



**REQUEST FOR PROPOSALS**  
**for**  
**QUALIFICATION-BASED**  
**DESIGN BUILD PROJECT DELIVERY SERVICES**

Design-Build Navajo EPA Superfund Building Remodeling Project

Window Rock, Arizona

RFP Name: 2023 Design-Build NSP Building Renovation

**May, 2023**

**Navajo Nation Environmental Protection Agency**  
**Superfund Program**

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# I. PROJECT INFORMATION

## PURPOSE AND SUMMARY OF THIS REQUEST FOR PROPOSAL (RFP)

The Navajo Nation Environmental Protection Agency Superfund (NSP) is offering the unique opportunity for a qualified team to design and construct the renovation of the former First Financial Credit Union building in Window Rock, Arizona. The building is to be converted into the offices and useful space determined by the activities and duties of NSP staff: NSP-HQ.

NSP seeks a team, to be managed under a single, responsible lead entity, to complete the work, which includes design and construction, the “Contractor Design-Build Team.” NSP intends to issue one contract to the selected Offeror for the entire scope of work.

## BACKGROUND

The procurement of a building was the first step in the creation of the NSP Headquarters (NSP-HQ). The design of the NSP-HQ building must be a safe environment for all staff and visitors. It must take into consideration that program field staff are directly involved with uranium contamination and the remediation of hazardous and special wastes. The NSP-HQ will house all Navajo Superfund field staff, support staff, and related files and field equipment.

## PROJECT SUMMARY

### Building Size

This project will consist of the renovation of the infrastructure utilities and remodeling of the existing modular building including footings, jacks and roof improvements, and installation of two smaller modular buildings with electricity and plumbing. The existing building totals 5,000 gross square feet. The total design will encompass the full square footage and also the building façade, grounds, and parking lot. The two additional modulares need to fit on the lot and not be overcrowded with relation to each other and the existing building, parking area(s), and gate entries.

The NSP-HQ will provide staff who work in emotionally and physically taxing fields a safe and secure working environment where staff can thrive, be productive, and decompress.

- Twenty (20) individual offices (not cubicles) are needed. Include new electrical wiring and Voice over Internet Protocol (VoIP) phone service and connection to the server room for local area network (LAN) access.
- Male and female restroom facilities to accommodate 20 staff and be compliant with the most current national and Tribal American with Disabilities Act (ADA) requirements.
- The space will also provide one break room with full kitchen facilities large enough for a dining table with eight chairs.
- Two conference rooms; one large that can accommodate up to 20 people, and one small for up to 6 people. Both will have VoIP/LAN access.

- A network server room with air conditioning of sufficient size to house the NSP's local area network (LAN) hardware. Refitting the existing server room may be possible.
- Central copy/printing /fax room or area.
- Paved parking with striping for twenty (20) employees, 6 tribal vehicles, and wheelchair access compliant with the most current national and Tribal ADA standards.
- Installation of one (used in good condition may be acceptable) free-standing building, such as a modular classroom or a modular structure of compatible size to accommodate file storage, to include the paper files stored in the current NSP offices, storage buildings, and a reasonable estimate of future needs. The new file storage building shall have paved vehicular access for loading and unloading with an easy access entryway. This modular will be set up to receive dense rolling file storage, and a map storage cabinet. The building will also have a reading area with a drafting table for design drawing and map viewing. The reading area will include electric outlets, phone, and computer capability.
- Installation of a second free-standing modular building (used in good condition may be acceptable) such as a classroom modular of a compatible size to accommodate the secure storage of field equipment used by the NSP. Some equipment is sensitive and requires climate controlled storage; some radionuclide-containing equipment will require lockable cabinets. An equipment/battery recharge area shall be provided that includes a bank of electrical outlets. This modular will also provide male and female showers and a locker room for 20 staff. It will also be set up with one work station with electric, phone, and computer capability.
- There is a walk-in safe in the former credit union building. Provide a method to either re-use the safe or sell it to defray the cost of removing it from the premises.
- There is a surveillance and alarm system in the former credit union building. Provide a method to either re-use the system, (or parts of the system), or remove all extraneous wiring.
- The building grounds will be cleared and graded to adequately drain water/snow and be tastefully landscaped with an outside shaded dining table.
- The renovation includes all partitions, insulation of ceiling and external walls, floor coverings, internal wall construction/removal, roof, exterior walls weatherproofing, fixtures, equipment, utility repairs and upgrades, including all necessary inspections. and all necessary building improvements to bring the building and parking areas into ADA compliance.

