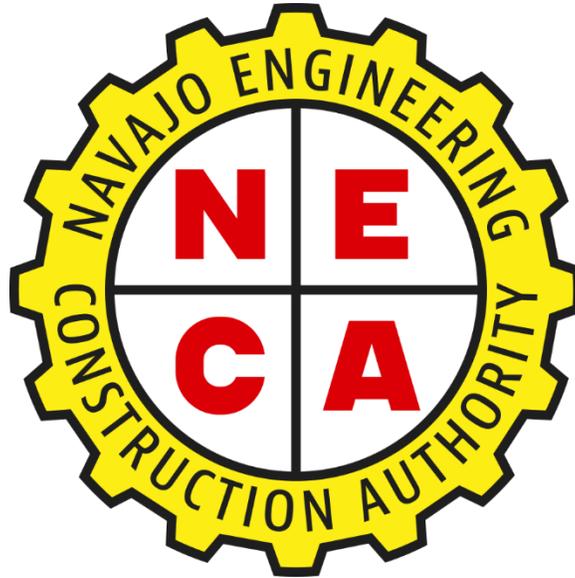


REQUEST FOR PROPOSAL



CONSTRUCTION SERVICES FOR CONSTRUCTION OF RESIDENTIAL BATHROOM ADDITIONS

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SECTION I: OVERVIEW ON REQUEST FOR PROPOSAL

- A. Type of Service: Navajo Engineering and Construction Authority (NECA) invites all qualified sub-contractors (“Proposers”) to submit competitive proposals to provide construction services for the construction of residential bathroom additions throughout the Navajo Nation.
- B. Schedule of RFP Activities:
- | | |
|---------------------------------------|------------------------|
| 1. Advertisement Period | September 8 – 23, 2020 |
| 2. Construction Documents Available | 9/11/20 |
| 3. Pre-proposal Conference/Site Visit | TBD by Contractor |
| 4. Written Questions Due Date | 9/18/2020 |
| 5. Proposal Submittal Due Date | 9/28/2020 |
| 6. Award of Contract (estimate) | 9/30/2020 |
| 7. Pre-Construction Meeting | TBD |
| 8. Notice to Proceed | TBD |
- C. Inquiries: Technical questions about the scope of services, or other project specific questions regarding this RFP shall be in writing and directed to Heston Zonnie. A written response to any inquiry will be provided in the form of an Addendum to the solicitation to each Proposer. All questions shall be submitted in writing no later than seven (7) calendar days prior to the deadline for submission of proposals. Questions submitted after this time will not be considered. Any addendum so issued are to be considered a part of the RFP document.

Contact information is as follows:

Heston Zonnie
PO Box 969
1 Uranium Boulevard
Shiprock, NM 87420
505-210-7025
Heston@navajo.net

- D. All proposals can be submitted electronically and must be received by Navajo Engineering and Construction Authority prior to the submission deadline.

Sealed proposals may also be submitted to:

NECA
Attn: Heston Zonnie
P.O. Box 969
1 Uranium Boulevard

Shiprock, NM 87420
Heston@navajo.net

*****NO LATE OFFERS WILL BE ACCEPTED*****

Submission Deadline: 5:00 pm (MST) on September 28, 2020

The opening will not be public. Unsuccessful Proposers will be notified if their proposal is not accepted. The proposal shall remain the property of Navajo Engineering and Construction Authority.

This is not a public bid opening, therefore, NECA will not release any information pertaining to the number of offers received, names of Proposers, or pricing until an award is made. NECA will confirm receipt of your proposal if requested

