

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

RE-BID NO. 23-08-3116GC

**Assessments on Facilities, Asbestos, Lead Base Paint, Mold, Radiation, Radon, Toxicity, Water
Testing and Structural damages**

PROPOSAL DUE DATE: November 15, 2024
DESCRIPTION: Navajo Head Start Facilities Assessments
CONTACT PERSON: Lavine J. Roan, Principal Contract Analyst
Phone: 928-871-7061
Fax: 928-871-7866

~ RETURN PROPOSALS CLEARLY MARKED~

“DO NOT OPEN” - RE-BID #23-08-3116GC- NHS Facilities Assessments

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:

Navajo Head Start's comprehensive buildings assessment shall include an estimated sixty-five (65) Head Start Centers located throughout the Navajo Nation's three (3) state jurisdictions. Each selected Navajo Head Start facility requires the completion of an environmental health assessment to satisfy occupational health and safety requirements and to also create a benchmark for continued usage and for future facility planning. Major contaminants identified within this environmental health assessment request include but are not limited to testing of asbestos, lead/lead base paint, mold, radiation, radon, toxicity, water testing and all identifiable structural damage derived from poor plumbing systems and weatherization.

All work shall be performed by a certified inspector, trained to identify the source of asbestos, lead/lead base paint, mold, radiation, radon, toxicity, water testing and structural damage. The contractor for this job shall possess sufficient education, professional training, and relevant experience to conduct the work and be responsible for leading environmental investigations and related activities.

Key Facilities Assessment Focus Areas:

Facilities Condition - Provide a simplified report of overall environmental structural integrity and feasibility for the following:

1. **Asbestos:**

- Inspect for asbestos or asbestos related contaminants within the interior and exterior of building and its materials. Prepare an asbestos management plan and perform asbestos response actions to prevent or reduce asbestos hazards for all existing facilities. Prepare an action plan on how to clean up the facility.

2. **Lead and Lead Base Paint:**

- Conduct a comprehensive evaluation assessment and report for lead-based paint hazards and risks that include but are not limited to paint testing on the walls, floor, and ceiling. Additional testing shall include exterior structure and soil composites for possible lead base hazards. Prepare an action plan on how to clean up the facility.

3. **Mold:**

- Identify all areas of mold infestation.

4. **Radiation:**

- Conduct a comprehensive evaluation of any or all radioactive materials that may exceed the standards for protection against radiation that is necessary to protect the health and safety of all occupants and their environment.

5. **Radon:**

- Conduct an evaluation on radon concentrations within the facilities structures to protect all occupants.

6. **Toxicity:**

- Identify possible and adverse effects of exposure to harmful environmental agents that shall assist in developing a dose-response relationship that can identify any known exposure and predict the effects of exposure to protect all occupants.

7. **Structural Water Damage and Water Freshness:**

- **Water Samples - Contractor shall test water samples.** The freshness of water will need to be tested for human use and consumption.
- Identify structural damage derived from poor plumbing systems and weatherization. In the case that a structure is highly contaminated, the freshness of water will need to be tested for human use and consumption.

Health and Safety

The contractor must be licensed, qualified, and certified to meet all appropriate EPA regulations under national emission standards for hazardous air pollutants (NESHAPS). 40 CFR 61-63 and all applicable federal, state, and local regulations. The contractor must be licensed, qualified, and certified to meet all EPA regulations under the toxic substances control act of 1992 and the environmental protection agency and all applicable federal, state, tribal and local regulations. Appropriate safety precautions must be taken before, during and after surveying the buildings. The Contractor shall furnish and provide all equipment to meet all occupational safety and health administration (OSHA) regulations and guidelines. The contractor shall provide all necessary tools and personal protective equipment (PPE) to perform the work safely, effectively, and timely. All sampling shall be conducted in an appropriate and safe manner that protects the structure and building occupants from any potential exposure to airborne asbestos and other harmful agents.

Sampling Asbestos

The objective within this request is to identify, sample and analyze samples to determine the presence or absences of asbestos containing building materials (ACBM) as defined in the EPA Asbestos Hazard Emergency Response Act (AHERA) regulations (40 CFR 763), National Emissions Standards for Hazardous Air Pollutants (40 CFR 61, Subpart M), and the OSHA Asbestos Standards (29 CFR 1910.1001 and 29 CFR 1926.1101).

