

REQUEST FOR PROPOSAL
Bid Number: 22-03-2757LE

Date: March 28, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Tuba City Outpatient Treatment Center Building Re-Leveling Project

Project Schedule:

Advertisement of RFP	04/04/2022 – 04/15/2022
Onsite Pre-Bid Meeting	04/19/2022 @ 11:00 am DST
Location: Tuba City Outpatient Treatment Center	
<i>For directions please call (928) 283-3346</i>	
Requests for Information Due Date	04/26/2022 @ 5:00 pm
Bid Due Date	05/05/2022 @ 5:00 pm

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 #22-03-2757LE NNDBMHS
TUBA CITY OUTPATIENT TREATMENT CENTER
BUILDING RE-LEVELING PROJECT
DO NOT OPEN-BID PROPOSAL

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) responsive, 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 five (5) 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 refer to the cost in this letter.*
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, 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. (Provide detailed breakdown of costs (material, labor, and other applicable costs; AZ State Tax and Tuba City Sales Tax 6%).**
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 five (5) years' work experience. 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 Preference. (5 points)
 - e. **Cost (separate sealed envelope).** (25 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 reserves 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 held in Tuba City, Arizona (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

SCOPE OF WORK

**Navajo Nation Division of Behavioral and Mental Health Services
Tuba City Outpatient Treatment Center Building Re-Leveling Project**

The Division of Behavioral and Mental Health Services (DBMHS), Tuba City Outpatient Treatment Center has a modular building in need of re-leveling services located in Tuba City, Arizona.

1. Re-level an eleven (11) section modular building, approximately 6,596 square feet, utilizing the existing system components with the necessary adjustments.
2. Install additional blocking under the building directly under problem areas if needed.
3. Install one (1) additional 2'x2' access door to the crawlspace under the building at a specified location.
4. Change the locking mechanism at the existing 2'x2' access door (to the crawlspace) provide new keys.
5. Check and retighten building connections at mod lines at both the top and bottom sections.
6. Check floor elevations for levelness (floor coverings are shifting causing separation in areas).
7. Check and adjust (if necessary) ceiling grid and tiles caused by un-level conditions.
8. Check above ceiling tiles and on top of the roof for any damage or separations and repair (including re-sealing). This includes all gutters, downspouts and splash blocks.
9. Pictures of any uneven sections (with a level) are to be submitted as part of pay request reports (with locations identified).
10. Workmanship warranty in writing required.
11. Contractor is responsible for field verification of systems at this site.
12. Cost detailed breakdown are to include labor, equipment, materials, minor repairs allowance, travel expenses and the Tuba City Sales Tax of 6%. Please be cognizant that the grand total is the contract total.
13. Exclusions: Based on your expertise- please list any and all other requirements not listed in this scope of work. (Do not list costs with main proposal).

A crawlspace under the building is required for access to the underside of the building. Ladders will be required for access to the ceiling and roof.

End Scope of Work