- E. Addendum to the proposal: In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the Proposer to make an adequate interpretation of this RFP, an addendum to the RFP will be provided on the web page (<https://www.navajo.net/category/vertical>). Addenda to this RFP may be issued at any time prior to the time set for receipt of proposals, therefore Proposers should check the web site often. The Proposers are required to acknowledge receipt of any addenda by submitting a signed copy of each addendum issued. Signed copies must be submitted as part of the signed proposal submittal.
- F. Rejection of Proposals: NECA reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the NECA. NECA reserves the right to reject any proposal based on deficient past performance, including projects conducted with NECA, other Navajo Nation agencies, the federal, state or local governments, or any commercial project.
- G. NECA reserves the right to select more than one winning proposal. NECA will select the winning proposal(s) on a best value basis and not on a basis where only costs, e.g., the lowest bid, will be selected. The winning Proposer(s) will best meet technical merit, past performance, financial capability, and cost. A successful Proposer(s) is expected to perform at a high level to meet the NECA's contractual requirements.
- H. Award of Contract: Upon selection, a contract agreement will be prepared between NECA and the successful Proposer/s. The Proposer agrees that its proposals, or a portion thereof, may be incorporated directly or by reference into such a contract agreement.
- I. Preference will be given to Navajo and other Indian-owned Proposers that qualify for preference in accordance with the Navajo Nation Business Opportunity Act (5 N.N.C. §

201, et seq.). Proposers shall submit evidence of their preference priority certification with their proposal.

- J. Only responsive proposals will be considered for award. For a proposal to be considered responsive, the Cost Proposal must submit and address all items within this RFP.
- K. Minimum insurance requirements under this solicitation are necessary as a condition of award are included below. Each Proposer will be required to provide evidence of insurance or a certificate of insurance at the following levels:
 - 1. Statutory workers' compensation coverage, or equivalent social insurance, in accordance with the law of the state where the work is to be performed;
 - 2. Employer's liability insurance with a limit of not less than \$1,000,000 per occurrence;
 - 3. Comprehensive general liability or commercial general liability insurance, including coverage for property damage and contractually assumed obligations, with a combined single limit of \$1,000,000 per occurrence; and
 - 4. Comprehensive automobile liability insurance covering all the Proposer's vehicles, whether owned or non-owned, with a combined single limit of \$2,000,000 per occurrence.
 - 5. NECA shall be included as an additional insured on the aforementioned insurance coverage.
- P. Performance and Payment Bonds: Proposers will be required to supply performance bond and payment bond in a form acceptable to the NECA prior to award. All such bonds shall be in a form acceptable to the NECA prior to award. Evidence of ability to provide documentations are required and must be included in the Technical Proposal.
- Q. Unless otherwise required a contractor who cannot secure a Performance and Payment Bond, a specified amount of retainage will be withheld from all pay applications and will not be released until contractor has fulfilled all contractual obligations.
- Q. Contractual Clauses: In order for the NECA to contract for services of this nature, the Proposer must agree to include as part of the agreement following two clauses:
 - 1. Governing Law: The governing law and dispute jurisdiction will be the Navajo Nation Law and Courts. Nothing with the contract shall constitute a waiver of sovereign immunity of the Navajo Nation.
 - 2. Navajo Nation Sales Tax: The Proposer shall include the 6% Navajo Nation tax within their cost proposal. It is the Proposer's responsibility to pay the sales receipt tax to the Navajo Nation.

SECTION II: SCOPE OF WORK

Introduction: The Navajo Nation has contracted NECA to build 140 residential bathroom additions to existing homes by December 31, 2020 under the NN CARES Act funding that was approved by legislation CJY-47-20. The subject existing homes identified for these services are located throughout the Navajo Nation, which are depicted in Groups 1, 2, 3, 4, 5 and 6 on the Site Location map shown in figure 1 below.

For segregation and assessment purposes, individual sites across the Navajo Nation have been grouped into 6 areas:

- Group 1 is located in the Tsaile/Sawmill, AZ area.
- Group 2 is located in the Naschitti, NM area.
- Group 3 is located in the Mexican Hat/Halchita, UT area.
- Group 4 is located in the Page/Coppermine, AZ area.
- Group 5 is located in the Dilkon, AZ area and
- Group 6 is located in the Chilchitah, NM area.

Specific group areas are shown in detail in Figure 1 below and can also be viewed on google map at: <https://www.google.com/maps/d/viewer>

Each addition will be built according to the plans that are provided. The plans provide different options for the bathroom orientation, foundation type and roofing type. Each home will be assessed by the contractor to make any field adjustments as necessary as to how to build a complete and functional bathroom addition. Plans, maps, specifications and individual home assessments can be viewed and downloaded from the NECA website at: <https://www.navajo.net/category/vertical>

A special note regarding the electrical work is required. NECA is partnering with NTUA on this project and there is a mixed scope of work. The contractor is responsible for all rough and finish electrical work within the bathroom addition. The wiring shall be pulled to the location of the electrical panel within the bathroom additions and left for NTUA to energize.

