

REQUEST FOR PROPOSALS

Bid Number: 25-05-3673SB

The Navajo Nation Department of Health (NDOH) and the Division of Aging and Long-Term Support (DALTCS) are seeking bids to conduct a Senior Center Facility Condition Assessment.

Contacts for the bid packet:

- 1) Sherylene M. Yazzie, NDOH Executive Director, SheryleneM.Yazzie@navajo-nsn.gov
Ph: 928-871-6350

The closing date is **May 21, 2025**, at 5:00 p.m. MST. Any proposal(s) received after this date and time will not be accepted and will be returned to the sender. No faxed or email proposals or bids will be accepted.

PROPOSAL SUBMITTAL

All proposals must have the prospective respondent's name and contact information on the outside of the sealed proposal and sealed proposal costs (bids). If not included, it will be considered "Non-Responsive." All proposals are to be submitted to:

Mailing Address:

Navajo Department of Health / Division of Aging and Long-Term Care Support (DALTCS)
Attn: Sherylene Yazzie, Executive Director
P.O. Box 1390
Window Rock, AZ 86515

Hand Delivery:

Administrative Building #2 – 1st Floor
2296 Tribal Hill Drive
Window Rock, Arizona

All proposals and bids shall be sent in a sealed envelope, clearly marked with the following information:

RFP Bid Number:	25-05-3673SB
Description or Title:	DALTCS - Senior Center Facility Condition Assessment.
Contact Persons:	Sherylene M. Yazzie, Executive Director Navajo Department of Health Work Phone: 928-871-6350 Email: SheryleneM.Yazzie@navajo-nsn.gov

Please submit (1) original and three (3) copies of the proposal

PART I

INFORMATION ONLY – NO RESPONSE TO THIS SECTION IS REQUIRED

- A. This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. The Division of Aging and Long-Term Care Support (DALTCS) intends to issue a contract to more than one Consultant to meet strict timelines.
- C. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration. Failure to adhere will result in a “Non-Responsive” Status.
- D. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Public Advertising Begins	Wednesday, May 7, 2025
Proposals sent to vendors on current listing	Wednesday, May 7, 2025
Prospective respondent’s written question deadline	Wednesday, May 14, 2025
Due date for proposals at 5:00 p.m. (MST)	Wednesday, May 21, 2025
Opening of proposals and evaluation by	Thursday, May 22, 2025
Award date for contract on or by	Friday, May 23, 2025

- E. INQUIRIES: Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Sherylene Yazzie, Executive Director at SheryleneM.Yazzie@navajo-nsn.gov No inquiries will be accepted after the inquiring date listed above.
- F. ADDENDUM OR SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event it becomes necessary to revise any part of this RFP, an addendum will be issued. Any respondents that already submitted a proposal will be notified.
- G. PROPOSALS SUBMISSION: Proposals must be received on [Wednesday, May 21, 2025, at 5:00 p.m. \(MST\)](#). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the [Page 1](#) of this RFP. Instructions to offerors is to visibly mark on the outside of the proposal package, if applicable, the offeror’s priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act. The selection of the

consultant will be made in accordance with the NBOA. Any questions on the NBOA please call the BRD Office at 928-871-6714.

Processing of Payments: The payment procedures established by the Division of Finance, OOC shall be adhered to and are to begin whenever Services are delivered and accepted. Also, please note each RFP requires the submittal of a W-9 (March 2024) version and the Navajo Nation Suspension & Debarment form. Potential bidders must provide completed forms in their bid package (attached).

