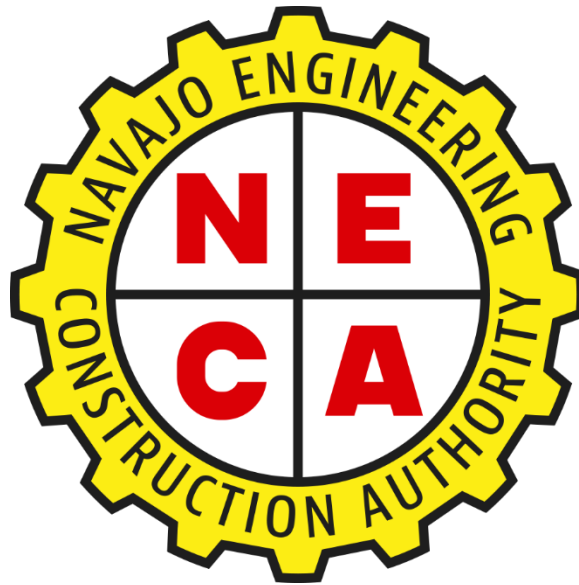


# REQUEST FOR PROPOSAL



**CONSTRUCTION SERVICES**

**FOR INSTALLATION**

**OF**

**RESIDENTIAL CISTERN AND SEPTIC SYSTEMS**

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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 installation of complete and operational on-site residential potable water cistern systems and wastewater septic disposal systems throughout the Navajo Nation.
- B. Schedule of RFP Activities:
- |                                       |                          |
|---------------------------------------|--------------------------|
| 1. Advertisement Period               | October 5th – 16th, 2020 |
| 2. Construction Documents Available   | 10/05/20                 |
| 3. Pre-proposal Conference/Site Visit | No                       |
| 4. Written Questions Due Date         | 10/14/2020               |
| 5. Proposal Submittal Due Date        | 10/16/2020               |
| 6. Award of Contract (estimate)       | 10/20/2020               |
| 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 three (3) 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](mailto: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](mailto:Heston@navajo.net)

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

Submission Deadline: 5:00 pm (MST) on October 16, 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 Tribal Utility Authority has contracted NECA to install complete and operational on-site residential potable water cistern and wastewater septic disposal systems to existing homes by December 31, 2020 under the NN CARES Act funding that was approved by legislation CJY-067-20. Each system shall either be tied to an existing house plumbing or new plumbing installed as part of the bathroom additions being constructed by NECA. Individual assessments and general layouts of the proposed systems have been performed by NECA and can be provided upon request. All work shall be in compliance with the Navajo Area Indian Health Service (IHS) Design standards, Navajo Nation/IHS standard details, and the IHS/Navajo Engineering and Construction Authority construction specifications. Plans and specifications can be viewed and downloaded from the NECA website at: <https://www.navajo.net/category/vertical/>.

For segregation and assessment purposes, individual sites across the Navajo Nation have been grouped into 6 areas which are depicted in Groups 1, 2, 3, 4, and 5 and 6 on the Site Location map shown in figure 1 below:

- Group 1 is located in the Tsaille/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.

NECA will be self-performing all work in Group 1. All materials including the cistern and septic tanks, pipes, fittings and appurtenances will be provided by NECA in Group 2. The contractor will only be responsible for installing (labor & equipment only) the cistern and septic systems for Group 2. The contractor will provide all labor, equipment and materials to install complete and operational cistern and septic systems in Groups 3-6.

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>

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.

