

## **Request for Proposal**

**Bid Number: 24-07-3423LE**

The Navajo Nation Office of Controller- Purchasing Department, and Navajo Division of Transportation- Department of Roads, is accepting proposals and sealed bids for route N9102-Jeddito Chapter, Aggregate Base Course (ABC) delivery.

Contacts for a bid packet are:

- 1) Lorita Etsitty, Navajo Nation Purchasing Department  
928-871-6317, [letsitty@nnooc.org](mailto:letsitty@nnooc.org)
- 2) Joseph Peterman, Department Manager, Navajo Division of Transportation  
505-371-8392, [jpeterman@navajodot.org](mailto:jpeterman@navajodot.org)

The closing date is Friday, August 16, 2024, at 3:00 PM Mountain Daylight Time (MDT). Any proposal(s) received after this date and time will not be accepted. No faxed or emailed proposals/bids will be accepted.

## **1.0 PROPOSAL SUBMITTAL**

The Request for Proposal (RFP) Packet and the instructions for proposal preparation, required documents, eligibility, and evaluation criteria.

**1.1** All Proposals and Bid forms shall be sent in a sealed envelope, clearly marked with the following information. Ensure the Bid Form is individually sealed in an envelope.

RFP Bid Number:

**24-07-3423LE**

Title Description:

N9102 Jeddito Chapter, Aggregate Base Course (ABC) delivery

Contact Person(s):

Joseph Peterman, Department Manager

Navajo Division of Transportation, Department of Roads

Phone: 505-371-8392

Email: [jpeterman@navajodot.org](mailto:jpeterman@navajodot.org)

Website: [www.navajodot.org](http://www.navajodot.org)

Lorita Etsitty, Buyer

Navajo Nation Purchasing Department

Phone: 928-871-6317

Email: [letsitty@nnooc.org](mailto:letsitty@nnooc.org)

Website: [www.nnooc.org](http://www.nnooc.org)

**1.2** Proposal submittal:

One (1) original and three (3) copies of the proposal.

**1.3** The proposal and bid form shall be submitted through the mailing method or hand delivery method. Details for the two methods are provided below.

Mailing Address:

Navajo Division of Transportation, Department of Roads

Attention: Joseph Peterman, Department Manager

P.O. Box 4620, Window Rock, AZ 86515

Phone: 505-371-8360

Drop off (Hand Delivery):

Navajo DOT Complex building in Tse Bonito, NM

Physical Address:

Navajo DOT Complex

#16 Old Coalmine Road

Mentmore, NM 87319

Physical Address coordinates:

35.648653, -109.027157

## **2.0 RFP PACKET INSTRUCTION GUIDE**

The following will provide prospective responders with information that will allow them to prepare and submit a proposal for consideration. This RFP Packet Instruction Manual contains the instructions governing the proposed proposals to be submitted with required information.

### **2.1 SCHEDULE OF ACTIVITIES AND TIMELINES**

<b>Description</b>	<b>Time</b>	<b>Day</b>	<b>Date</b>
Due Date for all Proposals	3PM (MDT)	Friday	August 16, 2024
Proposal Opening and Evaluations by review panel			Week of August 19, 2024
Award Contract			To Be Determined
Estimated Notice to Proceed (NTP)			To Be Determined

*Table 1. RFP Schedule*

### **2.2 EVALUATION PROCEDURE AND CRITERIA:**

**2.2a REVIEW PANEL:** A Review Panel will be selected and evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.

**2.2b** The objective of the review panel is to select the respondent most responsive to the needs of the Navajo Nation, Navajo DOT, and the Department of Roads. This RFP represents the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the requirements for this RFP.

**2.2c** Failure of a respondent to provide any information requested in this RFP may result in the proposal being disqualified (non-Responsive).

**2.2d** The Technical Proposal Factors will be used to evaluate the proposal(s) based on a 100 point-scale system. 70 points and greater will be responsive. The Bid opening process follows Priority 1 or 2 of the Navajo Nation Business Opportunity Act.