### Location

The site location is in Window Rock, Arizona. The building stands within a fenced parcel on the southwest corner of the intersection of route 264 and IR N-12.

### Utilities

The Contractor Design-Build Team shall coordinate all required utility and construction inspections and re-connections. Construction or augmentation of utilities and will use energy conserving building systems to minimize consumption.

### Sustainability

It is the intent of the Navajo Nation to apply sustainable development concepts in the planning, design, construction, environmental management, operation, maintenance and disposal and recycling at facilities and infrastructure projects, consistent with applicable laws within budget requirements. Copies of waste manifests for disposal of all construction debris will be provided to NSP.

### Partnering

NSP desires a cooperative process, with the selected Contractor Design-Build Team, that will facilitate close coordination of work throughout all phases of the project. Details of the partnering process to be implemented will be developed by the Contractor Design-Build Team in close coordination with NSP. A NSP Team with a Project Manager will be appointed and will be the primary contact for the Contractor Design-Build Team. The Contractor Design-Build Team will define roles and responsibilities, establish lines of communication, and confirm requirements from NSP.

### Code Requirements

The Contractor Design-Build Team is responsible for compliance with any and all applicable codes, standards, and agency requirements and inspections. The project is to conform to code requirements enforced by the State of Arizona, Tribal, and any other local jurisdictions. The building will include a fire suppression system.

### NSP Provided Items

NSP will provide some of their own personal computers and LAN servers. The Contractor Design-Build Team shall confer with NSP Team.

### Design Parameters and Performance Criteria

Plan reviews and observations will be done by the NSP Team and their consultants throughout the project for the purpose of ensuring that standards are met. NSP plan reviews will be conducted in an expeditious manner so as not to delay the Contractor Design-Build Team in their project delivery. Specification sheets and product samples of materials will be submitted by the contractor for approval prior to purchase and installation.

### Provide a moving service

Staff are currently housed in four (4) different buildings in and around the Window Rock Area. Provide a moving service to box, move, and place equipment, general files and all other materials in appropriate spaces in the new buildings that are required to be moved to fully relocate the program and the staff to the new premises.

**Project Delivery - Substantial Completion: the primary Building ready for NSP to occupy.**

**The Project Team will meet all requirements for, obtain and provide a Certificate of Occupancy to the NSP and the Navajo Nation Environmental Protection Agency Executive Director for the renovated 5,000 gross square feet building at a minimum in order to begin their move to occupy the building no later than May 1, 2024.**

If the NSP headquarters building is completed for occupancy before the rest of the project, moving may commence. No substantial stoppage in work will occur until the entire project including the free-standing modular buildings, parking lot, etc., are completed. NSP assures potential Offerors that it intends to provide a high level of cooperation and assistance toward expediting project development and delivery. NSP plan reviews and submittals are intended to ensure the Design and Construction Guidelines included in the RFP are met and will be performed expeditiously to avoid project delays.

## ROLES AND RESPONSIBILITIES

1. The Contractor Design-Build Team must be composed of experienced and highly regarded professionals who have demonstrated their ability to produce superior facilities in a cost-effective basis. The Contractor Design-Build Team as submitted must include, at minimum:
  - a. Architectural Design Professional Team
  - b. General Contractor
2. Other team members may be identified in the submittal or proposed for NSP approval at a later date. All but one team member shall be considered subcontractors to the Offeror unless they are a legal joint venture.
3. The responsibilities of the Contractor Design-Build Team will include:
  - a. Become fully informed about the Project and have the experience and ability necessary to perform the required services;
  - b. Provide the human resources, equipment, and facilities necessary to furnish the required services through all phases of the Project. This will include, but not be limited to:
    - i. Coordinating and working closely with the Project Manager from NSP;
    - ii. Site development planning;
    - iii. Interfacing with NTUA and any other utility provider
    - iv. Consideration of NSP's staff input on conceptual design;
    - v. Making presentations to and obtaining feedback from NSP staff;
    - vi. Preparing plans, specifications and construction documents (all materials used in construction shall meet all applicable code and regulatory requirements);
    - vii. Provide and obtain approval of the Design from the NSP Project Manager at the completion of each phase: schematic design phase, design development phases and construction documents phase;
    - viii. Providing general architectural/engineering supervision and contract administration during construction; and,
    - ix. Providing on-site observation during construction
  - c. Analyzing alternatives to design the most suitable improvements consistent with economic feasibility, environmental characteristics, expected life of improvement, energy conservation, and state-of-the-art technology;
  - d. Perform required services in an expeditious manner to coincide with the Project Schedule;
  - e. Furnish qualified construction personnel who will keep the NSP Team advised on Architectural and Engineering matters pertaining to the construction of the Project, and who will work toward the goals of obtaining results prescribed by the plans and