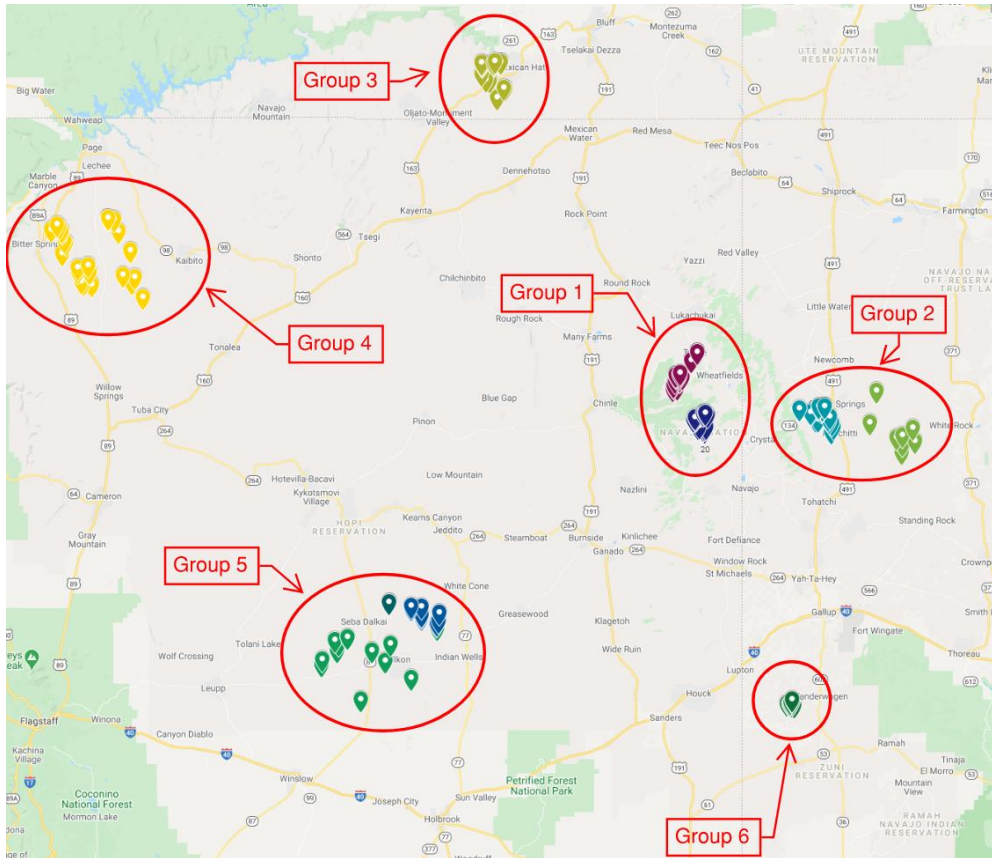


Figure 1

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 26, 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.

Complete and operational systems must be turned over prior to December 31, 2020. Potential Subcontractors must state in their proposal how many systems 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 systems to be installed are available, NECA may elect to modify the subcontract to include additional systems.

### 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 NECA assessments, google map link 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-built drawings of installed systems
- Documentation that the contractor provided owner training to the owners. Training will follow the IHS curriculum and content for safe handling, hauling, and disinfection of water and for proper cistern, plumbing, and septic system operation and maintenance.
- Contractor will provide the owner with an appropriate O&M manual in hard copy or electronic pdf format as requested by the homeowner.

#### 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: excavation and prior to backfill, placement and spacing of tanks, pipes and leach lines. 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; Contractor will not bid on Group 1;
- NECA will provide all materials in Groups 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 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 cistern/septic system installations that you believe can be 100% completed by December 31<sup>st</sup> for each Group.

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

**BIDDER'S NAME:** \_\_\_\_\_

**CONTRACTOR'S LICENSE NO.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Item Number	Item Description	Estimated Quantity	Unit	Unit Cost	Cost
1	Mobilization	1	Lump Sum		\$
2	Cistern System Install C.I.P.		Each		\$
3	Septic System Install C.I.P.		Each		\$
					\$
					\$
					\$
TOTAL BID PRICE					\$
<input type="checkbox"/>	<b>DECLINE TO BID</b>				

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 & Material**

**BIDDER'S NAME:** \_\_\_\_\_

**CONTRACTOR'S LICENSE NO.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Item Number	Item Description	Estimated Quantity	Unit	Unit Cost	Cost
1	Mobilization	1	Lump Sum		\$
2	Cistern System Install C.I.P.		Each		\$
3	Septic System Install C.I.P.		Each		\$
					\$
					\$
					\$
<b>TOTAL BID PRICE</b>					<b>\$</b>
<input type="checkbox"/>	<b>DECLINE TO BID</b>				

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:** \_\_\_\_\_

Item Number	Item Description	Estimated Quantity	Unit	Unit Cost	Cost
1	Mobilization	1	Lump Sum		\$
2	Cistern System Install C.I.P.		Each		\$
3	Septic System Install C.I.P.		Each		\$
					\$
					\$
					\$
<b>TOTAL BID PRICE</b>					<b>\$</b>
<input type="checkbox"/>	<b>DECLINE TO BID</b>				

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:** \_\_\_\_\_

Item Number	Item Description	Estimated Quantity	Unit	Unit Cost	Cost
1	Mobilization	1	Lump Sum		\$
2	Cistern System Install C.I.P.		Each		\$
3	Septic System Install C.I.P.		Each		\$
					\$
					\$
					\$
<b>TOTAL BID PRICE</b>					\$
<input type="checkbox"/>	<b>DECLINE TO BID</b>				

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:** \_\_\_\_\_

Item Number	Item Description	Estimated Quantity	Unit	Unit Cost	Cost
1	Mobilization	1	Lump Sum		\$
2	Cistern System Install C.I.P.		Each		\$
3	Septic System Install C.I.P.		Each		\$
					\$
					\$
					\$
<b>TOTAL BID PRICE</b>					<b>\$</b>
<input type="checkbox"/>	<b>DECLINE TO BID</b>				

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

\_\_\_\_\_  
 \_\_\_\_\_