



Navajo Nation

Division of General Services

REQUEST FOR PROPOSALS

A & E INSPECTION SERVICES

(Department of Dine Education Renovation)

DATE ISSUED: February 1, 2024

RFP BID NO.: 24-02-3244SB

I. INTRODUCTION

A. PURPOSE

The Navajo Nation Division of General Services (“DGS”) requests proposals from qualified firms/companies (“Contractor”) to provide architectural and engineering (A/E) inspection services related to the renovation of the Department of Dine Education (“DODE”) Building.

The DODE building is approximately 42,000 ft² on two levels, including an auditorium, and currently houses 120 employees. The building is located in Window Rock, AZ (Navajo Nation), and was constructed in the early 1980s.

The Contractor would provide *expedited* inspection services to expedite the renovation process under the Navajo Nation Emergency Procurement Policy. The requested services are outlined below.

B. SCOPE OF PROCUREMENT

The Architectural and Engineering (“A/E”) services required to be provided to the Navajo Nation (“NN”) under a contract awarded under this RFP shall include, as directed by DGS, the following:

1. Needs Assessment. Assist the NN, along with any other partners, in formulating requirements for renovated office space. This assessment may include, but is not limited to, compliance with current building codes and ADA requirements, space requirements, bathrooms, IT, internal program workflow, conference and board rooms, kitchen, desired location, accessibility, lighting, design attributes, and efficiency. As requested, the Contractor will meet with the NN management team to determine needs and desired outcomes.
2. Site Review/Consultation. Perform suitability analysis of existing buildings as well as identify potential pitfalls and renovation needs of a potential building. Inspection should cover:
 - Site characteristics (paving, landscaping, and utilities)
 - Mechanical and electrical systems
 - Heating & HVAC Systems
 - Vertical transport (Elevators)
 - Structural Frame and building envelope
 - Plumbing systems
 - Roofing
 - Safety and Fire Protection
3. Probable Cost Estimate. The Contractor should be able to determine a probable cost estimate for the renovation project and expeditiously present it to the NN.
4. Coordination. The AE Firm will work closely with the owner’s Construction Manager and any third-party consultant for the project during the Design, Preconstruction, and Construction phases of the project.

5. Reporting/Meetings. The A/E Firm will attend meetings as requested or desired by the NN, including, but not limited to, regularly scheduled coordination meetings during the design and construction phases.

C. **QUALIFICATIONS OF OFFEROR**

All Consultants, and sub-consultant(s), employees or agents thereof, performing work per agreements awarded under this RFP must have, at the time of proposal and at all times throughout their performance of the work, all appropriate, valid certification(s) required under law to provide the work being performed, satisfactory evidence of which may be requested by the Judicial Council at any time. Offerors should meet the following qualifications:

1. Have at least ten years of experience in providing A/E services as outlined herein.
2. Have provided A/E services for buildings of similar size, and have demonstrated experience in working with tribal governments.
3. Be licensed to provide the requested services.
4. Maintain insurance coverage in the following minimum amounts:
 - a. Professional Liability of \$2 Million per occurrence and \$2 Million in total coverage,
 - b. General Liability of \$1 Million per occurrence and \$2 Million in total coverage, and
 - c. Auto Liability with limits no less than \$1M per occurrence
 - d. Workers Compensation Coverage with limits of \$1M/\$1M/\$1M
 - e. Errors and Omissions of \$1 Million.
 - f. Navajo Nation must be named as Additional Insured for GL, AL and WC.
 - g. Waiver of Subrogation for all coverage applies.

D. **SUBMITTALS**

The NN has designated a Project Team Lead responsible for the conduct of this procurement whose name, address, and telephone number are listed below (all deliveries should be sent to this address):

Shawnevan Dale, Division Director
Division of General Services
PO Box 9000
Window Rock, AZ 86515
Telephone: (928) 871-6311
Email: sdale@navajo-nsn.gov

II. **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule for the procurement, describes the major procurement events and specifies general requirements for the procurement.

