

REQUEST FOR PROPOSAL  
Bid Number: 22-12-2919LE

Date: December 19, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Crownpoint Outpatient Treatment Center Gravel Project

Project Schedule:

Advertisement of RFP	12/27/2022 – 01/12/2022
On site pre-bid meeting	01/17/2023
Location: Crownpoint Outpatient Treatment Center	
<i>For directions please call (505) 786-2111</i>	
Requests for Information Due Date	01/26/2023 @ 5:00 pm MST
Bid Due Date	02/09/2023 @ 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](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 #22-12-2919LE NNDBMHS  
CROWNPOINT OUTPATIENT TREATMENT CENTER  
GRAVEL 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 Crownpoint, NM (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](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

Crownpoint DBMHS Gravel Project  
RFP 22-12-2919LE  
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services Crownpoint outpatient treatment center compound buildings parking lots and access roads, is seeking a qualified company to provide site road and parking area improvements with grading, basecourse, compacting and gravel to address muddy and drainage issues. We will be utilizing the following criteria to determine cubic yards needed. Total cubic yards: Length (in feet) X Width X Depth (in inches) /12; then /27 = Total cubic yards. We have calculated approximately 36,000 square feet for this project needs. Utilizing the formula;  $36,000 \text{ s.f.} \times 3'' = 108,000$ ;  $108,000/12 = 9,000$ ;  $9,000/27 = 333.33$  Total Cubic yards, (Rounded up to 335 cubic yards). An additional 50 cubic yards will be added for any shortage areas. The Total Cubic Yards of Gravel is 385 cubic yards.

Scope of Work:

1. Backfill, grade and compact all areas to receive base course and gravel, assuring drainage away from the buildings and roads with approved fill and base course.
2. Transport, dump, spread and compact all identified areas and work back towards the access road beginning.
3. Gravel should be 1" in size and at 3" depth.
4. Price quote is to broken down by: Cost of materials (tonnage) and needs to be verified at delivery; Delivery charges (number and type of trucks); Equipment; Anticipated labor charges to complete project; Sub-total, Taxes and grand total.
5. Costs to be submitted separately in a sealed envelope.

*End Scope of Work*