**Evaluation Sheet**

<b>Subject</b>	<b>Requirement's description</b>	<b>Maximum Points</b>
<b>Proposal Format</b>	Ten Single sided pages and spiral-bound proposal	5
<b>Scope of Work</b>	Describe the company's capabilities to perform the scope of work, referencing FP-14 specification	80
<b>Certificate and insurance</b>	Certificate of Insurance. Include Workman's Compensation, Suburgatory waiver and additional insured	5
<b>Communication</b>	Company's communication with Navajo DOT regarding project operation	5
<b>Two References</b>	List two references of companies that your company has performed this type of service	5
	<b>TOTAL</b>	<b>100</b>

*Table 2, Evaluation Sheet*

**2.3 FORMAT AND ORGANIZATION**

**2.3a PROPOSAL FORMAT:** Proposal presentation is recommended; Appearance and professionalism of the proposal is important.

**2.3b NUMBER OF COPIES:** Submit one (1) original and three (3) copies of the proposal. Total: Four (4) proposals shall be submitted. The outside of the envelope should be clearly marked with 1) Respondent's Contact information, and 2) the RFP Bid Number and Project Name. see 1.0 Proposal Submittal, overview.

**2.3c PROPOSAL PAGE LIMIT:** The proposal shall not exceed 10 pages (maximum 8 1/2" x 11"). All pages include proposal, photos, charts, graphs, exhibits, letter of interest, bonds, etc. are counted toward the 20 pages. Submissions exceeding the 10-page limit; points will be taken away, affecting your overall score.

**2.3d PROPOSAL SUBMITTAL:** Proposal's submittal should be plastic or metal spiral-bound only. Do not submit loose paper; Points will be taken away, when submitted in non-spiral bound; this will affect your overall score.

### **3.0 SCOPE OF WORK**

#### **3.1 General Project Description, FP-14**

N9102- Jeddito Chapter, AZ. This work consists of

- 1) Aggregate Base Coarse (ABC) delivery. Minor Crushed Aggregate, this work consists of furnishing and placing crushed aggregate for bedding, backfill, and roadway aggregate on a prepared surface. Appendix D- Typical Cross Section with ABC.

Table 703-2 Target Value Ranges for Subbase and Base Gradation.

- a. Delivery of ABC.
- b. Type D (Base) ¾” 86-100 target values.
- c. 2.5 miles, with 6000 Tons

Contractor to provide Aggregate Base Course (ABC); per FP-14 Table 703-2 Type D. \*Contractor shall crush, stockpile, and load delivery trucks. All Work shall be coordinated with Navajo DOT, Department of Roads manager, who will schedule trucks to be loaded.

#### **3.2 Location and Description**

<b>Location</b>	<b>Latitude (E)</b>	<b>Longitude (N)</b>	<b>Length (approximate)</b>	<b>Description</b>
BOP	35.774795	-110.163671945	0.0 mile	BIA N9102
ABC			2.5 miles	13,200 feet
EOP	35.75821194	-110.19266305	2.5 miles	Approximately 2.5 miles from BOP

*Table 1. Coordinates: key locations for the project*

### **4.0 REQUIREMENTS- RFP submittal**

This section of the RFP specifies the proposal standards. The following are requirements, to be eligible for consideration. \*Failure to adhere will result in a Non- Responsive Status.

- 1) **LETTER OF INTEREST:** Letter of Interest must be on a Company Letterhead and signed by the president, executive director, or owner of the company/organization. The letter must be endorsed/signed by the company representative who has authority to sign off on legal and contractual documents.
- 2) **BID FORM:** Shall be sent in a sealed envelope, where the bid form is individually sealed in an envelope.
- 3) **EQUIPEMENT:** Include a list of the equipment used for this project.
- 4) **PROJECT SCHEDULE:** Include a timeline or Gantt Chart for this project. The construction timeline shall be no more than 75 calendar days.
- 5) **SCOPE OF WORK:** Explain the approach for the project with the Scope of Work with project specifications, referencing the applicable FP-14 specifications.
- 6) **EXPERIENCE:** Resume of personnel that will be involved in the task of completing projects, including professional qualifications and experiences. Capability to perform all or most aspects of the project and recent experiences in providing services comparable to the proposed SOW. Provide key personnel’s professional qualifications and experience and availability for the proposed work, and roles and responsibilities. Include their knowledge of Navajo Nation, FHWA, and BIA regulations, policies, procedures, and specifications.