Some special notes regarding the plumbing scope is required. Per the plans, a kitchen sink is required to be installed in the existing building. The specified cistern pump will be provided to the contractor at no cost for the contractor to install.

A special note regarding the water heater and wall heater is required. If the home already has electricity, then the contractor will provide an electric water heater and electric wall heater. If the home is to be powered by photovoltaic or generator then the contractor is to provide a propane water heater and a propane wall heater. If the homeowner does not own a propane tank the contractor will provide a 40 lbs. propane tank.

A Proposer must have a proven track record of providing work on similar projects in order to be considered. Proposers may be required to submit evidence demonstrating their history of similar projects completed and evidence that they have the equipment and supervision required to perform the work in order for their proposal to be considered.

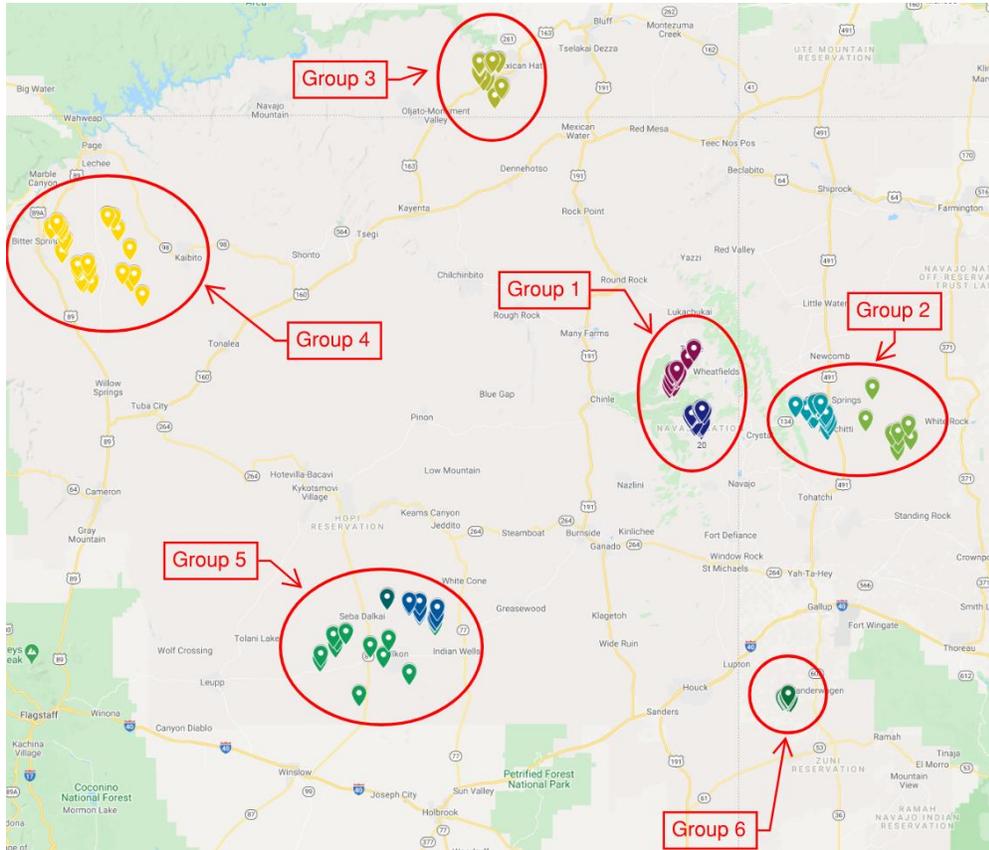


Figure 1

In addition, the proposer must meet the minimum requirements below.

2.1 PROJECT REQUIREMENTS

2.1.1. PERIOD OF PERFORMANCE

NECA anticipates successful proposer to perform and complete the work for periods between **October 1, 2020 and December 31, 2020**. The Bidder must state that they are available to complete the work during the proposed field schedule. Failure to do so will cause proposal to be considered non-responsive.

