

REQUEST FOR PROPOSAL
Bid Number: 22-10-2901LE

Date: October 19, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Dilkon Outpatient Treatment Center Wastewater Connection to NTUA line Project

Project Schedule:

Advertisement of RFP	10/20/2022 – 11/04/2022
On site pre-bid meeting	11/09/2022
Location: Dilkon Outpatient Treatment Center	
<i>For directions please call (928) 674-2190</i>	
Requests for Information Due Date	11/17/2022 @ 5:00 pm
Bid Due Date	12/01/2022 @ 5:00 pm MST

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

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 #22-10-2901LE NNDBMHS
DILKON OUTPATIENT TREATMENT CENTER
WASTEWATER CONNECTION TO NTUA LINE 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 Contractor 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 with a minimum of fifteen (15) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

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 (detailed plan depicting problem solving and recommendations).
6. Schedule, including proposed site visits
7. Copies of licenses, certifications (NBOH Priority Status), insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
9. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
10. 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 minimum fifteen (15) years' 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. The presentation will be scheduled to be presented in Dilkon, AZ (if necessary). 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

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

Dilkon DBMHS Wastewater Connection to NTUA Line Project
RFP Bid #22-10-2901LE
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services Dilkon Outpatient Treatment Center main building, identified as Building Number 3774, located in Dilkon, Arizona, is seeking a qualified company to connect a wastewater line to the NTUA line. In addition, remove and dispose of a one-thousand gallon (1,000) septic tank and leech lines and leech field, restoring the land to an acceptable condition.

1. With a Design/Build concept, provide construction drawings depicting the proposed layout for the wastewater lines. Drawings will be subject to approvals from the proper authorities including (but not limited to) NTUA, NNCPMD and NAIHS.
2. Install Code Compliant wastewater lines, cleanouts, and any other necessary components to the wastewater service line. The tie in to NTUA wastewater line is approximately six-hundred feet (600') from the building.
3. Comply with NTUA guidelines for wastewater connections, connect to the NTUA line with NTUA approvals. Contractor is responsible for the submission of all applicable requirements of NTUA.
4. Test lines and provide any and all pertinent information to site staff including as-built drawings, specifications, warranty and preventive maintenance.
5. Remove and dispose of a one-thousand gallon (1,000) septic tank.
6. Remove and dispose of leech lines, connections, cleanouts and all other components.
7. Remove and dispose of the leech field (described as 6 rows @ 11' O. C. X 75' long)
8. Restore the affected (septic tank, piping, leech field) land to an acceptable condition.
9. Travel to Dilkon, Arizona for five (5) onsite meetings for (1) an onsite pre-bid visual assessment to determine your proposal submittal, (3) for ongoing inspections and project meetings and (1) for final inspection.
10. Costs to be broken down by trade hourly rates, travel, testing, material, equipment, and Navajo Nation Sales Tax @ 6%.

End Scope of Work