- 7) REFERENCES: Interested firms shall provide evidence of the quality of service rendered relative to similar Scope of Work anticipated under this contract. Projects may be located on the Navajo Nation, other Indian Reservations, and rural communities. Interested firms shall provide three (3) references from similar projects within the last five (5) years. If interested firms have not performed similar projects over the last (5) years, then project-specific references can be submitted.
- 8) PROOF OF CERTIFICATE OF INSURANCE: Provide proof of your company's Certificate of Insurance and other insurance related to this project.
- 9) CERTIFIED NAVAJO BUSINESS: If applicable, provide documentation that the business is currently certified by the Navajo Nation Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and, also, under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- 10) INQUIRES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Department of Roads staff i.e., phone or email about this RFP in obtaining clarification of requirements. \*No inquiries will be accepted after the inquiring date listed in Section 2.3.
- 11) PROPOSALS SUBMISSION: Proposal must be received on the due date for all proposals. Respondents who are mailing their proposals should allow enough time for mail delivery. If mailed, it is recommended that proposals be sent to the address indicated in Section 1.3 of this RFP.
- 12) ADDENDUM OR SUPPLEMENT TO THIS RFP: In the event it becomes necessary to revise any part of this RFP, an addendum will be issued. Any respondents that have already submitted a proposal will be notified.
- 13) LATE RECEIPT OF PROPOSALS: Late proposals will not be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at the Navajo Division of Transportation – Department of Roads on or before the date/time specified.
- 14) If selected for this project, submit to Navajo DOT the following:
  - A. PROOF OF CERTIFICATE OF INSURANCE: Provide proof of Certificate of Insurance with proposal submittal.
  - B. Taxpayer Identification: Form W-9.
  - C. Affidavit of non-collusion.
  - D. Bond

**BONDS:**

- a) Performance Bond: Include in the proposal a letter from the Surety Company assuring that a Performance Bond can be issued upon the execution of a contract. When the contract is executed, the Contractor shall provide to the Navajo Nation a Performance Bond underwritten and executed by Surety Company that guarantees the Contractor's complete and satisfactory performance under the Contract. The Performance Bond shall be equal to one hundred percent (100%) of the Original Contract Amount, unless otherwise provided in the *Lesser Bond Amounts*.
- b) The Payment Bond: The Contractor shall provide to the Navajo Nation a Payment Bond underwritten and executed by a Surety Company that will protect all persons, subcontractors, or other entities supplying labor and material to the Contractor or its subcontractors for the performance under this Contract. The Payment Bond shall be in an amount equal to one hundred percent (100%) of the Original Contract Amount, unless otherwise provided

the *Lesser Bond Amounts*. The Payment Bond must be provided in addition to the Performance Bond required in Article Ea. herein.

- c) *Lesser Bond Amounts*: The Navajo Nation, with the concurrence of the Navajo Nation Controller or his/her designee, may allow the Contractor to provide a Performance Bond or a Payment Bond, or both, in an amount equal to fifty percent (50%) of the Original Contract Amount, so long as either (1) the Navajo Nation withholds, as retainage, fifty percent (50%) of each invoiced amount; or (2) the Contractor provides an irrevocable Letter of Credit in amount equal to fifty percent (50%) of the Original Contract Amount. The fifty percent (50%) amount of the Original Contract Amount may be covered by a combination of Retainage and an irrevocable Letter of Credit, BUT IN NO CASE SHALL A PERFORMANCE BOND OR PAYMENT BOND EACH BE IN AN AMOUNT LESS THAN FIFTY PERCENT (50%) OF THE ORIGINAL CONTRACT AMOUNT.
  - d) Bonding documentation required. The Navajo Nation's Representative must receive written documentation of all required bonds prior to the issuance of a Notice to Proceed for the Project, and Contractor shall not commence any work or services under this Contract until such documentation is received by the Navajo Nation.
- 15) REJECTION OF PROPOSALS: The Navajo Division of Transportation (Navajo DOT) – Department of Roads reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
  - 16) PROPRIETARY INFORMATION: Any restriction on the use of the information, data, contents contained within the proposals must be clearly stated in the proposal itself. Each page of the propriety material must be labeled or identified with the word “Proprietary.” Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations.
  - 17) PROPOSAL MATERIAL OWNERSHIP: All material submitted in reference to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Navajo DOT – Department of Roads and may be reviewed by any person(s) after the final selection has been made. The Navajo DOT – Department of Roads has the right to use any or all systems, ideas presented in this RFP. Disqualification or non-selection of a respondent does not eliminate this right.
  - 18) RETURN PROPOSAL: The Navajo Nation and Navajo DOT have no obligation in returning any of the proposals received in response to this RFP.
  - 19) INCURRING COSTS: The Navajo DOT – Department of Roads is not liable for any cost incurred by the Respondent prior to issuance of a service contract or a purchase order.
  - 20) ACCEPTANCE OF PROPOSAL CONTENT: The contents of the successful Respondent will become a contractual obligation if acquisition action ensues. Failure of the successful Respondents to accept this obligation may result in cancellation of the award and such respondent may be removed from consideration for future solicitation.
  - 21) ACCEPTANCE TIME: The Navajo DOT – Department of Roads, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent in the time specified in Section 2.3, after the closing date of receipt of proposals.
  - 22) AWARD OF SERVICE CONTRACT OR ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION RELATED DOCUMENTS