Additions must be complete prior to December 31, 2020. Potential Subcontractors must state in their proposal how many bathroom additions their firm can complete by the deadline of December 31, 2020 and base their proposal on that number. If the Subcontractor effectively

meets their contractual goal and additional bathrooms are available, NECA may elect to modify the subcontract to include additional bathrooms.

2.1.2. SITE VISIT

Due to multiple sites there will be no scheduled pre-proposal site visit. Proposers are encouraged to use the provided google map and visit house sites in a group area to submit a complete price for an area.

2.1.3. PROPOSER DUE DILIGENCE

Due to the nature of this project each Proposer shall judge for themselves as to all conditions and circumstances having relationships to the proposal and become informed about the unique challenges posed by this project. Failure on the part of any Proposer to make such examination and become informed shall not constitute ground for declaration of not understanding the conditions with respect to making its proposal.

2.1.4. CONTRACT ADMINISTRATION

NECA shall be responsible for administration of the contract for compliance and performance with the interpretation of terms and obligations, scope, schedule, and budget. The awarded firm will submit all daily reports and invoices for each pay request to NECA.

2.1.5. CONTRACTOR RESPONSIBILITIES AND DUTIES

The Contractor shall designate a Project Manager, hereinafter referred to as the PM, who shall be responsible for all services required. Unless otherwise indicated the Contractor is also responsible for providing all materials required to complete the services required in this RFP. The Contractor shall appoint a responsible member of the firm to be the contact person for all services. That person will be available until the end of project to provide resources for NECA in order to expedite the project and to provide timely response to issues as they arise. Descriptions of the contractor responsibilities and duties are further described in this document.

The PM will provide NECA the following:

- A safety logbook, which contains signatures of all members attending daily safety tailgate meetings.
- Copies of pertinent written communications.
- Daily reports (including activities accomplished, or problems encountered)
- As-builts
- Documentation that the contractor provided owner training to the owners for the systems installing. Including the cistern pump, hot water heater, wall heater and anything else the contractor feels the owner needs training on.
- Contractor will provide the owner with an appropriate O&M manual.

2.1.6. QC/QA REQUIREMENT

NECA will make site visits to inspect completed phases of the work for compliance to contract documents. Due to the schedule restraints the contractor will be responsible for performing quality control and performing their own inspections on work performed. The contractor will be required to take and submit photographs at each major stage of construction: pre-concrete placement with exposed rebar and plumbing, framing, rough plumbing, rough electrical and finish product. These pictures will be submitted to NECA prior to final payment to be able to receive retainage.

2.1.7. REQUIRED COMPLIANCE

The Contractor must comply with applicable Federal, State, Tribal and/or local laws and regulations, including all other applicable laws, regulations, ordinances, codes and rules of any governmental entities that have jurisdiction. The Contractor agrees to defend and indemnify NECA against all losses, expenses, and damages arising from violation of any of the above laws, regulations ordinances, codes, and rules.

2.1.8. PROJECT MANAGEMENT REQUIREMENTS

Proposer shall be responsible for the providing logistical items such as water, power, sanitation central staging area and security at a central staging area.

SECTION III: BID PROPOSALS

Bid Form and Pricing Instructions: The Proposer's bid must be submitted on the enclosed Bid Sheets (Attachments A-E). Prices shall be inclusive of all profit, labor, overhead, general and administrative expenses, and applicable taxes.

3.1 BID AND COSTING INSTRUCTIONS (WITH ASSUMPTIONS):

Because of schedule constraints and distance between site locations proposers may submit bids for all or specific groups. Requested costs should be provided based on the following:

- NECA will self-perform all homes complete in place for Group 1;
- NECA will provide all materials and perform foundation work in Group 2. Contractors will price for **labor and equipment only** on bid form for Group 2;

- Groups 3-6 will require contractors to submit prices for complete turn-key work, which will include **all labor, equipment and material**;
- Provide a base bid price for each Group (Group 2, 3, 4, 5 and 6) or;
- Provide the number of bathroom additions that you believe can be 100% completed by December 31st for each Group.

