

REQUEST FOR PROPOSAL
Bid Number 17-08-1722LE

Date: August 30, 2017

Project Title: Navajo Nation Department of Behavioral Health Services-Tuba City, Az. Site and Building Improvement Project (Fence, Parking Lot, Sidewalks, Building Security, Signs, Tree Removal, and Other).

Project Schedule

Advertisement of RFP	09/05-09/08/17
Onsite Pre-Bid Meeting	09/12/17
Requests for Information Due Date	09/19/17
Bid Due Date	09/26/17
Bid Opening	09/28/17

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 Mike Salabiye, Planner-DBHS at email michael.salabiye@ndoh.org.

There was a on-site pre bid meeting on Tuesday, September 12, 2017 at 10:00 a.m.

All parties responding to this bid 17-08-1722LE are instructed to submit or send three (3) proposals to the following address:

The Navajo Nation
Division of Finance-Purchasing
Attention: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd
Window Rock, Az.

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 17-08-1722LE NN DBHS Tuba City, Az Building and Site
Improvement Project
DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP
NN DBHS Tuba City, Az Building and Site Improvement Project

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Behavioral Health Services (DBHS) is a federally funded program operating outpatient treatment centers throughout the Navajo Reservation. The Tuba City, Arizona outpatient treatment center provides services to the western region of 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 General Contractor to complete all work as described in the attached scope of work. The worksite is in Tuba City (Coconino County), Arizona.

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 5 years experience and history with providing General Contracting services on the Navajo Nation.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. A detailed site plan drawing of all work.

IV. SCOPE OF WORK
(See Attached)

V. REQUIREMENTS

The respondent will furnish all requested (required) information as specified in the RFP (Section VI. Proposal Content and required Information).

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 3 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 on the Navajo Nation. Include project site(s), and site contact information.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed site plan depicting layout).
6. Schedule.

7. Copies of licenses, certifications, insurance certificates, and a Performance Bond.
8. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; Navajo Nation Tax 5%.
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 5 years work experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo or Indian Preference. (05 points)
 - e. Cost (separate sealed envelope). (25 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, etc.)
3. The Navajo Nation Department of Behavioral Health Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. 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 Tuba City, Az (if necessary). It is the DBHS'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 DBHS point of contact is Mike Salabiye, Planner for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Mr. Salabiye's email address is michael.salabiye@ndoh.org

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 Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

IXX. OTHER

Bid # 17-08-1722LE

Scope of Work

1. BUILDING

- Fumigate the crawlspace under the building for rodents, reptiles and insects.
- Assess pads and piers for the need to have the building re-leveled (doors are not square in several sections of this above elevation modular building).
- Evaluate all plumbing piping under the building, especially the sewer lines. Correct, repair or replace as needed.
- Re-level Building.
- Correct "out of square" doors including closures and other hardware as needed.
- Assess roof for re-seal (loose materials, etc.) and re-seal after building is re-leveled.
- Replace 2 damaged interior doors.
- Install "Fire Alarm Pull Stations" as ordered by the Fire Marshal.

2. METAL FENCE PANELS

- Dismantle existing chain link fence and posts (roll fencing and place at a designated area onsite, break concrete base off posts, bundle and place at a designated area onsite. Haul off concrete.
- Level, Clear and Grub fence path (inside of retaining wall).
- Install approximately 1,082 linear feet of Metal Fence Panels. Vertical metal bars are to be 7' tall curved outward with a pointed tip. Fence posts are to be set in cement
- One (1) Twenty foot Drive In Rolling Gate with a concrete pad.
- One (1) Ten foot Drive In Rolling Gate.
- Two (2) Walk In Gates at Five (5) feet wide. (w/ latch hardware)
- Black color
- Provide product cut sheets and specifications.

3. CONCRETE PARKING LOT (ADA COMPLIANT)

- Approximately 25' X 117' ADA Concrete Parking Lot.
- Curbing.
- Adjoining sidewalks.
- ADA Striping and Signage

4. CONCRETE PATIO and SHADE STRUCTURE

- Add additional concrete to existing patio for a finished size of 20' x 20'.

- Patio Shade approximately 22' x 22' (metal structure, with mesh canopy cover) on renovated concrete pad (Cut sheets and specifications).

5. SIDEWALKS/ STEPS

- Demolish approximately 540 linear feet of existing sidewalks and replace with new sidewalks.
- Replace concrete steps at the front of the building.

6. ADA RAMP WITH STEPS

- Design and build an ADA compliant metal ramp with steps at the rear of the building into the patio area.

7. BUILDING SECURITY SYSTEMS

- Video Surveillance System (pan, tilt, zoom color cameras)
- Intrusion Alarm (monitoring company, police, fire dept., staff)
- Motion Detection Activated Lighting
- Required electrical connections
- Security Lighting throughout campus (street lights and building mounted shatter proof lights)
- Design and install an intercom system throughout the interior of the building.
- Cut sheets and product specifications.

8. MONUMENT SIGNS EXTERIOR

- Two (2) Monument Signs 4' (high) x 8' (wide) with a block base (identical to the base of the building)- at each corner displaying DBHS information. (Solar lit)
- Monument base at flagpoles with bronze plate.
- An outdoor bench to be installed for seating.
- Cut sheets and specifications

9. Gravel Parking Area

- Gravel (Red Dog) 2" rock for an approximate 90' x 40' x 4" (deep)

10. TREE REMOVAL

- Cut and remove three (3) dead trees.

11. OTHER

- Install gutters, downspouts, and splash blocks on upper building for adequate drainage away from the new building. Install wood brace on stairwell areas to one side (to affix downspouts).
- Install 4" Dia PVC Piping at two (2) downspouts on the south side of the building into the retaining pond. Repair eroded areas to, in, and near the existing retaining pond.

- Install 2 exterior water faucets with freeze proof lines.

Design

Site plan layout with soil testing as applicable (parking pad) and construction drawings.

Cut sheets and specifications (as noted)

Installation Services

Delivery and Installation charges for project.

Warranty Services

Materials and workmanship

Preventive Maintenance Training

Owners Manual (if applicable) Training

In-service training on any relevant fencing preventive maintenance procedures.

****End of Scope of Work****

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										

or

Employer identification number										

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date