A. SEQUENCE OF EVENTS

The Procuring official will make every effort to adhere to the following schedule:

Action	Responsibility	Date
1. Issuance of RFP	NN	February 1, 2024
2. Deadline to Submit Written Questions	Contractor	February 12, 2024
3. Response to Written Questions/RFP Amendments	NN	February 13, 2024
4. Submission of Proposals	Offerors	February 15, 2024
5. Review of Proposals and/or Oral Presentations (If Requested)	Evaluation Committee	February 21, 2024
6. Selection and Recommendations to the Committee	Evaluation Committee	February 21, 2024, to February 22, 2024
7. Contract Award	NN	February 27, 2024

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issuance of RFP. This RFP is being issued by the NN on February 1, 2024. At any time prior to the execution of a contract, an RFP may be canceled or any or all proposals may be rejected in whole or in part when it is determined by the NN in its sole discretion, to be in the best interests of the NN.
2. Deadline to Submit Written Questions. Potential Offerors may submit written questions concerning this RFP until the close of business on February 12, 2024. All questions must be submitted in writing VIA EMAIL to the Project Team Lead.
3. Response to Written Questions/RFP Amendments. The NN will make the questions and the NN's responses available via email on February 13, 2024.
4. Submission of Proposal. Offeror proposals must be received for review and evaluation by the Project Team Lead VIA EXPEDITED MAIL NO LATER THAN 3:00 PM MOUNTAIN TIME ON February 15, 2024. *The Offerors shall submit one (1) Original and three (3) Copies of the proposal.*

The package must clearly indicate that they are in response to the Request for Proposals to provide Architectural and Engineering Services to the NN. *(Note: There is no "overnight" expedited mail service to Window Rock, AZ; please plan accordingly).*

A public log will be kept of the names of all Offeror organizations that submitted proposals. The contents of any proposal shall not be disclosed before contract award or cancellation of the RFP.

5. Review of Proposals. Proposals will be distributed to members of the Evaluation Committee for review on February 21, 2024 for review. The review of proposals will be performed by the NN's Evaluation Committee. During this time the Project Team Lead may, on behalf of the Evaluation Committee, initiate discussions with Offerors who submit responsive or potentially responsive proposals to clarify aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions shall not be initiated by the Offerors.

The Evaluation Committee may elect to have Offerors present their proposals to the Evaluation Committee and stand for questions. The Project Team Lead will schedule the time for each Offeror's presentation. All Offeror presentations will be held by Zoom or other applicable video conferencing platform. Offerors should be prepared to explain their understanding of this procurement and be prepared to answer questions. The Project Team Lead may limit the length of time given to each finalist Offeror for the oral presentation.

6. Selection of Contractor(s). The Evaluation Committee will select, and the Procurement Manager will notify the selected contractor(s).

The contract shall be awarded to the Offeror(s) whose proposals are determined to be most advantageous, taking into consideration the evaluation factors outlined in the RFP and in accordance with the NN's Emergency Procurement Policy. The most advantageous proposals may or may not have received the most points.

8. Contract Award(s). Upon approval of the final contract, the parties shall execute the contract(s). An award of contract means a fully executed contract. The NN will provide written notice of the award to all Offerors following the date of the award.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the NN's Emergency Procurement Policy and the following general requirements.

1. Incurring Cost. Any cost incurred by the Offeror in preparation, transmittal or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
2. Subcontractors. Use or potential use of subcontractors for services must be clearly explained in the Offeror's proposal, and subcontractors must be identified by name, to the extent known at the time of submission of the proposal. In the event the name of a subcontractor is not known at the time of the proposal, the Offeror shall describe in detail, the nature of the services that might be obtained from a subcontractor. The prime contractor shall be wholly responsible for the performance of all services, whether or not subcontractors are used.
3. Amended Proposals. An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposal must be a complete replacement for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The NN will not merge, collate or assemble proposal materials.
4. Offeror's Rights to Withdraw Proposal. An Offeror will be allowed to withdraw a proposal at any time prior to the deadline for receipt of proposals.
5. Proposal Offer Firm. Responses to this RFP, including proposal prices, will be considered firm and binding for ninety (90) calendar days after the due date for receipt of proposals.
6. Disclosure of Proposal Contents. The proposals will be kept confidential until a contract is awarded by the NN or the Procurement is terminated.
7. No Obligation. This procurement does not obligate the NN to the eventual purchase of any professional services offered.
8. Termination. This RFP may be canceled at any time and any proposals may be rejected in whole or in part when the NN determines, in its sole discretion, such action to be in the best interest of the NN.
9. Sufficient Funding. Any contract awarded as a result of this RFP process may be terminated if sufficient budget, funding or authorizations do not exist. The NN's decision as to whether sufficient budget, funding or ad authorizations are available will be accepted by the contractor as final.
10. Governing Law. This procurement and any agreement with Offerors that may result shall be governed by the laws of the Navajo Nation.
11. Basis for Proposal. Only information supplied by the NN in writing through the Project Team Lead or in this RFP should be used as the basis for the preparation of Offeror proposals.