- specifications. This will require cooperation between the NSP Team and the Contractor Design-Build Team with meetings on a weekly basis to facilitate such cooperation;
- f. Possess professional ethics and qualifications and represent NSP in accordance with a high standard of professional conduct;
  - g. Secure all applicable building and other required permits;
  - h. Provide all materials, supplies and labor for the renovation of the building and site including but not limited to the required furniture, fixtures and equipment; and,
  - i. Perform installation and construction of the renovation in an efficient and safe manner according to the Contractor Design-Build Team’s design, specifications and schedule.
  - j. Ensure timely hook up to utilities; and,
4. Roles and Responsibilities of the NSP Team - The NSP Team shall:
- a. Examine documents and material submittals provided by the Contractor Design-Build Team and shall render decisions promptly to avoid unreasonable delay in the progress of the project.
  - b. If NSP observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, prompt written notice thereof shall be given by NSP to the contracting Design-Build Team.
  - c. NSP reserves the right to lessen or change the scope of the project to fit within the project maximum feasible cost.

## II. CONDITIONS GOVERNING THE PROCUREMENT

### EVALUATION PROCESS

**Overview:** This Procurement shall be governed by Navajo Procurement Policy and will result in a single award. The RFP documents consist of all the documents and attachments listed in the Table of Contents and all said documents are incorporated in this RFP by reference. NSP reserves the right to reject any or all proposals. NSP will utilize a procedure for awarding the Contract as follows:

1. **A mandatory pre-proposal submittal Conference will be conducted on June 6, 2023 at 10:00 AM** to allow for the opportunity to submit questions of clarification and discuss the details of the project criteria with the NSP’s Team. The conference will be held in the NNEPA Waste Regulatory Compliance Department conference room. A site visit will be conducted as part of the meeting.
2. The Selection Committee will evaluate each Offeror’s experience, technical competence and capability to perform, the past performance of the Offeror’s team as well the qualifications of individual members of the team, and other appropriate factors submitted by the team or firm in response to the RFP.
3. Offerors will submit their project approach including design, detailed specific technical concepts, solutions, costs and scheduling.
4. Offeror’s proposals will be reviewed and evaluated by the Selection Committee using the evaluation criteria described above. Review assistance may be used in the assessment of design, construction, and any other component of the proposals, as is deemed necessary by NSP.
5. If a large number of offerors submit proposals, Interviews, in person or virtual, will be held. The field may be narrowed and finalists will be chosen and notified.

- a. Clarification Interviews - Overall rankings from the proposal evaluation and interview shall determine the firm to be awarded the project
  - i. The finalist Offerors will present their solution to the Selection Committee and the Selection Committee will be reserves the right to ask for clarification on any and all portions of the proposals. Upon completion of the evaluation process, the selection will be made and the Contract awarded to the highest ranked Offeror.
  - ii. The purpose of the interview is to allow the Offeror to present its qualifications, past performance, management plan, schedule, and general plan for construction of the project. It will also provide an opportunity for the Selection Committee to seek clarification of the Offeror’s proposal. Ninety (90) minutes will be allotted for the interview to include a forty five (45) minute question and answer session by the evaluation committee.

#### 6. Sequence

- a. Issue RFP - This RFP, issued by NSP, is/was advertised in the Navajo Times, the Gallup Independent, the Albuquerque Journal and will be posted on the NSP website: <https://navajoepa.org/request-for-proposals>
- b. Questions/Clarifications – Between the pre-proposal conference and submission of Proposals, prospective Offerors may contact the Project Manager, with questions about the scope of the project or the RFP schedule. Any questions concerning the project or selection process contact:
  - Name: Warren J. Roan, Environmental Department Manager
  - Phone: 928-871-7995
  - e-mail: warrenjroan@navajo-nsn.govCopy the following individuals on all correspondence:
  - Pam Maples, pamaples@navajo-nsn.gov
  - Cris D’Onofrio, donofrio.cris@epa.gov
  - Vivian Craig, viviancraig@navajo-nsn.gov
- c. RFP Amendments - If an RFP amendment or clarification is deemed necessary, it will be issued by Navajo Superfund prior to the proposal submission deadline. Amendments will be posted on the above specified website.

