

REQUEST FOR PROPOSALS
Upgrading the Loreen C. Lee Pavilion and 4-H Barn Area

BID NO. 23-05-3021LE

Date: May 1, 2023

Owner: The Navajo Nation Department of Agriculture
P.O. Box 2370
Window Rock, AZ 86515
Attn: Navajo Nation Fair Office

Contact Person: Leonard Francisco, Jr., Navajo Nation Fair Manager
Kristy Kinlicheenie, University of Arizona, Assistant Extension Agent
kristyldennison@arizona.edu or (928)206-0763
Leo Watchman, Jr., Program Manager III
Navajo Nation Dept. of Agriculture (928)871-6478

Purpose: This request for proposal is to solicit proposals from qualified firms/ consultants qualified of providing a new roof covering the 4-H barn and pavilion area. The facility will be utilized during the 4th of July Celebration, Ag Expo, Navajo Nation Jr. Livestock Show, as well and multiple educational events hosted by University of Arizona Cooperative Extension, Navajo Nation 4-H program, and Navajo Nation Department of Agriculture. New building will address four (4) key areas: Grandstand/Arena, Livestock Holding Pens: Small & Large, Wash Stations: Large and Small Animals, and Parking/Camping Area. The new facility will need to be operational during all seasons and have the capacity to hold at least 800 people.

This request is open to all qualified professional consultants/firms whose selection shall be in accordance with the Navajo Business Opportunity Act. The selected consultant/ firm shall comply with all applicable laws, rules and regulations on the Navajo Nation Business Opportunity Act, NTC Title 5, Chapter 2, Section 205, et. seq.

Scope of Work:

The firms/ consultants shall provide delivery of services for the entire 4-H barn and pavilion area at the Navajo Nation Fairgrounds in accordance to the Requirements Policy.

Consultant shall visit the site and familiarize themselves of all conditions. Failure to visit sites will in no way relieve the successful firm from the necessity of furnishing any materials, services or performing any work that may be required. This would include all necessary labor, materials,

tools, equipment, water, light, heat, power, transportation, and supervision necessary to complete the work.

Major Areas:

1) Arena/Grandstand:

- Incorporate arena 50 ft. x 40 ft., with panel to allow for use of large livestock & small with four entrance gates. Incorporate heavy duty panels for durability, paint coat finish to prevent rust and minimize weathering damage to ensure lifespan.
- Arena should have capacity to convert into half size, with the use of panels for multiple uses such as livestock exhibition, demonstrations, livestock sales and other activities involving livestock.
- Incorporate Grandstand with bleachers on two sides of arena for spectators, capacity of 100 people.
- Incorporate Elevated Announcer Stand/ Auctioneer Box 14x14 ft. must have accessibility to electrical outlets
- Upgrade on electric system to meet demands of events hosted at facility.

2) Large and Small Holding areas Main Barn Approximate Size: 60yds x 70 yds.

- o Large animal holding pens (Main Barn Area)
- o Swine: Concrete flooring (size of concrete slab/ would determine by average # of pigs) and we can estimate pens and size. Enclosed area for no access by public.
- o Beef: Tie out area (post tie outs, with elevated ground). Portable heavy duty pens for livestock for holding.
- o Lambs/Goats: 4 ft. by 4ft pens, with open/close gates, roughly 40 pens and enclosed area.
- o Roofing over entire large and small animal pens.
- o Electrical outlets available with access to all pens.
- o Loading and Unloading area.
- o Water spickets located throughout the facility.
- o 10x10 ft. storage space area with secure door.

3) Washing Stations

- 2 Concrete washing bay stations with easy access for animals, approximate size will be determined during walk through. All stations must have water access, proper drainage, tie outs, and doors with locking capabilities.
- Needed upgrade on all water systems and drainage systems for whole facility.

4) Parking/Camping Area

- Installation of RV electric hook ups stations.
- Gates on all entrance and exit areas with locking capacity.
- Additional requests may be made during walk through.

Consultant shall complete the proposal and provide three (03) sets, two 8 ½ x 12 and one electronic copy to the Fair Office, University of Arizona Agent, and Department of Agriculture.

Coordination with University of Arizona Agent, Navajo Nation Fair Office, and Navajo Nation Department of Agriculture is necessary. All offices will assist consultant with coordination of all documents.

Proposal Content:

1. Letter of Interest
2. Summary of proposed services
3. List of prior projects completed within the past five (5) years. Include project name, location, contact person(s), total cost and whether project was completed on schedule. List of prior work with Navajo Nation Fair Office, University of Arizona, and Navajo Nation Department of Agriculture.
4. Provide a management plan: provide resumes, including key staff, contact person and number of employees. Trade certifications and professional licenses should be included, if any.
5. Time frame to complete proposed services.
6. Navajo Business Opportunity Act Certification.
7. Total Cost Breakdown: Consultant fees and Consultant expenses per site must be provided, along with the number of calendar days to complete work. To be included in a separate envelope.
8. Payment schedule. Final payment will not be made until final approval and acceptance has been determined for the proposed work. Provisions in your payment schedule should be made for this requirement.
9. **A MANDATORY WALK THRU IS REQUIRED FOR THE BIDDERS AND THE PACKETS WILL BE GIVEN TO YOU AT THE TIME. A time and date will be given.**
10. Two (2) copies of the proposal, bound and seal will be submitted to the Owner, Attention: **BID NO. 23-05-3021LE** Navajo Nation Fair Office, University of Arizona, Navajo Nation Department of Agriculture in Window Rock, Arizona by 3:00 p.m. Friday May 26, 2023. The selection shall be in accordance with the Navajo Nation Business Opportunity Act (NNBOA), NNC Title 5, Chapter 2, Section 205 et. seq. The selected firm shall comply with all applicable laws, rules and regulations of the NNBOA, where applicable. Please indicate your NNBOA Preference Priority on the selected envelope of your proposal. Telefaxed copies are not acceptable.

The Navajo Nation reserves the right to reject any and all proposals and to waive any informality if it considers to be in the best interest.