

**REQUEST FOR PROPOSAL
DIVISION OF ECONOMIC DEVELOPMENT
KARIGAN PROFESSIONAL BUILDING ROOF TPO REPLACEMENT
BID NO. 24-02-3245KS**

SECTION I

INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Navajo Nation Division of Economic Development (DED), Support Services Department, P.O. Box 663, St. Michaels, Arizona, 86511. The contact person for this RFP is Joe Clyde, Jr., DED Maintenance Supervisor.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Contractors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of Navajo Nation procurement regulations from the Support Services at any time up to the Deadline for Proposals.
- E. **SCHEDULE OF ACTIVITIES:**
- | | DEADLINE: |
|--|------------------|
| 1. Public Advertisement | Feb. 06, 2024 |
| 2. Prospective respondent's written question deadline
(No questions accepted after this date) | Feb. 12, 2024 |
| 3. Responses to questions | Feb. 14, 2024 |
| 4. Proposal due date: 4:00 p.m. MST | Feb. 23, 2024 |
| 5. Opening of proposals and evaluation by Evaluation Team | Feb. 27, 2024 |
| 6. Award date for contract | Feb. 29, 2024 |
| 7. 164 Review process | |
- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Joe Clyde, Jr., DED Maintenance Supervisor at jclyde@navajo-nsn.gov or telephone: (928) 871-7394. No inquiries will be accepted after the inquiry deadline listed in section E.

NOTE: Inquires shall reference Karigan Professional Building Roof TPO Replacement, Bid Number No. 24-02-3245KG

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- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** If it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m., February 23, 2024 (MST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic submittals. Late proposals will not be accepted.
- I. **PROPOSAL FORMAT AND NUMBER OF COPIES:** Four (4) hard copy sets of the written proposal with electronic copy on jump drive and four (4) hard copy sets of the sealed cost proposal with electronic copy on jump drive.

All should be sealed in an envelope with the outside of the envelope clearly marked with the project name as follows:

Karigan Professional Building Roof TPO Replacement
Bid Number No. 24-02-3245KG - DO NOT OPEN
Name and address of the Contractor submitting the proposal.

If the bidder is a Priority 1 or Priority 2 Navajo bidder, it should clearly state it on the envelope. Company should be written as stated on Priority Certification issued by Navajo Nation Business Regulatory Department.

Proposal Format – Bidders shall provide information in the following format:

Part A. Written Proposal

- a. Section 1: Cover Letter and Bidder overview (see Note).
- b. Section 2: Company Credentials, Qualification, Experience and Staff Resume.
- c. Section 3: List of similar services provided to other business/government entities for the last five years.
- d. Section 4: Response to Scope of Work.
- e. Section 5: Signed W-9, Non-collusion, and Suspension/Debarment Forms.
- f. Section 6: Certification of Insurance.

Part B. Cost Proposal

- a. Detailed cost of project.
Note: Contractors must include a statement in Cover Letter (Part A) that they agree to the terms of the Navajo Nation contract template (see attached).

- J. **COST PROPOSAL:** Cost proposals shall be sealed separately. Only when respondents have met the minimum qualification will the cost proposals be opened. If

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respondent fails to submit cost separately from proposal, respondent will be deemed non-responsive.

- K. **REJECTION OF PROPOSALS:** DED reserves the right to reject all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the DED Maintenance Supervisor determines it is in the best interest of the Navajo Nation.
- L. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Every page of the proprietary material must be labeled or identified with the word “proprietary”.
- M. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by DED and may be reviewed by any person after final selection has been made, subject to paragraph L above. DED has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- N. **INCURRING COSTS:** DED is not liable for any cost by the respondents prior to issuance of a contract.
- O. **ACCEPTANCE TIME:** DED intends to make a contract selection within five (5) working days after the closing date for receipt of proposals.
- P. **SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Contractor shall affect such termination or reduction in scope. The DED Maintenance Supervisor’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by all Parties.
- Q. **EVALUATION PROCEDURES AND CRITERIA:**
1. An evaluation team will review the proposals received in accordance with the general criteria used herein. The team may request oral presentations by respondents. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
 2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.

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3. The sole objective of the evaluation team will be to select the respondent who is most responsive to the needs of DED. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP the evaluation team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the DED Maintenance Supervisor may elect to evaluate RFP solely.
4. Evaluation Criteria: The following criteria will be used by the evaluation team in the selection process for contract award. Contractors and proposals will be evaluated to determine the best opportunity for DED.

Qualifying Point Criteria:

- a. Company Credentials & qualifications in performing the services sought. 0-15 points
- b. Resume or other description of qualifications of relevant experience and knowledge. 0-15 points
- c. Responsiveness to Scope of Work 0-25 points
- d. List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years. 0-15 points

Maximum possible points: 70

Must obtain a minimum of 50 points to qualify for opening of cost proposal. Otherwise, the respondent is disqualified.

Cost Point Criteria:

- a. Delivery of all services at a reasonable cost. 0-30 points

Total possible points: 100

- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP (see attached contract template).
- S. **TAX:** All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the 6% Navajo Sales Tax (24 N.N.C. Section 601 et. seq.).
- T. **TERM:** The term of this contract will be for a period of six months from the date of the award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- V. **COMPLIANCE WITH LAWS AND REGULATIONS:** The successful Contractor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense,

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procure any permits that may be required.

- W. **INDEMINIFICATION:** To the fullest extent permitted by law, or as otherwise defined in the contract, the successful Contractor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Contractor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Contractor, its agents, associates, or employees.

The indemnification provided above shall obligate the Contractor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any contract resulting from this RFP.

The award of the contract to the Contractor shall obligate the Contractor to comply with the foregoing indemnity provision.

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SECTION II

STATEMENT OF WORK

- A. **BACKGROUND:** Division of Economic Development is seeking proposals from qualified Contractors for the roof construction for the Karigan Professional Office Complex located in St. Michaels, AZ.

The two-story commercial building is approximately 20,000 square feet. There is no service elevator to the roof, only limited step ladder access.

- B. **RESPONDENT REQUIREMENTS:** All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.

- C. **SERVICES TO BE PROVIDED BY CONTRACTOR:**

- Clean and prep roof for recover by demo existing pipe jacks and wall flashing and dispose of accordingly.
- Provide and install 1 layer of HP protective mat over existing roof system, mechanically attached.
- Provide and install 60 mil Thermoplastic Polyolefin (TPO) membrane, mechanically attached.
- Provide and install new pipe boots, equipment curb flashing, coping cap to be removed (reuse), flashing to go up and over walls fully adhered over existing wall flashing and reinstall coping cap.
- Clean up and remove all roofing debris caused by new roof construction and dispose of it accordingly.
- Clean all building drainpipes (replace if necessary).
- Provide all labor, equipment, and materials for all work.
- Provide project schedule timeline.
- Provide DED with a 2-year warranty and manufacturers 20-year NDL warranty with 90 mph peak wind gust.