## PROPOSAL SUBMISSION PROCESS

1. Submission of the Proposal - Offerors shall submit two-part proposals. Each volume shall be submitted in a separate sealed envelope or package. Clearly label each volume with the RFP name, your name, address and date of submittal and prominently identify each as:
  - i. Volume I: Qualifications, Technical and Business Proposal; and,
  - ii. Volume II: Project Cost Proposal,
  - iii. Delivered to:
    - Name: Warren J. Roan, Environmental Department Manager
    - Shipping Address: Building 6656, Morgan Blvd.  
Window Rock, AZ 86515



Mailing Address: PO Box 3089  
Window Rock, AZ 86515

Phone: 928-871-7995  
Email: warrenjroan@navajo-nsn.gov  
RFP Name: 2023 Design-Build NSP Building Renovation

Receipt of Proposals - NSP will time-stamp proposals at the NSP Receptionist Desk and hold in a secure location. A public log will be kept of the names and submittal times of all proposals. Proposals are due by 4:30 PM on June 27, 2023. Proposals received after the deadline will be deemed non-responsive, and will be returned unopened to the Offeror.

2. Confidentiality of Proposals - Proposals will not be opened publicly and shall not be open to public inspection until after an Offeror has been selected and awarded the contract.
  - a. An Offeror may request in writing non-disclosure of confidential data.
  - b. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.
  - c. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, NMSA 1978, Sections 57-3A-7.
3. Non-Conforming Proposals - Proposals will be reviewed, for completeness, format and compliance with the requirements of the RFP. If any proposal is deemed non-responsive by the Evaluation Committee, the Offeror will be notified in writing of such determination.
5. Review and Evaluation of Proposals - Selection Committee will conduct a review and evaluation of the proposals.
6. Notice of Intent to Award - The Project Manager or Program Supervisor will notify the selected Offeror in writing of the intent to award. At this time, NSP will maintain at least one copy of each Offeror's proposal. Proposals are open for public inspection only after the award and conclusion of successful contract negotiations and the completion of the Navajo Procurement Process.
7. Contract Negotiations - NSP and the successful Offeror will begin contract negotiations as soon as possible after the Notice of Intent to Award. NSP will treat proposals as best and final offers for the purpose of this RFP.
  - If costs provided by the winning Offeror are beyond the maximum feasible cost set by NSP, negotiations with the Offeror will be conducted for the purpose of negotiating costs and clarifying any terms and conditions affecting the Offeror's proposal.
  - Due to Tribal payment procedures out of the control of NSP, insistence that invoices shall or will be paid within 30 days or incur late fees will be an AUTOMATIC DISQUALIFYING REMARK and your proposal will be deemed unresponsive.
  - If NSP is unable to negotiate a satisfactory contract with the selected team negotiations with that team will be formally terminated.
  - NSP may then undertake negotiations with the next alternate team in sequence until an agreement is reached or a determination is made to reject all proposals.
8. Notice to Proceed - Upon successful completion of the Navajo 164 Signature Process the

contract will be finalized and a formal letter “Notice to Proceed” will be issued.

## GENERAL REQUIREMENTS / INFORMATION

This section contains information about the RFP process and conditions which this RFP is issued and how the intended project will be completed.

1. Protest Procedures - Any protest by an Offeror must be timely and in conformance with Navajo Nation Business Regulatory Department and applicable procurement regulations. ONLY protests delivered directly to the Navajo Nation Business Regulatory Department in writing and in a timely fashion will be considered to have been submitted properly. Protests must be written and must include the name and address of the protestor and the request for proposal Name. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Navajo Nation Business Regulatory Department. The protest must be delivered to:

The Navajo Division of Economic Development  
Business Regulatory Department  
P.O. Box 663  
Window Rock, AZ 86515

2. Incurring Cost - Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
3. Team Members and Subcontractors - Since the award is made on a qualification-based evaluation process, replacement of Team Members after award of and prior to the contract execution without written consent by NSP may cause the Offeror to be disqualified.
  - a. It is essential that the contracting Design-Build Team provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of work to be performed under the contract.
  - b. The Contractor Design-Build Team must assign specific individuals to the key positions. Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of NSP.
4. Amended Proposals - An Offeror may submit an amended proposal prior to the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. NSP personnel will not collate or assemble proposal materials or substitute pages for the Offeror.
5. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the date for Interviews. The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the Navajo Nation Environmental Protection Agency (NNEPA) Superfund Program Supervisor.
6. Termination of RFP - This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Navajo NNEPA Executive Director determines such action to be in the best interest of the Navajo Nation. The RFP process may be terminated at any time if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the Offeror. NSP's decision as to whether sufficient appropriations and

authorizations are available will be accepted by the Offeror as final.