- H. NUMBER OF PROPOSALS TO BE SUBMITTED: In the submission of all proposal, one original and three (3) copies must be enclosed in one sealed envelope. The outside of the envelope should be clearly marked with 1) Respondent's Contact information, and 2) the "RFP Bid Number: 25-05-3673SB. Project Name: "DALTCS - Senior Center Facility Condition Assessment".
- I. LATE RECEIPT OF PROPOSALS: Late proposal will not be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at the Division of Aging and Long Term Care Support (DALTCS) on or before the date/time specified.
- J. REJECTION OF PROPOSALS: DALTCS reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- K. 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 and every 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.
- L. 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 DALTCS and may be reviewed by any person(s) after the final selection has been made, subject to paragraph K above. DALTCS has the right to use any or all system ideas presented in this RFP, subject to limitations in Paragraph K above. Disqualification or non-selection of a respondent does not eliminate this right.
- M. INCURRING COSTS: DALTCS is not liable for any cost incurred by the Respondent prior to issuance of service contract or a purchase order.
- N. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful Respondent will become contractual obligation, if acquisition action ensues. Failure of the successful Respondents to accept this obligation may result in cancellation of the award and such respondents may be removed from consideration for future solicitation.

O. ACCEPTANCE TIME: DALTCS, in coordination with the NDOH, Navajo Business Regulatory Department and the Navajo Office of the Controller, intends to select the successful Respondent in the time specified in Section D, after the closing date of receipt of proposals.

P. EVALUATION PROCEDURE AND CRITERIA:

- a. An evaluation team will score and evaluate 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 is necessary for a fair evaluation of the proposals.
- b. Failure of a respondent to provide any information requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
- c. The sole objective of the review panel is to select the respondent most responsive to the needs of DALTCS. The specification 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 the objective. If there is only one responsive bid, the DALTCS review team may elect to evaluate RFP solely.
- d. Evaluation Criteria: The following criteria will be used in the selection process for the contract award. Vendors and proposals will be evaluated to determine the best opportunity for DALTCS.

Qualifying Point Criteria:

- | | | |
|----|--|-------------|
| a. | Letter of Transmittal, Company Credentials | 0-10 points |
| b. | List of similar past projects provided in proportion to requested services | 0-10 points |
| c. | Key Team Members, resumes, other qualifications | 0-10 points |
| d. | References in proportion to requested services | 0-05 points |
| e. | Project Approach / Responsiveness to Scope of Work | 0-45 points |
| f. | Time Schedule | 0-20 points |

Total possible points = 100

- Q. RETURN PROPOSAL: The Navajo Nation, DALTCS have no obligation to return any of the proposals received in response to this RFP.
- R. TERM: The term of the Service Contract will be a period of six (6) months from the date of Service Contract. The option to renew the contract for continued services will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
- S. 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.

PART II

PURPOSE:

The objective of this project is to conduct a Facility Condition Assessment Study and develop a Facility Capital Improvement Plan for the Division of Aging and Long-Term Care Support (DALTCS)’s Senior Centers that are located throughout the Navajo Nation. This project shall consist of conducting a comprehensive and detailed building inventory, inspection and condition assessment. In addition, develop a capital renewal analysis and reporting process that will assist DALTCS in the strategic management and capital investment planning decisions pertaining to all of the building assets. The project shall address a range of asset management issues affecting the remaining functional service life of the Senior Centers, including capital investment planning for the scheduled replacement of antiquated facilities and preventative maintenance required to keep facility functional throughout the duration of the project.

PROPOSAL FORMAT

Include the following:

- Letter of Interest
- Certificate of Insurance
- Letter from Surety Company (if applicable)
- W-9
- Debarment and Suspension
- Relevant References

SCOPE OF WORK

Consultant shall assessment approximately 82 Senior Centers

The Consultant shall assess 82 Senior Centers located across the Navajo Nation, within three neighboring states, Arizona, New Mexico, and Utah.

Each senior center requires different levels of repairs, maintenance, and renovation. Some senior centers have reached their facility-life span and will require demolition and construction.

Consultant and Sub-Consultant Qualifications

The Consultant shall be a firm pre-qualified in the following discipline:

1. Architecture
2. Electrical Engineering
3. HVAC Engineering
4. Structural Engineering
5. Fire Protection Engineering
6. Estimating and Cost Analysis
7. Roofing Inspection
8. Asbestos Management and Design
9. Lead Paint Evaluation and Inspection

The Consultant shall be a firm pre-qualified in any and all other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

The Consultant shall demonstrate that they have experience in the preparation of Facility Condition Assessment Studies that are similar in size and scope to that described in this document.