INSTRUCTIONS AND LICENSE AGREEMENT: Upon selection, Navajo DOT – Department of Roads will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement in the name of the successful respondent; and the contents of the proposal submitted by the respondent will become part of the contract.

- 23) JOINT PROPOSALS: Nothing in this RFP shall be taken to prohibit respondents from entering a group for the purpose of offering a proposal in response to this RFP. Parties to a group will not be permitted to submit independent proposals in response to this RFP.
- 24) STANDARD CONTRACT or ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Navajo DOT will use the template *Engineers Joint Documents Committee Design and Construction Related Documents Instructions License Agreement*, or a Service Contract reviewed and approved by the Navajo Nation Department of Justice.
- 25) TERM: The term of the Service Contract will be a period of one year from the date of Notice to Proceed, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
- 26) COMPLIANCE WITH THE NAVAJO NATION OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Chapter 2, Subsection 201 – 215 and the Navajo Nation Procurement Rules and Regulations.

## **5.0 PROJECT TASK**

- 1) The ‘*Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects* (FP-14), applies to this project and shall govern the project.  
FP-14 can be downloaded from the following website:  
<https://flh.fhwa.dot.gov/resources/specs/fp-14/FP-14.pdf>.
- 2) Contractor- to provide Aggregate Base Course (ABC); per FP-14 Table 703-2 Type D.
- 3) Contractor- shall crush, stockpile, and load delivery trucks. All Work shall be coordinated with Navajo DOT, Department of Roads manager, who will schedule trucks to be loaded.
- 4) Specifications for the Bid Items are attached to this Request for Proposal (RFP). Contractor is advised to read attached specifications which reference other specifications within FP-14.
- 5) When construction begins, coordination with Navajo Division of Transportation (DOT) shall be through the Project Manager (PM), Joseph Peterman
- 6) Contractor- Any deviations from FP-14 requirements shall be the sole authority of the project manager.
- 7) Contractor- Be familiar with all the conditions surrounding the of the proposed project area including the availability of materials and labor.
- 8) Contractor- Describe how project communication is intended to keep all parties involved in the project i.e., Subcontractors, Materials testers, General contractor.
- 9) Contractor- Purchase, Deliver and place Aggregate Base Course (ABC).
- 10) Contractor- Provide ABC load counts to Navajo DOT; Payment is on actual quantities.
- 11) Contractor- A preconstruction meeting will be held prior to construction, at the site. Time and location will be provided.
- 12) Contractor- Develop and submit a Safety Plan to Navajo DOT for review and approval a minimum of 15 days prior to commencement of any work.



- 13) Contractor- Road Improvement and Requirements Project
  - A. Clean up post construction.
  - B. All work shall be performed under FP-14 specifications.
  - C. Safety documentation
  - D. Pre-Construction Meeting at Jeddito Chapter.

## **6.0 PROJECT SPECIFICATIONS (FP-14)**

### **Section 155 - SCHEDULES FOR CONSTRUCTION CONTRACTS.**

This work consists of scheduling and monitoring the progress of construction activities.