7. Contract - The Contract between an agency and an Offeror will follow the format specified by the Navajo Nation Department of Justice. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant Contract.
8. Invoices - All invoices for this contract shall be itemized and will be for services rendered. Pre-payment requests, if necessary, will be considered individually by the NSP Team. Navajo Nation sales tax (currently 6%) is always included as a line item and never as an addition to the cost of an invoice.
9. Clarifications from Offerors - The Selection Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.
10. Licensing Requirements - The Contractor shall comply with and require all of its subcontractors to comply with the license laws as required by The Navajo Nation and/or the State of Arizona.
11. Offeror Qualifications - The Selection Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any Offeror who is deemed not a Responsible Offeror or fails to submit a Responsive Offer as defined by Navajo Nation Business Regulatory, and herein.
12. Release of Information - Only NSP is authorized to release information about the Project covered by this RFP. Offerors must refer to NSP any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.
13. Ownership of Documents - The drawings, specifications and other Project documents are the property NSP.
14. Hold Harmless - If service delivered hereunder is covered by any patent, copyright, trademark or application thereof, the Contractor Design-Build Team will indemnify and hold NSP harmless from any and all losses, costs, expenses, and legal fees on account of any claims or legal actions filed for infringement of such rights by Contractor Design-Build Team.
15. Purchase Order - NSP will not be responsible for any service performed without its written and approval signed by the NSP authorized representative.
16. Compliance with Applicable Laws - The Contractor Design-Build Team shall comply with all federal and state and tribal laws and regulations pertaining to work under its charge and shall bear all expenses associated with such compliance. The Contractor Design-Build Team agrees to comply with state law and rules applicable to workers' compensation benefits for its employees. If the Contractor Design-Build Team fails to comply with applicable workers' compensation laws and rules, NSP may terminate the Contract. The Contractor Design-Build Team will be responsible for obtaining all required insurance.
17. Conflict of Interest - The Contractor Design-Build Team shall warrant that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of service under the award and the Contract.

### III. RESPONSE FORMAT AND ORGANIZATION

#### NUMBER OF RESPONSES/COPIES

Only one proposal may be submitted by each Offeror for this project. Offeror’s proposal must be clearly labeled and indexed as outlined in this Section. Proposals are required to be submitted as outlined below.

Offerors are required to provide four (4) identical copies of their proposal at the location specified in Section II. In addition, the Offeror shall include two (2) electronic copies of the proposal, each on its own flash drive/thumb drive. The proposal (technical) and the bid (cost) are required to be submitted in a separate volumes with the title of each prominently displayed on the front cover. Shipping envelopes, packages, or boxes containing the submittal are required to be clearly labeled and sealed bearing the following information: RFP Name: 2023 Design-Build NSP Building Renovation

#### QUALIFICATIONS BUSINESS PROPOSAL FORMAT

40 pages maximum allowed. Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. Text will be no smaller than 11 point font. If there is any question as to format requirements contact NSP Project Manager via e-mail listed above for clarification, prior to submittal of the proposal. Questions and answers will be provided to all Offerors using a single thread so that all offerors will have access to all questions and answers.

#### QUALIFICATIONS PROPOSAL ORGANIZATION

Proposal Organization - All pages shall be numbered. Proposals are to be organized and in two, tabbed volumes as follows:

**Volume One: Qualifications, Technical and business Proposal Numbered tabs.**

1. Transmittal Letter – (will not count towards page count) Offeror’s proposal must be accompanied by the Letter of Transmittal with the RFP Name clearly shown on the letter.
2. The letter of transmittal should be completed as follows:
  - a. Identify the submitting business entity or individual.
  - b. Identify the name, title, telephone, and e-mail address of the person with authority to contractually enter into the Contract.
  - c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the Contract on behalf of the organization or individual (if different than above).
  - d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
  - e. Identify sub-consultants (if any) anticipated to be utilized in the performance of any resultant Contract award. If there is none, enter “Not Applicable”.
  - f. Be signed by the person identified in paragraph b above.
3. Table of Contents
4. Past Performance

