

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

**RFP # 23-07-3071SB
FMD ROOF REPLACEMENTS 2023
NAVAJO NATION
DUE: July 28, 2023 4:00 P.M.**

The Navajo Nation Employee Housing Program (here after referred to as EHP) invites interested companies to submit proposals for the Navajo Nation Roof Replacement Project. This service shall entail complete roof replacement and/or installation to include panels, eave trims, gable trims, ridge trims, transitions-roof jacks, damaged roof sheathings, wood/metal screws, top/bottom closure, mastics, seals and roofing felt with replacement of all damaged roof membranes listed in the attached Appendix "A". This contract shall begin August 14, 2023 through December 29, 2023 for a period of four (4) calendar months.

The intent of this request for proposal is to replaced aged roofing infrastructure and prevent water intrusion due to dilapidated roofing materials of all facilities listed under Appendix "A".

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON JULY 26, 2022 AT 9:00 AM. THE DESIGNATED MEETING PLACE IS AT THE NAVAJO NATION EMPLOYEE HOUSING PROGRAM, 15 ½ MANUELITO DRIVE, WINDOW ROCK, ARIZONA 86515.

**REQUEST FOR PROPOSALS
DUE: July 28, 2023 4:00 PM**

The EHP is accepting proposals from qualified roofing companies to provide the installation of Metal Pro Panel Roof Replacement in the Navajo Nation. The award of the contract shall be determined by the EHP.

Responses to this RFP shall be submitted to the Navajo Nation Employee Housing Program at the date and time noted above. All proposals must be clearly marked **RFP – EHP ROOF REPLACEMENT 2023**. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The EHP 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 scheduled 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 EHP for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. EHP reserves the right to negotiate the overall contract price based on the availability of funds.

2. AGREEMENT

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

- Funds are not appropriated by the EHP for continuance of this agreement.
- The EHP, 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 EHP.

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 EHP 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 FMD 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 FMD. 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. Further questions, please call RISK Management at (928) 871-6335.

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 Employee Housing Program
Post Office Box 4278
Window Rock, Arizona 86515
Attn.: Marcus C. Tulley
Fax: 928-871-7684
Email: marcustulley@navajo-nsn.gov

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

7. PROPOSAL SUBMISSION – AMENDED

Three (3) complete sets of the proposals along with a sample of your work are to be submitted to the EHP no later than July 28, 2023 at 4:00 PM, clearly labeled as follows: **RFP – EHP ROOF REPLACEMENT 2023** and shall be addressed and mailed or hand delivered to:

Navajo Nation Employee Housing Program
Post Office Box 4278
Window Rock Arizona 86515
Attn.: Marcus C. Tulley

8. ATTACHMENTS

Appendix A provides a list of facilities selected for metal pro panel roof replacements.

9. SCOPE OF SERVICES

The scope of the roofing replacement and installation of metal pro panel services in the Window Rock, Arizona shall include the following: purchasing of materials (panels, eave trims, ridge trims, transition-roof jacks, 5/8 roofing sheathings, wood/metal screws, top/bottom closure, mastics, seals and roofing felt), labor cost, and time frame with overhead cost to include all applicable licensure and required tax.

Roofing work shall include the complete roof inspections, replacement of damaged roofing sheathings, facias, and vent; installation of roofing felts, installation of metal roof panels (26 minimum gauge); including disposal of all trash and debris; All metal roof panels shall meet this minimum requirement for replacement. Further, replacement of damaged roof membrane shall be made as needed on each structure.

The Contractor shall perform a thorough inspection during every roof service. Following each scheduled roof service, the Contractor must submit a written report to the Navajo Nation Employee Housing Program on all service completed. All roofing work shall bear a minimum 20-year factor warranty with each installation.

All construction debris shall be the responsibility of the individual contractor to dispose of and all cost shall be incurred by the contractor that are not directly specified or outlined in the scope of work. Each scope of work shall include all applicable taxes associated with each project that include taxes for the Navajo Nation.

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: RFP –EHP ROOF REPLACEMENT 2023.
- b. The entity name, contact person information and date of response.

