

REQUEST FOR PROPOSAL
Bid Number: 23-05-3025LE Re-Bid

Date: July 13, 2023

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Kayenta Outpatient Treatment Center Gravel Project

Project Schedule:

Advertisement of RFP	07/17/2023 – 08/02/2023
On site pre-bid meeting	08/02/2023 11:00 am MST
Location: Kayenta Outpatient Treatment Center	
<i>For directions please call (505) 786-2111</i>	
Requests for Information Due Date	08/16/2023 @ 5:00 pm MST
Bid Due Date	08/31/2023 @ 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 #23-05-3025LE RE-BID NNDBMHS
KAYENTA OUTPATIENT TREATMENT CENTER
GRAVEL 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% Kayenta Township 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, 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 Kayenta, 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 Kayenta Outpatient Treatment Center Gravel Project
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services Kayenta Outpatient Treatment Center is seeking a qualified vendor to provide site road and parking area improvements with grading, basecourse, compacting and gravel. Area improvements should address site muddy and drainage issues. We will be utilizing the following criteria to determine cubic yards needed. Total cubic yards: Length (in feet) X Width X Depth (in inches) /12; then /27 = Total cubic yards. We have calculated approximately 27,930 square feet for this project needs. Utilizing the formula; $27,930 \text{ sq. ft.} \times 3'' = 83,790$; $83,790/12 = 6,983$; $6,983/27 = 258.63$ Total Cubic yards, (Rounded up to 260 cubic yards). An additional 40 cubic yards will be added for any shortage areas. The total cubic yards of gravel is 300 cubic yards.

Scope of Work:

1. Contractor will procure the Kayenta Township Business License.
2. The access roadway is described as (Beginning at Highway) approximately 706' to the gate and into the property, and 30' wide (21,180 sq. ft.).
3. Parking lot "A" (outside of fence) is described as approximately 100' long and 30' wide (3,000 sq. ft.).
4. Parking lot "B" (inside of fence) is described as approximately 125' long and 30' wide (3,750 sq. ft.).
5. Backfill, grade and compact all areas to receive base course and gravel, assuring drainage away from the buildings and roads with approved fill and base course.
6. Transport, dump, spread and compact all identified areas.
7. Gravel should be 1" in size and at 3" depth.
8. Install approximately one hundred feet of 15" (DIA minimum) (100') galvanized metal culvert at the natural drainage area. The culvert should be placed on compacted fill so as to minimize erosion and at grade to avoid filling with dirt. The compacted fill should be ten feet (10') on each side of the end of the culverts with rip rap placed on top.
9. Price quote is to broken down by: Cost of materials (tonnage) and needs to be verified at delivery; Delivery charges (number and type of trucks); Equipment; Anticipated labor charges to complete project; Sub-total, Taxes and grand total.
10. Costs to be submitted separately in a sealed envelope.

End Scope of Work