

**NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start (NHS)**

RFP BID NO. 23-08-3116GC

**Assessments on Facilities, Asbestos, Lead Base Paint, Mold, Radiation, Radon, Toxicity, water
structural damages and Building Appraisals**

PROPOSAL DUE DATE: September 15, 2023
DESCRIPTION: Navajo Head Start Assessments/Appraisals
CONTACT PERSON: Lavine J. Roan, Principal Contract Analyst
Phone: 928-871-7061
Fax: 928-871-7866

~ RETURN PROPOSALS CLEARLY MARKED ~

RFP#23-08-3116GC - NHS Assessments/Appraisals "DO NOT OPEN:

INCLUDE COMPANY NAME AND RETURN ADDRESS ON BID PACKAGE

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express, must be physically submitted to:

PHYSICAL ADDRESS: Navajo Head Start
SW of US Highway 264 & Indian Route 12, Suite #2A
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst

SECTION I

A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this Request for Proposal (RFP).

B. SCOPE OF WORK:

Background:

Navajo Head Start (NHS) is seeking proposals from qualified firms and vendors to perform a comprehensive buildings assessment on Facilities, Asbestos, Lead Base Paint, Mold, Radiation, Radon, Toxicity, water structural damages and Building Appraisals on estimated eight (80) Head Start Centers – See attached list.

Facilities Assessment:

1. **Facilities condition**
2. **Asbestos** – to inspect for asbestos contained in building materials, prepare an asbestos management plan, and perform asbestos response actions to prevent or reduce asbestos hazards for all existing facilities.
3. **Lead/Base Paint** – to conduct a comprehensive evaluation for lead-based paint hazards that may include paint testing, floor, ceiling, dust, and soil sampling. Preparing an action plan to remediate the cleanup of the facility.
4. **Mold**
5. **Radiation** – to conduct a comprehensive evaluation of any or all radioactive materials that may exceed the standards for protection against radiation necessary to protect the health and safety of all occupants.
6. **Radon** – to conduct an evaluation on radon concentrations within the facilities structures to protect all occupants.
7. **Toxicity** – to identify possible and adverse effects of exposure to environmental agents, to develop dose-response relationships that can identify any known exposure and predict the effects of exposure to protect all occupants.
8. **Water Structural Damages**
9. **Building Appraisals**

Bidders can submit proposals for all services and/or only the services they are qualified and certified.

Objectives:

The main objective of the facilities condition assessment is to measure the condition and functionality of the buildings and its infrastructure to determine the suitability and if the buildings are appropriate for the intended educational services. Specific objectives of the comprehensive assessment methodology include determining needs for renewal or replacement of building and infrastructure systems (e.g., Heating/cooling, electrical, exterior, interior, water systems, etc.) and system components (e.g., water heaters, heat thermostats, motors, pumps, etc.), and guiding the analysis of good decision capital project options, including renovation or modernization.

The traditional method of assessing existing buildings and infrastructure (commonly known as the facilities audit) is limited to physical deficiencies in building and infrastructure systems and subsystems, as well as necessary measures for compliance with applicable codes and conformance with the Americans with Disabilities Act (ADA). The methodology should be used in integrating the Physical Condition Assessment with a Functionality Assessment. The latter assessment comes from a user perspective, rather than from a building perspective, and is aimed at understanding how well the facility functions, its suitability for its current (or other) purpose, and its potential for alternate uses.

The two approaches are undertaken to constitute a comprehensive evaluation of facilities conditions and then are combined as follows:

- **Physical Condition Assessment:** Physical condition of the building and infrastructure system.
- **Functionality Assessment:** Functionality of the space for its intended programmatic purpose.
- **Imminent Health Hazard Identification Assessment:** Environmental conditions and impacts of all interior and exterior building materials used in the structure of the facility.

Purpose:

1. Verify accuracy and reliability of a space inventory for each center.
2. Provide an internal and external inspection of all facilities identifying physical and functional deficiencies.
3. This information should describe in full detail the problem(s), a solution and financial dollar value for the issue(s). This information will give an indication whether NHS has the financial capacity to rectify the issue(s).
 - a. Substructure – Foundations, special foundations, slab on grade
 - b. Shell Superstructure - Roofing, subflooring
 - c. Exterior Closure – Exterior walls, exterior windows, exterior doors
 - d. Roofing – Roof coverings, roof openings
 - e. Interior construction - ceiling, doors, Specialties
 - f. Interior finishes – Wall finishes, floor finishes, ceiling finishes
 - g. Plumbing – Fixtures Domestic water distribution, sanitary waste, rainwater drainage special plumbing systems
 - h. HVAC – Energy supply, heating generating systems, cooling generating systems, distributions systems, terminal & package units, control & instrumentation, special HVAC systems & equipment, systems testing & balancing.
 - i. Fire Protection – fire protection & sprinkler systems, standpipe & hose systems, fire protection specialties, special fire protection systems

- j. Electrical – electrical services & distribution, lighting & branch wiring, communication & security systems, special electrical systems
 - k. Equipment – commercial equipment, other equipment
 - l. Special Construction – special structures, integrated construction, special construction systems, special facilities, special controls & instrumentation. This is also inclusive of old building materials that are no longer utilized and that lead to health carcinogens such as asbestos in the flooring, paint, and building materials.
 - m. Selective Building Demolition – building elements demolition, hazardous compounds abatement.
4. Defining regular and preventative maintenance requirements.
 5. Develop metrics for performance measures, e.g., Facilities Condition Index (FCI) and Facilities Quality Index (FQI).
 6. Identify capital renewal and replacement projects to reduce deferred maintenance backlog.
 7. Recommending elimination of conditions that are either potentially damaging to property or present safety hazards.
 8. Identify energy conservation and sustainability measures.
 9. Inventory accessibility and disabled persons requirement
 10. Develop cost estimates and schedules to correct deficiencies and for capital renewal or replacement, and renovation or modernization projects.