III. RESPONSE FORMAT AND ORGANIZATION

All proposals must include the following sections:

1. Proposal Content

- a. Cover Letter. A cover letter, signed by an authorized representative of your organization, that provides the exact business name under which you propose to conduct business with the Navajo Nation, and your address, telephone number, email address, and federal tax identification number.
- b. TAB 1 – Table of Contents
- c. TAB 2 – Executive Summary. The executive summary should contain a brief summary of the Consultant’s qualifications.
- d. TAB 3 – Proposed Project Team. The proposal must supply names and resumes of key personnel to be assigned to the performance of the responsibilities contemplated by the RFP. Resumes describing the qualifications of all professional personnel, excluding support staff, to be utilized in the performance of this agreement, including all subcontractors who have been identified, must show, at a minimum, the person's name, education, position, and total years and types of experience relevant to the performance of the agreement.
- e. TAB 4 – Relevant Experience. Describe the Consultant’s experience with Construction Inspection services including the project names, locations, owner names, general descriptions, lists of firms involved, Consultant’s role, and complete scopes of services provided. Describe the Consultant and sub-consultant relationships for each project.
- f. TAB 5 – Sample Inspection Reports. Submit two copies of an inspection report; one should be within the past 5 years.
- g. TAB 6 – Certifications and Attachments. Professional Certifications, Professional Memberships, Navajo Nation Business Regulatory License, etc.
- h. TAB 7 – Fee and Cost Schedule (Cost Proposal).
 - i. Provide Hourly Rates for team members
 - ii. Provide Total Anticipated Hours
 - iii. Include additional expenses (travel, plans, reports, etc.)
 - iv. Summarize Total Costs (Include NN Sales Tax @ 6%)

IV. EVALUATION

A. Evaluation Point Table/Summary:

1. Demonstrated Qualifications and Experience	35 Points
2. Technical Capabilities & Expedited Services	35 Points
3. Cost Proposal	15 Points
4. External recognition for similar projects	10 points
5. Knowledge of the Navajo Nation	5 Points
Total Points	100

B. Evaluation Factors

The award of a contract shall be made to the responsible Offeror(s) whose proposal is most advantageous to the NN taking into consideration the above weighted evaluation factors. Please note, however, that a serious deficiency in any one criterion may be grounds for rejection and that the listing of cost as an evaluation

factor does not require the NN to select the Offeror who submits the lowest-cost proposal. The NN shall, in its sole discretion, have the right to obtain, from any sources, information concerning an Offeror that is deemed pertinent to the RFP and to consider such information in the evaluation of the Offeror's proposal.

1. Demonstrated Qualifications and Experience: 35 points
 - a. Offeror's qualifications and if applicable those of any subcontractor of Offeror.
 - b. Offeror's experience and if applicable those of any subcontractor of Offeror including:
 - inspections for the renovation of existing older buildings
 - c. Knowledge of flexible workplace design consistent with advancements in information technology applications.
 - d. Presentation skills in both technical and non-technical terms.
2. Technical Capabilities: 35 points
 - a. Offeror's technical capabilities in *inspection*, planning, redesign, and renovation of existing buildings.
 - b. Expedited delivery of reports and recommendations with estimated costs.
3. Cost Proposal: 15 points
 - a. Offeror's cost proposal concerning inspection of an existing building.
4. Recognition: 10 points
 - a. Recognition of offeror by industry entities for excellence/exceptional achievement in building design and construction.
5. Navajo Nation Experience: 5 points
 - a. Offeror's qualifications and experience in the Navajo Nation.
 - b. Knowledge of relevant Navajo Nation building codes and laws.

C. Evaluation Process

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Project Team Lead may contact the Offeror for clarification of the response as specified in Section II(B)(5).
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section IV(B).
4. Responsive proposals will be evaluated utilizing the factors outlined in Section IV(A) that have been assigned a point value to assist the Evaluation Committee in selecting an Offeror(s) most advantageous to the Navajo Nation. The responsible Offeror(s) whose proposal is most advantageous to the NN, taking into consideration the evaluation factors in Section IV, will be recommended for contract award.

V. CONTRACT AWARD

- A. Contract. Both parties shall use and agree to the Standard Professional Services Contract provided by the NN for the execution of this project.
 - B. Tax. All appropriate taxes should be included in cost of services including the Navajo Nation Sales Tax of 6%.
 - C. Project Term. Project shall not exceed 12 months from the execution of the contract or until funds are expended for the inspection.
- VI. Attachments:
- A. Navajo Nation Debarment Certification
 - B. Form W-9

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

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
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.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<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	Exempt payee code (if any) _____
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> Other (see instructions) ▶	(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

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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or					
Employer identification number					
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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 ▶
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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-INT (interest earned or paid)

- 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.