### **Section 302- MINOR CRUSHED AGGREGATE**

This work consists of furnishing and placing crushed aggregates for bedding, backfill, and roadway aggregates on a prepared surface. Confirm to the following subsections 302.03– 302.08; FP-14 specifications.

### **Section 106 – ACCEPTANCE OF WORK**

Section 106.01 Conformity with Contract requirements. Follow the requirements of FAR Clause 52.246-12 inspection of construction.

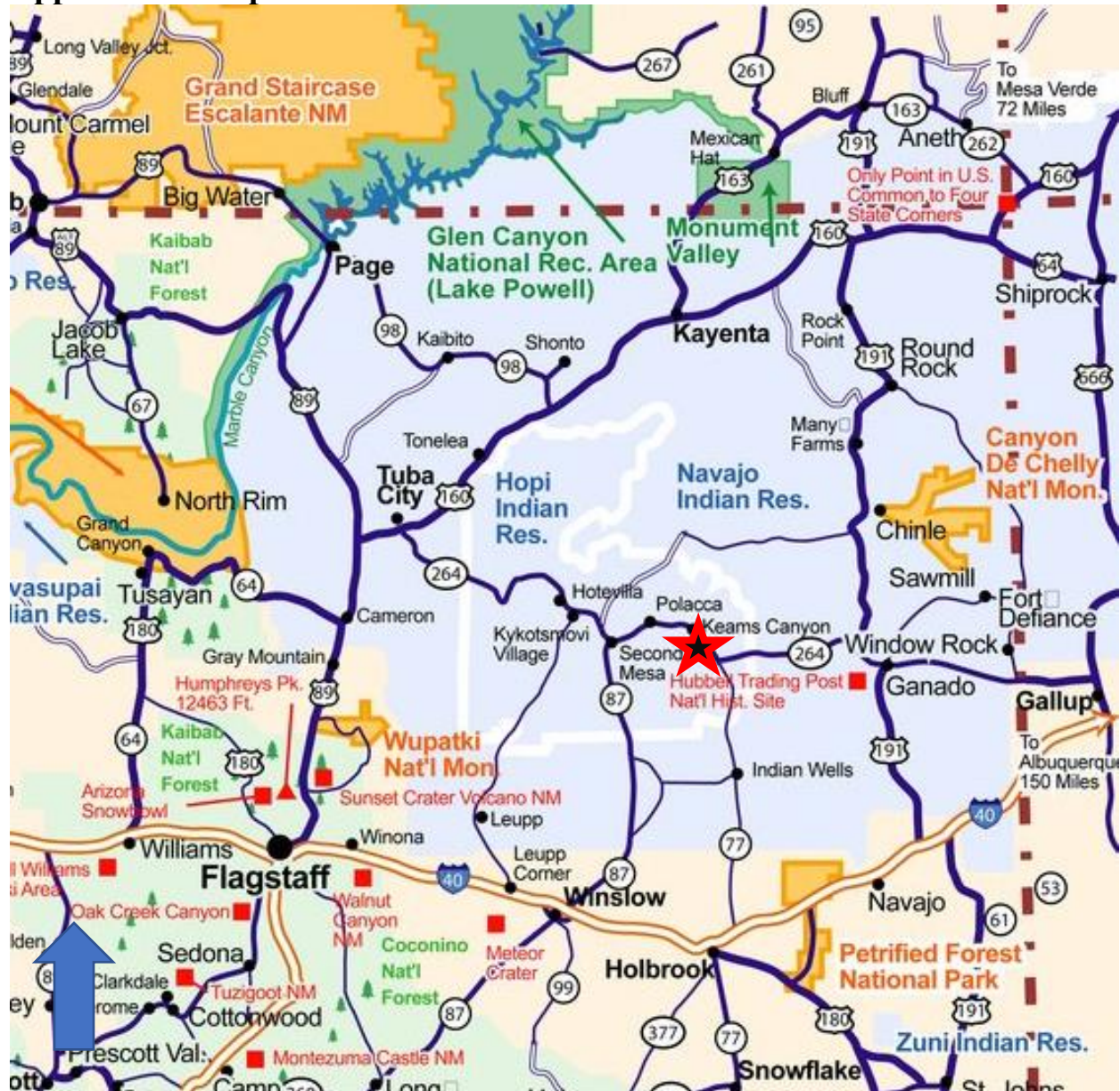
## **7.0 COMPLIANCE:**

- 1) Contractor- Comply with Federal Highway Administration Axle Weight Limits.
- 2) Contractor- Comply with conditions stated in all compliance reports, cultural & biological. If a cultural site is discovered, immediately notify Navajo DOT Project Management & Roads Dept.
- 3) Contractor- Certificate of Compliance: The contractor shall submit certifications from suppliers for materials utilized on the project. Certifications shall include a statement that the product supplied meets all requirements of the RFP and the project’s specifications. Certifications for materials, per FP-14 specifications.