- a. Two (2) pages maximum each job, maximum of five (5) previous jobs.
  - b. Past Performance Sheet contained in Appendix A for each of the enclosed previous projects - these pages will not count in the page count towards 2 pages each job.
5. Capacity and Capability to perform the work
- a. Does your firm have the immediate capacity to perform the work required for this project?
  - b. Statement of Qualifications for key members of the construction and Design Professionals.
  - c. Resumes are optional but recommended.
  - d. Organizational chart to indicate the relationship between the General Contractor and the Design Professional staff. The relationship between the Design Professional and his Subconsultants. The relationship of the Safety Manager of the Subcontractors and GC, and the relationship of the Safety Manager with others on the job site. Identify duties and responsibilities and key roles of each individual.
6. Management Plan
- a. Project Management Plan- 5 pages maximum
  - b. Provide brief expectation statements concerning management of this project and elements of successful partnering. Describe project procedures and processes to ensure tasks are executed within cost, schedule, and quality goals. Describe processes to minimize risk and to ensure that cost, schedule and quality are not compromised. Identify some risks on a typical design build project and how they will be dealt with.
7. Health and Safety
- a. Provide a general Health and Safety Plan. Specific Health and Safety Plan will be needed in the event of earning the contract.
  - b. Provide a Quality Assurance Plan.
8. The following pages do not count towards the overall page count.
- a. Navajo Nation Priority One Business Preference with a current date.
  - b. Navajo Nation non-disbarment form with a current date.
  - c. Offeror's Navajo Nation Division of Tax Commission certificate with valid date.
  - d. Current W-9
  - e. Bonding Letter - Submit a letter from a bonding company describing the bonding capacity of the Offeror.
  - f. Insurance form showing Design Professional's coverage (see Section IV below).
  - g. Insurance form showing General Contractor's coverage
  - h. Affidavit of Non- Violation of Labor Codes, notarized

**Volume Two: Project Cost Proposal**

1. Project costs, fee schedules; itemized.
2. Navajo Nation Sales Tax (currently 6%) for all work conducted on the Navajo nation will be included as a line item NOT added to the total cost afterwards.

## IV. INSURANCE AND BONDS

### INSURANCE REQUIREMENTS

The minimum requirements for this RFP are:

1. Appropriate risk responsibility provisions (insurance coverage) shall be required from the contracting Design-Build Team within the agreement between the Contractor Design-Build Team and NSP and concurrence by Navajo Nation Risk Management including but not limited to:
  - a. Architect's Professional Liability
  - b. Contractor's General Liability
  - c. Umbrella Policy
  - d. Automobile
  - e. Workmen's Compensation
  - f. Builder's Risk Insurance
2. If the contracting Design-Build Team is a joint venture and/or association, the required insurance coverage will be in the name of the joint venture or association.

### BOND REQUIREMENTS

1. The Offeror will provide a letter from a bonding company licensed to do business in the State of Arizona confirming the Offeror's ability to obtain a Contract Performance Bond.
2. The bonding capacity of the General Contractor will be stated.
3. The General Contractor will, prior to commencement of work, furnish such bonds as well as Materials and Payment Bonds.

**END OF REQUEST FOR PROPOSALS**

## APPENDIX A

### PROJECT PAST PERFORMANCE

**COMPLETE ONE FORM FOR EACH PROJECT** Listed in QUALIFICATIONS PROPOSAL ORGANIZATION, Volume One: Qualifications, Technical and business Proposal, 3 a.

#### PROJECT DESCRIPTION

Project Type: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

#### DESIGN PROFESSIONAL

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_

#### PROJECT EXECUTION

Gross Building Area (Sq Ft): \_\_\_\_\_ [ ] New [ ] Addition [ ] Renovation  
Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Original Contract Amount: \$ \_\_\_\_\_  
Original Contract Duration (days) \_\_\_\_\_  
Final Contract Amount With all Change Orders: \$ \_\_\_\_\_  
Final Contract Duration (days) With All Time Extensions: \_\_\_\_\_  
Were Liquidated Damages Assed on this Project? [ ] No [ ] Yes, days \_\_\$ \_\_\_\_\_

Percentage of Work Subcontracted: \_\_\_\_\_%

Contract Type: [ ] Competitive Bid Lump Sum [ ] Negotiated Lump Sum  
Major Subcontractors: [ ] Guaranteed Maximum Price [ ] Other (Describe)

Mechanical \_\_\_\_\_  
Electrical \_\_\_\_\_ ICF \_\_\_\_\_  
Plumbing \_\_\_\_\_ Roofing \_\_\_\_\_  
Concrete \_\_\_\_\_ Special Systems \_\_\_\_\_  
Fire Protection \_\_\_\_\_ Paving \_\_\_\_\_

#### CUSTOMER SATISFACTION

How was this measured? [ ] Customer Survey Attached [ ] Yes [ ] No [ ] other  
(describe)

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## APPENDIX B

Survey Map of Property

Next Page; Larger format available upon request.