**ATTACHMENT A
 BID SCHEDULE
 GROUP 2 - NASCHITTI, NM
 Labor & Equipment Only**

BIDDER'S NAME: _____

CONTRACTOR'S LICENSE NO.: _____

DATE: _____

Task Number	Description	Units	Unit Cost	Cost
1	Mobilization	Lump Sum		\$
2	Bathroom Addition; C.I.P.	Lump Sum		\$
				\$
				\$
				\$
				\$
TOTAL BID PRICE				\$
<input type="checkbox"/>	DECLINE TO BID			

Note: Proposer is encouraged to add costs to complete requested tasks for items not provided by NECA and others

The undersigned certifies they are an authorized signatory for _____ and the pricing on this bid sheet is good for 60 days from the proposal date and or is not submitting a bid.

 Print Name

 Date

**ATTACHMENT B
 BID SCHEDULE
 GROUP 3 - OLJATO/HALCHITA UT**

Labor, Equipment and Material

BIDDER'S NAME: _____

CONTRACTOR'S LICENSE NO.: _____

DATE: _____

Task Number	Description	Units	Unit Cost	Cost
1	Mobilization	Lump Sum		\$
2	Bathroom Addition; C.I.P.	Lump Sum		\$
				\$
				\$
				\$
				\$
TOTAL BID PRICE				\$
<input type="checkbox"/>	DECLINE TO BID			

Note: Proposer is encouraged to add costs to complete requested tasks for items not provided by NECA and others

The undersigned certifies they are an authorized signatory for _____ and the pricing on this bid sheet is good for 60 days from the proposal date and or is not submitting a bid.

 Print Name

 Date

**ATTACHMENT C
 BID SCHEDULE
 GROUP 4 - COPPERMINE, AZ**

Labor, Equipment & Material

BIDDER'S NAME: _____

CONTRACTOR'S LICENSE NO.: _____

DATE: _____

Task Number	Description	Units	Unit Cost	Cost
1	Mobilization	Lump Sum		\$
2	Bathroom Addition; C.I.P.	Lump Sum		\$
				\$
				\$
				\$
				\$
				\$
<input type="checkbox"/>	DECLINE TO BID			

Note: Proposer is encouraged to add costs to complete requested tasks for items not provided by NECA and others

The undersigned certifies they are an authorized signatory for _____ and the pricing on this bid sheet is good for 60 days from the proposal date and or is not submitting a bid.

 Print Name

 Date

 Title

**ATTACHMENT D
 BID SCHEDULE
 GROUP 5 – DILKON, AZ**

Labor, Equipment & Material

BIDDER'S NAME: _____

CONTRACTOR'S LICENSE NO.: _____

DATE: _____

Task Number	Description	Units	Unit Cost	Cost
1	Mobilization	Lump Sum		\$
2	Bathroom Addition; C.I.P.	Lump Sum		\$
				\$
				\$
				\$
				\$
TOTAL BID PRICE				\$
<input type="checkbox"/>	DECLINE TO BID			

Note: Proposer is encouraged to add costs to complete requested tasks for items not provided by NECA and others

The undersigned certifies they are an authorized signatory for _____ and the pricing on this bid sheet is good for 60 days from the proposal date and or is not submitting a bid.

 Print Name

 Date

**ATTACHMENT E
 BID SCHEDULE
 GROUP 6 – CHILCHITAH, NM**

Labor, Equipment & Material

BIDDER'S NAME: _____

CONTRACTOR'S LICENSE NO.: _____

DATE: _____

Task Number	Description	Units	Unit Cost	Cost
1	Mobilization	Lump Sum		\$
2	Bathroom Addition; C.I.P.	Lump Sum		\$
				\$
				\$
				\$
				\$
TOTAL BID PRICE				\$
<input type="checkbox"/>	DECLINE TO BID			

Note: Proposer is encouraged to add costs to complete requested tasks for items not provided by NECA and others

The undersigned certifies they are an authorized signatory for _____ and the pricing on this bid sheet is good for 60 days from the proposal date and or is not submitting a bid.

 Print Name

 Date

