

# REQUEST FOR PROPOSALS

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PROPOSAL DUE DATE : 5:00 p.m. MDST June 10, 2022

DESCRIPTION : The Division of General Services  
is seeking bids to conduct an independent  
building inventory assessment for Navajo  
Nation government buildings.

BID NUMBER : 22-05-2796KS

CONTACT PERSON : Marcus A. Yazzie  
Senior Planner  
Email: [marcusayazzie@navajo-nsn.gov](mailto:marcusayazzie@navajo-nsn.gov)  
Phone Number: (928) 871-6311  
Direct Number: (928) 871-6079  
Fax Number: (928) 871-6408

RETURN RESPONSES TO :

Mailing Address : The Navajo Nation  
Division of General Services  
P.O. Box 9000  
Window Rock, Arizona 86515  
Attn: Marcus A. Yazzie  
Bid No. 22-05-2796KS

Physical Address : Division of General Services  
Administrative Building 1  
2559 Window Rock Blvd  
Window Rock, AZ 86515  
Attn: Marcus A. Yazzie  
Bid No. 22-05-2796KS

**Please Submit Four (4) sets of your Proposal**

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FOR INDEPENDENT BUILDING INVENTORY ASSESSMENT  
BID NO. 22-05-2796KS**

**SECTION I**

**INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Division of General Services (DGS), Navajo Nation, P.O. Box 9000, Window Rock, Arizona. The contact person for this RFP is Marcus A. Yazzie, Senior Planner.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.
- D. **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 DGS Administration at any time up to the Deadline for Proposals.
- E. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- |    |   |                                     |
|----|---|-------------------------------------|
| 1. | Public Advertisement Begins   | May 20, 2022                        |
| 2. | Proposals will be sent to vendors on our current listing                                      | May 20, 2022                        |
| 3. | Prospective respondent's written question deadline<br>(No questions accepted after this date) | May 30, 2022                        |
| 4. | Responses to questions  | June 01, 2022                       |
| 5. | Advertisement Closing   | June 03, 2022                       |
| 6. | Due date for proposals  | June 10, 2022<br><b>5 p.m. MDST</b> |
| 7. | Opening of proposals and evaluation by<br>Review Team on or by                                | June 15, 2022                       |
| 8. | Award date for contract on or by<br>Pending Legislative Review-164 process                    | July 22, 2022                       |
- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Marcus A. Yazzie, Senior Planner at [marcusayazzie@navajo-nsn.gov](mailto:marcusayazzie@navajo-nsn.gov) No inquiries will be accepted after the

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inquiry deadline listed in section E. NOTE: Inquires shall reference Independent Building Inventory Assessment Bid Number No. 22-05-2796KS

- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 5:00 p.m., June 10, 2022 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic submittals. Late proposal will not be accepted.
- I. **FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- “Independent Building Inventory Assessment Bid Number No. 22-05-2796KS” –and the name and address of the firm submitting the proposal.

**Proposal Format:**

Bidders shall provide information in the following format:

Part A. Written Proposal

- a. Section 1: Cover Letter and Bidder overview\*
- b. Section 2: Company Credentials, Qualification and Staff Resume
- c. Section 3: Building Inventory Assessment Experience
- d. Section 4: List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.
- e. Section 5: Signed W-9 Form and Suspension/Debarment Form
- f. Section 6: Certification of Insurance

Part B. Cost Proposal (Sealed separately in envelope)

- g. State total cost for Part I and for each optional services in Part II.

Part C. Optional Services (Sealed separately in envelope)

- h. Obtain GPS coordinates for each building and add information to database.
- i. Determine square footage and obtain photographs for each building and add information to database.
- j. Conduct building condition assessment for each building and add information to database
- k. Conduct ADA compliance assessment for each building and add information to database

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**\*Vendor must include a statement in Cover Letter (Section I) that they agree to terms of the sample Navajo Nation contract template (see attached).**