**LEGEND:**

- - FOUND 3" BRASS CAP, B.L.M. SECTION CORNER, 1984.
- - FOUND 3" BRASS CAP, B.L.M. 1/4 CORNER, 1984.
- ⊙ - FOUND 3" BRASS CAP, A.D.O.T. R.O.W. MONUMENT.
- ⊕ - SET 1/2" REBAR W/ PLASTIC CAP "RLS 42048".

**REFERENCES:**

- (R1) BUREAU OF LAND MANAGEMENT SURVEY PLAT I155-A1, DATED SEPTEMBER 28, 1990.
- (R2) SURVEY PLAT OF THE FIRST AMERICAN CREDIT UNION, BY TOMMY R. CONLEY, DATED MAY 16, 1994.
- (R3) SURVEY PLAT FOR DAMON BUSINESS SITE, BY JERRY J. HOUSE, DATED SEPTEMBER 24, 2004.
- (R4) SURVEY PLAT OF HOGAN TSO BUSINESS SITE, BY JERRY J. HOUSE, DATED JANUARY 31, 1995.
- (R5) AS-BUILT, TUBA CITY-WINDOW ROCK HIGHWAY, PROJECT S-441-706, PROVIDED BY ARIZONA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY SECTION, DATED OCTOBER 4, 1974.

# RESULTS OF SURVEY

## FIRST AMERICAN CREDIT UNION TRACT

0.94 ± ACRE  
LOCATED WITHIN SECTIONS 8 & 17,  
T. 26 N., R 31 E., G&S.R.M.  
DISTRICT 18, NAVAJO NATION  
WINDOW ROCK, APACHE COUNTY, ARIZONA

**LEGAL DESCRIPTION:**

A PARCEL OF LAND SITUATED WITHIN SECTIONS 8 & 17, TOWNSHIP 26 NORTH, RANGE 31 EAST, GILA & SALT RIVER MERIDIAN, IN WINDOW ROCK, APACHE COUNTY, STATE OF ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 17, MARKED BY A B.L.M. BRASS CAP, FROM WHICH THE NORTHEAST CORNER OF SAID SECTION 17, ALSO MARKED BY A B.L.M. BRASS CAP LIES N 89°58'16" E, A DISTANCE OF 2710.80 FEET (BASIS OF BEARINGS, G.P.S. DERIVED/EAST, 2709.96 FEET PER B.L.M. SURVEY PLAT I155-A1, DATED SEPTMEBER 28, 1990, R1), THENCE N 78°47'55" W, A DISTANCE OF 585.42 FEET TO A 1/2" REBAR WITH PLASTIC CAP STAMPED "RLS 42048" SET ON THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 264 BEING THE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE, S 08°13'08" W, A DISTANCE OF 184.20 FEET TO A 1/2" REBAR WITH PLASTIC CAP STAMPED "RLS 42048"; THENCE S 67°38'22" W, A DISTANCE OF 222.38 FEET TO A 1/2" REBAR WITH PLASTIC CAP STAMPED "RLS 42048"; THENCE N 08°13'08" E, A DISTANCE OF 242.00 FEET TO A CONCRETE NAIL SET ON THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 264 BEING THE BEGINNING OF A NON-TANGENT CURVE RIGHT HAVING A RADIUS OF 315.16 FEET AND A RADIAL LINE TO SAID POINT BEARS N 89°43'04" W; THENCE EASTERLY ALONG SAID CURVE AND RIGHT-OF-WAY LINE, THROUGH A CENTRAL ANGLE OF 3°58'00" A DISTANCE OF 199.32 FEET TO THE POINT OF BEGINNING.

SAID TRACT BEING 0.94 ACRES MORE OR LESS, AND BEING SUBJECT TO ANY AND ALL EXISTING EASEMENTS FOR UTILITIES LOCATED THEREIN.