Project Budget

A. Project Costs:

- a. The Consultant shall determine the construction cost estimate (CCE) and current working estimate (CWE) for each recommended facility improvement. Project cost items shall include, but not be limited to: construction costs, consultant design, construction administration fees, roof monitor fees, construction management firm (CMF) fees (if recommended), testing costs, affirmative action, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the recommended facility improvement.

B. Professional Cost Estimator:

- a. The Consultant or Sub-Consultant developing the cost estimate must be pre-qualified in Estimating and Cost Analysis Professional Discipline and demonstrate that they have experience in the preparation of cost estimates for Facility Condition Assessment that are similar in size and scope to that described in this document.
- b. All cost estimates shall be adjusted for regional location, site factors, construction phasing, and building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.
- c. All cost estimates must be submitted on an appropriate project cost analysis form for each recommended facility improvement along with a detailed construction cost analysis.

C. Consultant's Fee

- a. The construction cost estimate for this project shall not be used as a basis for the Consultant's fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

Project Schedule

A. Assessment Schedule:

- a. The Consultant shall submit a preliminary set of deliverables for at least ten (10) facilities for review and comment prior to preparing and submitting all deliverables for all Senior Centers. This will reduce the number of revisions and corrections necessary throughout the project.
- b. For scheduling purposes, a two (2) week period has been allocated for the review of each submission by the Project Team, after which a meeting will be convened to discuss all comments with the Consultant. However, any delays caused by the Project Team's review process shall not be sufficient reason for additional compensation to the Consultant.
- c. It is specifically noted herein that the document review process by the Project Team or its representatives is intended to be a review of the documents in a general manner. Submission reviews and comments by the Project Team or its representatives shall not be construed as a comprehensive review or detailed checking of the Consultant's work. It remains the Consultant's professional responsibility to prepare the documents in accordance with proper engineering criteria and sound professional engineering judgement.
- d. Scope of Work Facility Condition Assessment Schedule: The following schedule identifies the estimated phases for this project and the estimated durations.

B. Consultant's Proposed Facility Assessment Schedule

- a. The Consultant shall submit a Facility Condition Assessment schedule with their technical proposal that is similar in format and detailed to the scheduled depicted on the previous

page. The chart developed by the Consultant shall reflect their recommended phases, phases of activities, and respective activity durations.

- b. The schedule shall include all tasks. Task exceeding 30 calendar days must be divided into subtasks. The schedule shall identify all dependencies and milestones events. This schedule will be considered as a baseline (target) schedule for this project.
- c. A written narrative shall also be included with the technical proposal explaining the Facility Condition Assessment schedule that is submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.
- d. This schedule and narrative will be reviewed by the Project Team as part of the evaluation process and will be assigned a score based on clarity and comprehensiveness.

C. Consultant's Facility Assessment Schedule

- a. The Consultant shall update the schedule that was submitted and approved in their technical proposal using the date of the Notice to Proceed as a starting point. This schedule shall be submitted in both paper format and in an electronic format.
- b. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each activity.
- c. It is expected that progress on this project will adhere to the Consultant's approved project schedule. Monthly progress reports shall be provided and shall include schedule updates. If delays are encountered for any reason, the Consultant will be required to develop a recovery plan and schedule to compensate for the delay.

Project Definition

A. Background

- a. DALTCS' Facility Capital Improvement Plan is comprised of a variety of projects to design or improve the Senior Center building infrastructure as well as continuously improve the overall health, safety and welfare of DALTCS workers, seniors, volunteers and the general public who utilize or visit the Senior Centers.
- b. This project will accomplish that goal by providing a Facility Condition Assessment that will identify the existing condition of each building and a Facility Capital Improvement Plan that will describe in great detail the costs and improvements required to bring the buildings to current life safety, health, code compliance, environmental and energy standards over the next 5, 10, 15, and 20 years intervals.
- c. Items to address for the 20 year internal shall include, but not limited to, roofing systems, walls, carpeting, floor tile, painting, lighting, windows, fire protection and detection systems, security systems and utilities such as electrical and emergency power systems, HVAC, sanitary, steam, water and gas distribution systems, as applicable. Municipal water and sanitary sewer systems shall be research for those facilities that rely on septic sanitary systems and if available, cost estimates shall be included for the infrastructure improvements that will be required to make the connections to those systems.