Examples of materials may include but are not limited to roof shingles, textured surfaces, thermal insulation, electrical and wire installation, joint compound and plaster, floor tiles, mastic, and sheet vinyl, carpet mastic, cove base and mastic, wainscoting, ceiling and acoustic tiles, window caulking, etc. The required number of samples to be collected for each homogeneous area shall adhere to NESHAP regulations.

Sampling Lead and Lead Based Paint (LBP)

The objective of this category is to conduct sampling and testing to include toxicity in all buildings and to identify areas of potential lead base paint (LBP) pursuant to USEPA 40 CFR 745 and USEPA Housing and Urban Development (HUD) Guidelines. Lead base paint is defined by HUD and the EPA as paints containing lead in amounts greater than or equal to 1 .0mg/cm² when analyzed by XRF.

Mold Identification

Although the existence of mold within building structures may not be needed for sampling and laboratory testing, the affected areas will still need to be identified and reported upon contract completion.

Sampling Radiation and Radon

Although the existence of radiation and radon within Navajo Head Start facilities may be at a very low and unarmful level to disrupt life, the Contractor shall need to formulate tests and measures to identify exposure risks to the building and its occupants and must include in report.

Water Freshness

The contractor shall conduct water tests and measures to determine the freshness for human use and consumption as follows:

- 80 H₂O Samples
- Lab Results
- Reports of Results

In the case that some facilities may have asbestos, lead, and radiation exposure, Navajo Head Start will need to know how much of the amount of fresh water is contaminated. Results derived from any form of freshwater contamination would be reported to the client and governing responsible parties such as utility and federal or tribal agency.

Report Preparation

The contractor shall provide a well-prepared report by a certified environmental professional for the disposal of all hazardous waste identified and quantified in the assessment. The Contractor shall provide a recommended course of action with a complete report on laboratory results. This report shall contain sufficient information to allow Navajo Head Start to solicit bid proposals for the removal of hazardous building materials from the selected building sites if applicable. The final report shall include, at a minimum, the summary of the work completed, and a narrative of the work performed.

All documents collected or prepared for this project shall be submitted on a flash drive with pictures that specify the deficiencies and how they meet or do not meet building codes. All information becomes the property of Navajo Head Start. The contractor or subcontractors shall not copyright or duplicate the documents without the written permission of the client.

Schedule

The contractor shall begin scheduling work immediately upon receipt of a notice to proceed, from executed contract. Due to the size of the project, execution of the proposed schedule may be dependent on access and full cooperation by all agencies involved in the project.

Terms of contract: Terms shall be in accordance with the scope of work and each agreeing party of the binding contract as well as Navajo Nation and federal rules and regulations.

STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations submitted in response to the RFP.

1. Contractor shall comply with Federal Award Guidelines:
 - a. §200-330- Reporting on Real Property
 - b. §200.331 - Subrecipient and Contractor Determination
 - c. §200.338 - Restrictions on Public access to records.

RFP Submittal Deadline:

All RFP's must be received/ mailed/ or physically delivered by **November 15, 2024 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. Resume(s)
 - 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 for this RFP.

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 November 13, 2024.

- 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. November 15, 2024**. 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 Completeness Clarity of Presentation Organization of Presentation Understanding NHS Objectives	1-10 points
b.	Statement of Qualifications List of three (3) Client References	1-20 points
c.	Technical Requirements Project description Projected accomplishments	1-20 points
d.	Project Management Project Management Experience Schedule/Project Plan Staffing Related Experience Education - Credentials	1-20 points
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:
 1. 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

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>2 Business name/disregarded entity name, if different from above.</p> <p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the United States.)</p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p> <p>5 Address (number, street, and apt. or suite no.). See instructions. _____</p> <p>6 City, state, and ZIP code _____</p> <p>7 List account number(s) here (optional): _____</p> <p style="text-align: right;">Requester's name and address (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.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-						
	-		-							
OR										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> </table>										

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

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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	Signature of U.S. person _____	Date _____
------------------	--------------------------------	------------

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they