- c. Table of Contents
- d. Information described in the following:

11. SCOPE OF WORK

- a. The scope of the metal pro panel roof replacement services on the Navajo Nation shall include the following: purchase of material (panels, eave trims, ridge trims, transition-roof jacks, wood/metal screws, top/bottom closures, mastics, seals and roofing felt), labor cost and time frame with overhead cost to include all applicable licensures and tax requirement cost.
- b. Roofing work shall include the complete roof replacement that will include disposal of all aged material and replace with a metal pro panel roofing system with a minimum metal 26-gauge commercial. All metal pro panel roofs shall meet this minimum requirement for replacement. Replacement of damaged roof membrane shall be made as needed on each structure.
- c. Some roofing may be easier to install TPO on 2% slope roofing. Otherwise, Contractor must decide what roofing system will be sufficient and appropriate.
- d. Asphaltic roofing system is on one unit, again Contractor must inspect the current roofing system and decided the best roofing system.
- e. All debris resulting from construction will be disposed of to an appropriate landfill.

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 facility roofing repairs and replacement for educational and government facilities. In addition, interested entities must have at least ten years minimum experience performing roofing and maintenance services.

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 all roofing repairs and services 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 project 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 Tuba City Area*)

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 EHP 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 (MUST DOCUMENTS)

1. Employee Certification and Degrees
 - Field Related Degrees and/or Certifications
 - State Contractors Licensure or Certification
 - Safety Certification

2. Comprehensive Scope of Work
3. Navajo Business Opportunity Act Statement
4. Statement on Navajo Nation Tax Compliance
5. Certificate of Non-Debarment
6. Certification of Non-Collusion
7. Certification of Good Standing from State Licensing Office
8. Certificate of Insurance
9. Federal IRS W-9 Form
10. SDS Information for all Pesticide or Insecticide Spray Intending Use
11. One Copy of Comprehensive Safety Plan
12. Navajo Nation Tax Breakdowns (*See Section V. Budget & Cost Breakdown Information*)

12. INTERVIEW AND SELECTION PROCESS

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

Should the EHP 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 EHP. 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 EHP 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 EHP 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 an contract/agreement with the Consultant.

12. ANTICIPATED TIME-LINE - AMENDED

July 05, 2023	Issue RFP
July 26, 2023	9:00 A.M. Pre-bid Meeting
July 28, 2023	4:00 P.M. Proposals due
August 07, 2023	9:00 A.M. Bid opening

<u>Location/Sq. Ft.</u>	<u>Name of Complex</u>	<u>Unit. #</u>
1. Window Rock, AZ 2,436 sq.ft.	<u>Bonito Apartments</u>	<u>01</u>
2. Window Rock, AZ 2,552 sq.ft.	<u>Bonito Apartments</u>	<u>02</u>
3. Window Rock, AZ 2,668 sq.ft.	<u>Bonito Apartments</u>	<u>03</u>
4. Window Rock, AZ 2,668 sq.ft.	<u>Bonito Apartments</u>	<u>04</u>
5. Window Rock, AZ 3,654 sq.ft.	<u>Bonito Apartments</u>	<u>05</u>
6. Window Rock, AZ 3,654 sq.ft.	<u>Bonito Apartments</u>	<u>06</u>

SCOPE OF SERVICIES

1. Removal of existing roof material
And inspect the decking and
Replace of all aged or damaged
Material.
2. Install roofing felt, metal pro panel commercial grade
Roofing Systems with minimum of 26
Gauge metal, and eave trims, ridge
Trims, roof jacks, mastics, seals, and
Felt paper, gable trims, and wood/metal
Screws. ***** Contractor shall be responsible for inspecting the roof
slope for material being used.*** Other option may be considered and
approved prior to installation.
3. Install of building material to create a
Positive drainage or match existing pitch when applicable.
4. Removal of debris to be disposed of
5. Work inspection after completion.

7. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>01</u>
8. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>02</u>
9. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>03</u>
10. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>04</u>
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12. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>06</u>

2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>07</u>
14. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>08</u>
15. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>09</u>
16. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>10</u>
17. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>11</u>
18. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>12</u>
19. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>13</u>
20. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>14</u>
21. Window Rock, AZ 2,436 sq.ft.	<u>Tribal Hill Housing</u>	<u>15</u>

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