- 4) Contractor- The Project Manager shall be notified within 24 hours regarding communication between the Contractor and other compliance agencies; these communications shall be in written form.
- 5) Contractor- and subcontractors will stay in “footprint” of existing road.
- 6) Contractor- The monitoring of Archeology sites may be required, Coordinate with Archeologist staff, Project Management, Navajo DOT. Any archeology site discovery will stop construction until clearance is granted by the Project Management Department. Clearance is 75feet on either side of the centerline (roadbed).
- 7) Contractor- Safety & Health Plan per FP-14 specifications.
- 8) Contractor- shall conform to the Materials Delivery and Temporary Traffic Control and Safety Plan.
- 9) Navajo DOT- will provide quality assurance to ensure that work is being performed in accordance with the Scope of Work and project specifications.
- 10) Navajo DOT- Final inspection will include Navajo DOT for acceptance of scope of work. Any unacceptable workmanship shall be rejected by Navajo DOT and replaced at the contractor’s expense.

## **8.0 Attachments**

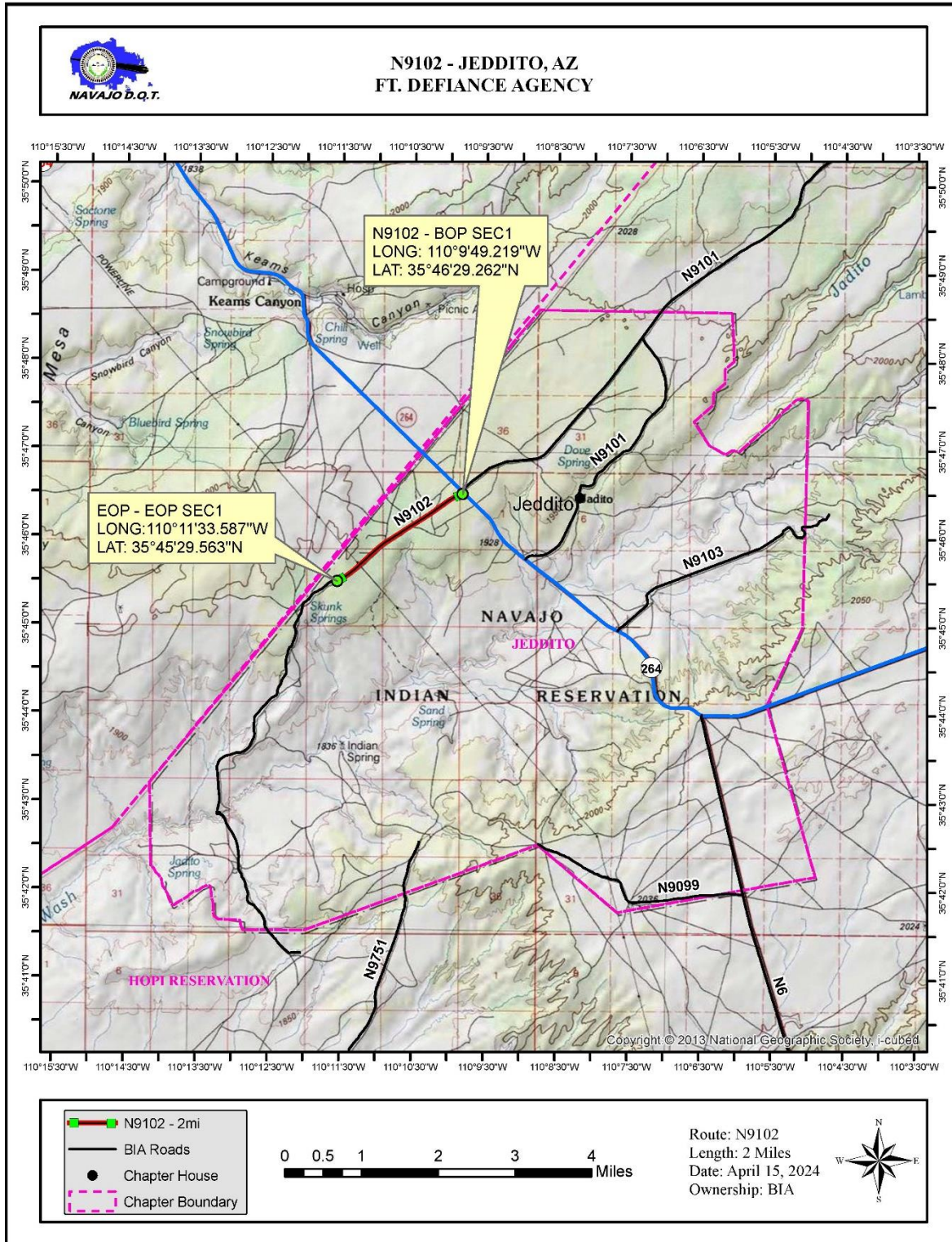
- A) Map
- B) Strip Map
- C) Bid Schedule
- D) Addendum Acknowledgement
- E) Reference outline Sample