The integration of these elements will provide a comprehensive evaluation of existing facilities. As inputs to a Capital Facilities Project Plan, these elements will provide a broader set of decision options, including the following:

- Facilities renewal for individual condition deficiency remedial projects.
- More comprehensive renovation projects, including work to correct subsystem condition deficiencies combined with improving functionality.
- A replacement project for the existing buildings.
- Demolition or disposal.

Condition — Full Physical Condition Assessment:

The physical condition assessment can be based on full detailed inspections. A thorough physical condition assessment report based on building inspections and data collection from other sources (interviews with maintenance staff, maintenance records, and feasibility studies), permits detailed cost estimating and project scheduling and recommendations on the facility as needing renovations, replacements, and any hazardous clean up.

Assessment Deliverables:

The deliverables as described in the Scope of Work will be submitted on a flash drive with pictures that specify the deficiencies and how they meet or do not meet building codes.

Buildings Appraisals:

1. Identify and explain the chosen method of the appraisal of the buildings taking into consideration location, zoning, topography, access, public improvements, and all other factors.
2. Inspect and photograph the property being appraised.
3. Secure and evaluate information relating to land characteristics, zoning, access, utilities.
4. Interview persons considered informed regarding the buildings including various Navajo Nation Chapter officials.

Appraisal Deliverables:

Two (2) complete hard copy forms and a flash drive of the Appraisal Report for each facility.

RFP Submittal Deadline:

All RFP's must be received/ mailed / or physically delivered by **September 15, 2023, at 5:00 p.m.** and must be mailed or physically delivered to:

Navajo Head Start
Attention: NHS Finance Section
Post Office Box 3479
Window Rock, Arizona 86515

Courier Service/Delivery to:
Navajo Head Start
Attention: NHS Finance Section
SW Corner of Route 12 &
Highway 264, Suite #2A
Window Rock, AZ 86515

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current Certificate of Liability Insurance.

A. Proposal Format:

- 1. Respondent(s) must indicate (On the Bid Package Envelope) if they are priority one or two vendor with the Navajo Nation.**
- 2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a hard report cover (NO BINDERS) with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.**
- 3. An original RFP response and three (3) copies must be provided in a sealed envelope.**
- 4. The proposal must be organized and indexed in the following format:**
 - a. A letter of Transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)

5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company.
 - b. Identify the name of the person responding to the RFP.
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s).
 - d. Identify the names, files, and telephone numbers of person to be contacted for clarification.
 - e. Explicitly indicate acceptance of the conditions governing this procurement.
 - f. Signed by the person responding to the RFP; and
 - g. Acknowledge receipt of all amendments to the RFP.
6. The respondent must submit a statement of qualifications to include:
 - a. A resume.
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe in detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide a Certificate of Liability Insurance.
7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how they would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.
8. Respondent must provide a **DETAILED COST** for all services.

B. REJECTION OF PROPOSALS: The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

C. PROCUREMENT OF RFP: This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of Navajo Nation procurement regulations from the NHS Principal Contract Analyst at any time up to the Deadline for Proposals.

D. INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Lavine J. Roan, Principal Contract Analyst, Principal Contract Analyst. Only written responses to questions will be considered official. Questions will be directed to Lavine J. Roan at 928-871-7061 or email:

lavineroan@nndode.org. **Questions regarding this procurement will be accepted until 5:00 p.m. on September 13, 2023.**

- E. **AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. **PROPOSAL SUBMISSION:** **Proposal must be received on or before 5:00 p.m. September 15, 2023.** Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **Late proposals will not be accepted.**
- G. **REJECTION OF PROPOSALS:** NHS reserves the right to reject all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- H. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word “proprietary” or “confidential.”
- I. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NHS and may be reviewed by any person after final selection has been made. NHS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- J. **INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.
- K. **SUFFICIENT APPROPRIATION:**
A contract awarded because of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. The NHS Assistant Superintendent’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- L. **EVALUATION PROCEDURES AND SELECTION CRITERIA.**
 - 1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.

2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NHS. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation Criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- | | |
|--|-------------|
| a. Presentation of Response | 1-10 points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation | |
| Understanding NHS Objectives | |
| b. Statement of Qualifications | 1-20 points |
| List of three (3) Client References | |
| c. Technical Requirements | 1-20 points |
| Project description | |
| Projected accomplishments | |
| d. Project Management | 1-20 points |
| Project Management Experience | |
| Schedule/Project Plan | |
| Staffing | |
| Related Experience | |
| Education - Credentials | |
| e. Navajo Nation vendor, Priority 1 or 2 | 1-10 points |
| f. Cost of Service | 1-20 points |

Total possible points = 100

- M. PRIORITY ONE OR TWO:** Bidders will be required to mark on the outside of the sealed proposal package, their priority status under the Navajo Nation Business Opportunity Act. This is the bidder's responsibility to identify themselves as certified.
- N. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations because of a proposal submitted in response to the RFP.
- O. Contractor shall comply with Federal Awards Guidelines:**
- a. §200.330 - Reporting on real property.
 - b. §200-331 – Subrecipient and Contractor determinations.
 - c. §200.338 – Restrictions on public access to records.
- P. TAX:** All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To'Nanees'Dizi Local Government ("Tuba City Chapter") or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.
- Q. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

**NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.