

REQUEST FOR PROPOSAL  
Bid Number: 24-10-3509LE

Date: November 1, 2024

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Traditional healing metal sweat lodge frame “Covering” project.

Project Schedule:

Advertisement of RFP	11/4/2024 – 11/14/2024
On site pre-bid meeting	11/19/2024 at 10 am
Location:	DBMHS, Fort Defiance, AZ
	<i>For directions please call (928) 729-4012</i>
Requests for Information Due Date	11/27/2024 @ 5:00 pm
Bid Due Date	12/12/2024 @ 5:00 pm

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Michael Salabiye, Planner – DBMHS/DOH at [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: Lorita Etsitty, Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

**All responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:**

BID #24-10-3509LE NNDBMHS  
DBMHS Traditional Healing Metal  
Sweat Lodge Frame Covering Project  
DO NOT OPEN-BID PROPOSAL

**NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)**

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent company to complete all work as described in the attached scope of work.

### III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable.
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings not required.

### IV. SCOPE OF WORK (See Attached)

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications including cut sheets (if any).
5. Design.
6. Schedule.
7. Copies of licenses, certifications **(NBOH Priority Status)**, insurance certificates, and other relevant documents.
8. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
9. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Qualifications, credentials, and work experience. This includes the capabilities to provide all requested services. (20 points)

- b. Quality of products, ability to install, problem solving and recommendations, and warranty services. (30 points)
  - c. Project Schedule. (20 points)
  - d. ***Cost (separate sealed envelope)***. (30 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
  3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
    - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

#### XIV. OTHER

##### **DBMHS Traditional Healing Metal Sweat Lodge Frame "Covering" Project Scope of Work**

The Navajo Nation Division of Behavioral and Mental Health Services is in need of twenty-one (21) metal sweat lodge frame covers (described as "A" below). The DBMHS traditional healing component desires the metal frame covers to be in two (3) pieces and put together by ties. This provides the Practitioner the ability to transport the frame cover for ceremonies away from the worksite. The three pieces will consist of 1. The wall section; 2. The roof section; 3. The door. All edging will be reinforced with nylon webbing straps. There are Two (2) additional covers for 1 dome shaped frame and 1 with vertical wall sections and a dome roof Described as "B" and "C" below. All fabric will be 12oz Duck Canvas (untreated). **Due to the complexity of angles, heights and widths- the onsite pre-bid meeting to verify sizes, shapes and dimensions is highly desired. The vendor selected will finish One (1) cover so we can field fit it to assure fit. We can also deliver a frame to your shop for accurate measuring, etc.**

"A" includes twenty-one (21) same sized canvas covers.

##### Base (Will sit on the ground)

1. Square tubing frame base at approximately 10' Diameter.
2. Field verification desired.

##### Walls (Vertical framework)

3. The canvas covering for the (square tubing) vertical wall frame should be approximately 48" High and approximately 360" long.
4. Square tubing for Horizontal (wall) frame supports at approximately 22" and 42" High.

##### Roof

5. The canvas covering for the roof frame should be approximately 314" circumference at the base. The top portion is approximately 120" across. The rise (Angle) is unknown- the steeper rise is approximately 45" long then it flattens out for approximately 16" to the top dead center (Apex of frame). The height to the ground from the top dead center is approximately 62" (Inside the frame as with a plumb bob).
6. Square tubing for Horizontal (wall) frame supports at 1/3 and 2/3 to top center High.
7. The front of the top cover will have 3 "D" rings (minimum 1-1/2" wide) and reinforced with Nylon webbing.

##### Front Door

8. The Door Covering should be approximately Thirty-Eight (38) inches wide at the top and bottom and Forty-eight (48) inches high.
9. Door covering Will have nylon web straps (minimum) 1-1/2" width, to connect to "D" Rings on the top (front) cover.

"B" is One (1) different sized canvas cover for an older metal frame in Chinle, AZ but belongs to Fort Defiance DBMHS. **This metal Re-Bar frame is "Dome" shaped (see attached photo "Exhibit B").**

##### Base (Will sit on the ground)

1. Metal rebar frame base at approximately 127 inches (10.6') Diameter.
2. Field verification desired.

##### Walls and Roof

3. Metal rebar curve is approximately 204 inches (17.0') from the ground to the apex of the frame to the other side and to the ground.

4. The front of the top cover will have 3 "D" rings (minimum 1-1/2" wide) and reinforced with Nylon webbing.
5. There will be an opening for the doorway entry (described below).

Roof center height apex to the ground is approximately straight down to the ground (inside the frame as in "with a Plumb Bob") is approximately 64 inches (5.3').

6. This information is given so that vendors can visualize the interior (& exterior) dimensions (although field verification is highly desired).

#### Front Door

7. The Door Covering should be approximately Forty (40) inches wide at the top and bottom and Fifty (50) inches high.
8. Door covering Will have nylon web straps (minimum) 1-1/2" width, to connect to "D" Rings on the top (front) cover.

"C" is One (1) different sized canvas cover for an older metal frame in Shiprock, NM. This canvas will come in three (3) sections: 1-wall section; 2. Roof section and 3. Door section. **This metal Re-Bar frame has various angles (see attached photo "Exhibit C").**

#### Base (Will sit on the ground)

1. Metal rebar with fabric covering frame base at approximately 138 inches (11.5') Diameter.
2. Field verification desired.

#### Walls (Vertical framework)

3. Metal rebar with fabric covering for vertical (wall) frame structure at approximately 42" High and approximately 414". (138" X 3.14  $\pi$ )

#### Roof

4. Metal rebar with fabric covering frame (roof) frame structure is approximately 144" across the top to meet the top of the top of walls. The height to the ground from the top center should be approximately 60 inches.
5. The front of the top cover will have 3 "D" rings (minimum 1-1/2" wide) and reinforced with Nylon webbing.

#### Front Door

6. The Door Covering should be approximately 32" wide at the top and bottom and 44" high.
7. Door covering Will have nylon web straps (minimum) 1-1/2" width, to connect to "D" Rings on the top (front) cover.

#### Other

1. A one (1) year workmanship warranty is required.
2. Subject to the Navajo Nation Procurement Regulations.
3. Submit any Certifications and or Licenses for work.
4. If recommended for award, you will be asked to submit a W-9 and a Navajo Nation certification regarding debarment and suspension form.
5. Please break costs as materials; labor; equipment; transportation/installation, overhead/profit, (other), sub-total, Navajo Nation taxes at 6%, and grand total.

#### Sites & Quantity

Gallup, NM Two (2); Newlands, AZ Two (2); Dilkon, AZ Two (2); Tuba City, AZ Two (2); Kaibeto, AZ Two (2); LeChee, AZ Two (2); Kayenta, AZ Two (2); Chinle, AZ Two (2); Crownpoint, NM Two (2); Window Rock, AZ One (RBHA) (1); Fort Defiance, AZ One (1), plus one (1) different sized canvas cover (See "B") Shiprock, NM One (1), plus one (1) different sized canvas cover (See "C")

TOTAL: 23 total.

*End Scope of Work*

"A"



"B"