# Appendix A- Map



**Legend:** North =  Project Site = 

# Appendix B- Strip Map



**Appendix C- Bid Schedule, FP-14**

**Navajo Division of Transportation -Bid Schedule, FP-14.**

**RFP Use**

		N9102 Jeddito Chapter ABC Delivery  Federal Highway Projects Specifications				
Item Number	FP-14 Section Number	Description	Quantity	Unit	Price	Amount
1	302	Minor Crushed Aggregate	6000	Ton		
		<b>Subtotal</b>				
		<b>Navajo Nation Tax (6%)</b>				
		<b>Total Estimated Project Cost</b>				

**Contractor Name, Signature and Date:**

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## Appendix D- Addendum Acknowledgement

### Addendum Acknowledgement

**Addendum:**

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

**Addendum No:**

**Addendum Date:**

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**Respondent will complete the Work in accordance with the Contract Documents for the following price(s):**

Respondent's Acknowledgement Signature:

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Name and Title

Company Name

## Appendix E- Reference outline Sample

### **Reference One:**

#### **Include information about who you worked with:**

John Doe, Owner  
Company Name: ABC Construction Company, Inc.  
P.O. Box 123  
Window Rock, AZ 86515  
Phone: (928) 871-1000  
Email: [jdoe@yahoo.com](mailto:jdoe@yahoo.com)

#### **Describe the project that you worked on for the referenced company:**

**Project Name:** "Tuba City Gravel Project"  
**Type of Project:** Gravel Purchase and Delivery  
**Project Location:** Tuba City, Arizona  
**Project Description:** Company XYZ sub-contracted with ABC Construction Company, Inc. to provide gravel to the "Leupp Gravel Project." Company XYZ obtain the gravel to Brimhall Gravel Pit according to ABC Construction Company's specification and delivered to the "Leupp Gravel Project" site.

### **Reference Two:**

#### **Include information about who you worked with:**

Jane Doe, Owner  
Company Name: Jane's Construction Company, Inc.  
P.O. Box 456  
Tuba City, AZ 86515  
Phone: (928) 283-1000  
Email: [janed@yahoo.com](mailto:janed@yahoo.com)

#### **Describe the project that you worked on for the referenced company:**

**Project Name:** "Dilkon Culvert Project"  
**Type of Project:** Culvert Installation  
**Project Location:** Dilkon, Arizona  
**Project Description:** Company XYZ sub-contracted with Jane's Construction Company, Inc. to install 20 culverts (6 x 24") on Route 090 in Cameron, AZ. Company XYZ completed the drainage analysis, designs, and plans for the installation.