- B. Functional Description of the Sites
 - a. DALTCS building infrastructure systems consists of 82 Senior Centers.

Consultant Responsibilities

A. General Information

- a. This section of the Scope of Work is intended as a guide for the Consultant to understand the overall basic requirements of the project and is not intended to identify each specific component of the facility condition assessment. It will be the Consultant's responsibility to provide all of the required details necessary to complete a comprehensive assessment study that will provide a context that will allow decisions to be made when resources improvements are required based on DALTC' needs or other factors.
- b. The Consultant must be familiar with and knowledgeable of all aspects of the anticipated services and have a thorough understanding of the project requirements, including all applicable codes and regulations.
- c. The Consultant shall ensure that all of the requirements identified in this section of the scope of work are addressed and included in the final Facility Condition Assessment Study where appropriate.

B. Pre-Study Project Meeting

- a. Prior to the start of the Facility Condition Assessment Study, the Consultant shall meet with the members of the Project Team to coordinate the following items.
 - i. Project Directory:
 - 1. Develop a project directory that identifies the name and phone number of key designated representatives at each facility who may be contacted during the project duration.
 - ii. Site Access:
 - 1. Develop procedures to access each project site and provide the names and phone numbers of approved escorts when needed. All facility site visits shall be coordinated and pre-approved by the Project Team members prior to the visit throughout the course of this project. Obtain copies of special security and policy procedures (if any) that must be followed during all survey work conducted at the facilities.

C. General Building Construction Information

- a. Each senior center facility shall be inspected and all components shall be rated for physical condition, life expectancy, and renovation or replacement requirements, and expansion needs. Based on these findings, the Consultant shall recommend the improvements for each facility and a table shall be prepared that will itemize them by priority based on life safety, health, code compliance, environmental and energy issues.
- b. All recommended improvements shall have associated costs. The cost shall be all inclusive and shall include, but not limited to: construction cost, consultant design and

construction, administration fees, roof monitor fees, testing costs, management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the recommended facility improvement.

- c. The evaluation of each senior center facility or building shall include, but not limited to the following:
 - i. Location:
 - 1. Identify the building location on a site location map, including the official mailing address.
 - ii. Building Photographs and Floor Plans:
 - 1. Provide colored photographs of the interior and exterior of the building, including the roof.
 - iii. Building Description:
 - 1. Provide a description of the building including construction classification type, occupancy vs. design capacity, architectural characteristics, square footage, date of construction, estimated useful life, building exterior, pedestrian entrances, location and capacity of loading docks, rooftop, floor, paint, storage space, handicapped accessibility.

D. Existing Conditions and Recommendations

- a. Provide recommendations to improve existing conditions:
 - i. Lighting
 - ii. Windows
 - iii. Fire Protection Systems
 - iv. Plumbing Systems
 - v. Heating and Ventilation and Air Conditioning Systems
 - vi. Electrical Systems
 - vii. Gas Distribution System (if any)
 - viii. Water Distribution System
 - ix. Steam Distribution System (if any)
 - x. Sanitary System
 - xi. Storm Drainage System (if any)
 - xii. Security System
 - xiii. Communication System
 - xiv. Energy Management System
 - xv. Vertical Transportation system
 - xvi. Utility System Schematic Design

E. Facility Condition Assessment Study

- a. The Facility Assessment Study shall be a compilation of all the information requested in this Scope of Work and identified as “Contract Deliverables”. It is suggested that the document be divided into the following sections:
 - i. Executive Summary
 - ii. Purpose, Limitations and Process

