply with ADA-sink, commode, grab bars, 36" door with privacy lever handle installation.
- b. Install door lever handles throughout building. Key to existing key.
- c. Install 36" interior doors where needed to match existing type and finish.
- d. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- e. Sidewalk installation.
- f. Remove wooden ramp and railing.

4. Fort Defiance Forestry Administration Building #2466 Fort Defiance, AZ

- a. Men's and Women's restroom renovation. Replace restroom 36" door with lever handles, toilet commode and lavatory sink with fixtures to meet ADA requirements.
- b. Contractor to assess renovation to meet ADA wheelchair accessibility. Remove existing stalls to men's restroom and install wall mount urinal. In the Women's restroom create a wheelchair accessible stall with all the fixtures.
- c. Install door lever handles throughout building. Key to existing key.
- d. Install 36" interior doors where needed to match existing type and finish.
- e. Remove hallway water fountain and install a recessed water dispenser fixture.
- f. Concrete Parking pad needs to be restriped including signage, symbol on concrete, concrete bumper.
- g. Sidewalk installation- 10' feet to match existing grade.

5. Window Rock Minerals Geologist Trailer – Building #2539 Window Rock, AZ

- a. Construct Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- b. Install door lever handles throughout building. Key to existing key.
- c. Install 36" interior doors where needed to match existing type and finish.
- d. Sidewalk installation.
- e. Install wheelchair ramp with railing.

6. Window Rock Minerals Building #2540 Window Rock, AZ

- a. Restroom to comply with ADA-sink, commode, grab bars, 36” door with privacy lever handle installation. Remove temporary ramp in hallway and building new ramp to ADA specification. Remove vanity cabinet to install wall mount lavatory sink per ADA specification.
- b. Install door lever handles throughout building. Key to existing key.
- c. Install 36” interior doors where needed to match existing type and finish.
- d. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- e. Sidewalk installation.
- f. Assess existing wheelchair ramp condition. Replace if needed to meet ADA standards.

7. Fort Defiance Water Resources Maintenance Shop Building #2792. Fort Defiance, AZ

- a. Construct Unisex restroom to comply with ADA-sink, commode, grab bars, 36” door with privacy lever handle installation. If feasible.
- b. Install door lever handles throughout building. Key to existing key.
- c. Install 36” interior doors where needed to match existing type and finish.
- d. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- e. Sidewalk installation from parking pad to enter door. 15 feet.
- f. Concrete ramp with ADA railing into building, landing pad.

8. Fort Defiance Water Resources Admin Building #2798. Fort Defiance, AZ

- a. Men’s and Women’s restroom renovation. Replace restroom 36” door with lever handles, toilet commode and lavatory sink with fixtures to meet ADA requirements.
- b. Remove stalls to meet ADA requirements.
- c. Lower men’s urinal to ADA height.
- d. Replace floor tiles.
- e. Repair and paint walls.
- f. Cover all wall penetrations.
- g. Install door lever handles throughout building. Key to existing key.
- h. Install 36” interior doors where needed to match existing type and finish.
- i. Repaint ADA Parking stripes.
- j. Replace walkway from landing pad to parking space. 15 feet.

9. Fort Defiance NNEPA Trailer Building #2837 Fort Defiance, AZ

- a. Concrete Parking pad installation with signage, symbol on concrete, concrete bumper.
- b. Replace wooden ramp and porch.
- c. Install 15 feet walk way to parking space.
- d. Replace restroom fixture not meeting ADA requirements.
- e. Replace all interior doors and knobs to ADA requirements. Finish and type to existing conditions.

10. Fort Defiance Agency CHR Admin Building #2873 Fort Defiance, AZ

- a. Replace restroom fixture not meeting ADA requirements.
- b. Replace all interior doors and knobs to ADA requirements. Finish and type to existing conditions.
- c. Replace concrete parking bumper and repaint parking stripes.
- d. Relocate Xerox Machine to ensure passage.

11. Fort Defiance CHR Training Building #2874. Fort Defiance, AZ

- a. Replace restroom fixture not meeting ADA requirements.
- b. Replace all interior doors and knobs to ADA requirements. Finish and type to existing conditions.
- c. Replace concrete parking bumper and repaint parking stripes.

12. Fort Defiance Donated Food Warehouse Building #2863 Fort Defiance, AZ

- a. Men's and Women's restroom renovation. Replace restroom 36" door with lever handles, toilet commode and lavatory sink with fixtures to meet ADA requirements.
- b. Contractor to assess renovation to meet ADA wheelchair accessibility. Remove existing stalls to men's restroom and install wall mount urinal. In the Women's restroom create a wheeler accessible stall with all the fixtures.
- c. Install door lever handles throughout building. Key to existing key.
- d. Install 36" interior doors where needed to match existing type and finish.
- e. Concrete Parking pad needs to be restriped including signage, symbol on concrete, concrete bumper.
- f. Sidewalk installation- 10' feet to match existing grade.
- g. Replace and paint enter door to match existing condition and key.