

Request for Proposals  
For an  
OPEN MARKET  
**BID No. 24-06-3394SB**

**PROPOSAL DUE DATE:** Friday, July 12, 2024 – 3:00 PM DST [Postal Dated]

**Mail / Hand Deliver** to the attention of:

Navajo Nation Purchasing Services  
**Administration Building #1, Window Rock Blvd.**  
P.O. Box 9000  
**Window Rock, AZ 86515**

The Division of Economic Development (DED) is seeking proposals from qualified construction firms to landscape six (6) acres of undeveloped land for an Open Market business. The site is located in Shiprock, Navajo Nation, New Mexico.

Preference will be applied to qualified Navajo owned businesses in accordance with the Navajo Business Opportunity Act (5 N.N.C. §201 et seq) as specified in the Navajo Nation Procurement Code-12 N.N.C. §301 – All interested entities shall comply with all laws, rules and regulations of Navajo Nation Business Regulatory, Navajo Office of Occupational Safety and Administration, Navajo Nation Office of Contracts-Division of Finance, and Regional Business Development Office-Shiprock, NM.

All interested firms must show proof of the following policies 1) a minimum of \$1,000,000 Professional Liability Insurance 2) \$1,000,00 General Liability Insurance.

A mandatory Site-Job-Walk is scheduled, Monday, July 8, 2024 (DST) 9:00AM.

Site: Located south Shiprock, New Mexico, off east of NM State Highway 491, south of Ayaani Nez business complex.

Inquiries on this RFP, direct to the Regional Business Development Office-Shiprock – Division of Economic Development.

**CONTACT PERSON:** Henry Silentman, Manager  
Regional Business Development Office-Shiprock  
Division of Economic Development  
Telephone Number (505) 368-1315

**SCOPE OF WORK**

1. The Contractor shall coordinate with and obtain the approval of all entities exercising jurisdiction over the site, including Navajo Nation.
2. The Contractor shall coordinate with Navajo Tribal Utility Authority (NTUA) and the Navajo Nation in regard to site utilities. Should any utility infrastructure retirement become necessary, the cost shall be included in the proposal.
3. Demolish and replace the concrete side-walk to allow two (2) access points onto the property via automobile.

4. The entire six (6) acres shall be raked, graded and leveled to a smooth finish, left free of any brushes and debris.
5. Apply two (2)" base course gravel on the entire six (6) acres
6. At the completion of the project, furnish a project summary and all information and reports required by offices with jurisdiction over the work.

## **GENERAL REQUIREMENTS**

### **TIME SCHEDULE**

The work shall be completed within thirty (30) days upon the *Notice-to-Proceed letter* is issued.

### **WORK PLAN and SCHEDULE**

A work plan shall be prepared, listing the tasks to be performed and how they will be performed. The work plan shall contain a schedule of the entire job.

The work described herein shall include furnishing all services, supervision, labor, materials, tools, equipment, water, power, transportation, safety equipment, supplies, and incidentals necessary and required to accomplish the work.

### **SUBCONTRACTORS**

Will be fully subject to the requirements and provisions of the Navajo Nation Business Opportunity Act.

### **PERMITS**

It shall be the Contractor's responsibility to obtain all permits necessary to fully implement the objectives of the project.

### **UTILITIES**

It shall be the Contractor's responsibility to locate any and all existing utilities. Contractor shall also coordinate with the affected utility company on any matters, such as scheduling or locating lines. Any damage to utilities shall be repaired at the Contractor's expense.

### **SAFETY**

A site safety and health plan shall be prepared for all aspects of work anticipated for the entire job. This plan shall be included in the proposal.

### **BUDGET**

The proposed budget shall include 6% Navajo Nation Tax. *Please* provide the budget separately in a sealed envelope along with the **RFP Bid Number written on the outside of the envelope.**

- "Processing of Payments" – The procedures established by the Office of the Controller- Division of Finance shall be adhered to and are to begin whenever Goods and Services are delivered and accepted.

### **PROPOSAL FORMAT and CONTENT**

1. Letter of interest
2. Written Contractor's relevant capabilities and qualifications
3. Provide a Management Plan for the Project. Identify and provide resumes, including copies of professional licenses of key staff and consultants involved in this project.
4. Scope of Work requirements
5. Answer all RFP specifications
6. Three (3) references

7. Navajo Business Opportunity Act and Navajo Business Preference Act shall apply to this project. Include a copy of 'Current Certificate'. *Having Preference Certification will not guarantee award of this project.*
8. Instructions to offeror, if applicable, to **visibly mark on the outside of the Proposal Package:** the 'Current' Priority Status with the Navajo Nation Business Opportunity Act as Certified.

The Division of Economic Development reserves the right to reject any and all bids and to waive any informality on the bids received whenever such rejections or waiver is deemed in the best interest of the Navajo Nation.

SCHEDULE OF ACTIVITIES	TIMELINE	
<b>Job Site – Walk</b>	Monday, July 8, 2024	9:00AM DST
Prospective respondents 'Inquiry Timeline' Questions on this RFP must be submitted in writing via email prior to this date. Questions not accepted after this date.	Wednesday, July 10, 2024	3:00PM DST
<b>PROPOSALS DUE</b> Submit 1 Original Proposal 2 Copies Budget in Separate Envelope = Two (2) Envelopes <i>Fax /Email Proposals will not be Accepted</i>	Friday, July 12, 2024	3:00PM DST
<b>OPEN BIDS</b>	Monday, July 15, 2024	

All correspondences, inquiries, responses, relating to this RFP will become the property of Navajo Division of Economic Development-Tourism Department and Regional Business Development Office-Shiprock.

\* *RECEIPT OF PROPOSALS after Friday, July 12, 2024, 3:00PM DST **WILL NOT** be accepted.*