- J. **COST PROPOSAL:** Cost proposals shall be sealed separately and not part of the proposal. Only when respondents have met the minimum qualification will the cost proposals be opened. If respondent fails to submit cost separately from proposal will result in respondent deemed non-responsive.
- K. **REJECTION OF PROPOSALS:** DGS reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the DGS Senior Planner determines it is in the best interest of the Navajo Nation.
- L. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.
- M. **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 DGS and may be reviewed by any person after final selection has been made, subject to paragraph L above. DGS has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- N. **INCURRING COSTS:** DGS is not liable for any cost by the respondents prior to issuance of a contract.
- O. **ACCEPTANCE TIME:** DGS intends to make a vendor selection within reasonable timeframe after the closing date for receipt of proposals.
- P. **SUFFICIENT APPROPRIATION:**  
A contract awarded as a result 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 effect such termination or reduction in scope. The DGS Division Director’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- Q. **EVALUATION PROCEDURES AND CRITERIA.**

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1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by respondents. 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 DGS. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of 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 DGS Division Director may elect to evaluate RFP solely.
4. Evaluation Criteria: The following criteria will be used by an adhoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for DGS.

Qualifying Point Criteria:

- a. Company Credentials & qualifications in performing the services sought. 0-25 points
- b. Resume or other description of qualifications of relevant experience and knowledge. 0-15 points
- c. Responsiveness to Scope of Work 0-15 points
- d. List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years. 0-15 points
- e. Navajo Nation vendor, Priority 1 or 2 0-10 points

Subtotal, possible points 80\*

\*Must obtain a minimum of 35 points to qualify for opening of cost proposal. Otherwise, respondent is disqualified.

Cost Point Criteria:

- f. Delivery of all services at a reasonable cost. 0-20 points

Total possible points=100

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- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP (see attached contract template).
- S. **TAX:**  
All appropriate taxes should be included in 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 of 6% (24 N.N.C. Section 601 et. seq.).
- T. **TERM:** The term of this contract will be for a period of six (6) months from date of award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- V. **COMPLIANCE WITH LAWS AND REGULATIONS:**  
The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.
- W. **INDEMINIFICATION:**  
To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.
- The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.
- The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

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**SECTION II  
SCOPE OF WORK**

**A. BACKGROUND**

The Mission of Division of General Services is to provide optimal support services to the Navajo Government. This is accomplished by continuing and maintaining Navajo Nation Telecommunications & Utilities, Department of Information Technology, Employee Housing Program, Facilities Maintenance Department, Insurance Services Department, Records Management Department, Air Transportation Department and Fleet Management Department.

The Navajo Nation government have a number for building structures throughout the Navajo Nation reservation spanning in 5 states (Arizona, Colorado, New Mexico, Utah and District of Columbia). The Division of General Services desires to have one online database that houses all the building data. Currently, several Navajo Nation offices have available building data that they have compiled and used in in their respective responsibilities whether it be for building maintenance, insurance coverage or asset valuation.

**B. 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 degree of expertise in utilizing these capabilities.

**C. INFORMATION TECHNOLOGY (IT) CONSULTANT SERVICES WILL CONSIST OF THE FOLLOWING:**

Division of General Services is seeking bids to conduct an independent building inventory assessment.

Part I: Scope of Work

- 1) Conduct a building inventory of Navajo Nation government owned building structures, up to 1,500 buildings, maximum.
- 2) Using data from the following three (3) Navajo Nation government offices, cross reference all data sources and available data attributes for each building and compile into one database file.
  - Facilities Maintenance Department, Division of General Services
  - Property Management, Office of the Controller
  - Risk Management/Insurance Services Department, Division of General Services
  - Information Available contact Mr. Marcus A. Yazzie, Senior Planner

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- 3) Develop and set up an online inventory database to house the building data. The online database shall be accessible from the internet or a local network, rather than stored on a server or computer. And hosted on websites or via software-as-a-service products on a web browser capable for making data updates.

**OR:**

A cloud database that solely runs on the internet (not a local network).

- 4) Provide on-line training on database access and use.

Part II: Optional Services (Sealed separately in envelope)

- 1) Obtain GPS coordinates for each building and add information to database.
- 2) Determine square footage and obtain photographs for each building and add information to database.
- 3) Conduct building condition assessment for each building and add information to database
- 4) Conduct ADA compliance assessment for each building and add information to database