- iii. Existing Conditions and Recommendations
 - 1. General Construction
 - 2. Lighting
 - 3. Windows
 - 4. Fire Protection Systems
 - 5. Plumbing Systems
 - 6. Heating, Ventilation and Air Conditioning Systems
 - 7. Electrical Systems
 - 8. Fire Alarm and Security Systems
 - 9. Gas Distribution Systems
 - 10. Water Distribution Systems
 - 11. Steam Distribution Systems
 - 12. Sanitation Systems
 - 13. Storm Drainage Systems
 - 14. Security Systems
 - 15. Communication Systems
 - 16. Energy Management Systems
 - 17. Vertical Transportation Systems
- iv. Facility Improvement Plan
 - 1. Recommendations
 - 2. Construction and Project Budget Estimates
 - 3. Construction Bar Charts
- v. Exhibits and Addendums
 - 1. Site Location Maps
 - 2. Photographs
 - 3. Floor Plans
 - 4. Utility Systems Schematic Design
- vi. Narrative
 - 1. The document shall contain a narrative of the surveys, inspections, and investigations conducted for each item listed. Recommendations for replace, repair, and/or upgrade each building component shall be described and prioritized based on life safety, health, code compliance, environmental and energy issues. All recommendations shall include estimates of costs. All floor plan drawings, surveys, utility schematics and colored photographs related to the buildings and their components shall be included for reference. All survey data, interviews, field notes, cost savings calculations, shall be included in the Facility Condition Assessment Study as an addendum.
 - 2. The Consultant shall make an oral presentation of the Facility Condition Assessment Study to the Project Team members at the 50% and 90% completion and an Executive Presentation at the 100% completion of the

study. All Facility Condition Assessment Study evaluations and recommendations and the Facility Condition Improvement Plan shall be discussed in detail at each oral presentation.

F. Facility Capital Improvement Plan

- a. Based on the information gathered in the facility condition assessment study, the Consultant shall prepare a Facility Condition Improvement Plan that quantifies the need for capital assets preservation and improvements to Senior Center building identified in the Senior Center Listing. The document shall include the basic operational and financial justification for implementing the asset preservation and improvement for each project.
- b. Priorities shall be established to implement this program over one (1) year, three (3) years, five (5) years, and ten (10) years intervals. This information and cost data will be used as an instrument by DALTCS to make decisions on facility planning and yearly capital appropriations requests.

G. Meetings

- a. Conduct the appropriate number of review meetings with the Project Team members during each phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. It is recommended to have monthly progress meetings at the end of each month.
- b. It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the review meetings.

Senior Center Listing

Arizona	New Mexico	Utah
Blue Gap	Beclabito	Aneth
Chinle	Twin Lakes	Red Mesa
Cottonwood	Nageezi	Oljato
Forest Lake	Newcomb	
Hardrock	Sanostee	
Indian Wells	Manuelito	
Inscription House / Shonto	Naschitti	
Jeddito	Sheepsprings	
Leupp	Two Greyhills	
Low Mountain	Alamo	
Lukachukai	Baca	
Lupton	Breadsprings	
Many Farms	Casamero	
Nahata Dziil	Chilchiltah	
Nazlini	Churchrock	

Pinon	Iyanbito	
Rock Point	Lake Valley	
Rough Rock	Nahodishgish	
Round Rock	Ojo Encino	
Tsaile	Pinedale	
Crystal	Pueblo Pintado	
Fort Defiance	Red Rock	
Ganado	Smith Lake	
Teesto	Thoreau	
Whitecone	Tohajiilee	
Birdsprings	Torreón	
Dennehotso	Whitehorse Lake	
Cameron	Tohatchi	
Kaibeto	Coyote Canyon	
LeChee/Coppermine	Rocksprings	
Tonalea	Mexican Springs	
Cove	Cudeii	
Sweetwater	Huerfano	
St. Michaels	Hogback	
Teec Nos Pos	Crownpoint	
Tolani Lake	Shiprock	
Tuba City	Upper Fruitland	
Sawmill	Standing Rock	
Whippoorwill	Becenti	
Kayenta	Whiterock	
Bodaway/Gap (N)		
Black Mesa (R.)		
Mitten Rock (R.)		
Mexican Water (N)		
Total = 44	Total = 40	Total = 3

TOTAL = 87

New (N)

Renovation (R.)