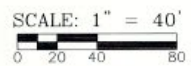
**EXHIBIT 'A'**

**SURVEYOR'S NOTE:**

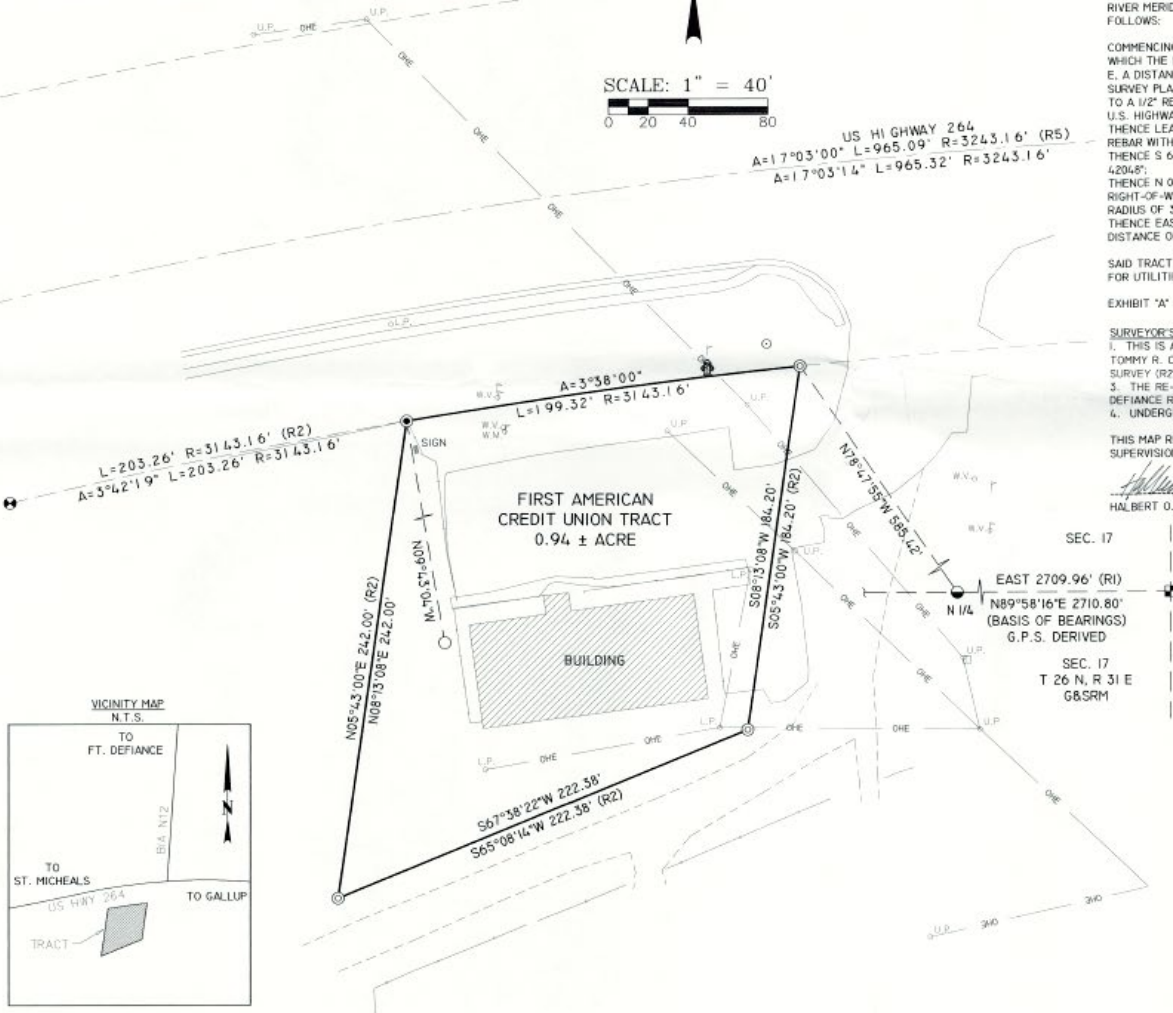
1. THIS IS A RE-SURVEY OF THE FIRST AMERICAN CREDIT UNION TRACT AS IN SHOWN A SURVEY PLAT BY TOMMY R. CONLEY (R2) DATED MAY 16, 1994. NO PROPERTY CORNER MONUMENTATION FROM PREVIOUS SURVEY (R2) WAS FOUND. THE TRACT CORNERS WERE RESET AT THEIR APPROXIMATE ORIGINAL LOCATIONS.
2. THE RE-ESTABLISHMENT OF THE BOUNDARY OF THIS TRACT WAS A DECISION MADE BY THE FORT DEFIANCE REGIONAL BUSINESS OFFICE.
3. UNDERGROUND UTILITY LINE LOCATIONS AND DIRECTION ARE APPROXIMATE.

THIS MAP REPRESENTS A SURVEY BY ME OR UNDER MY DIRECT SUPERVISION ON THE DATE SPECIFIED HEREON.

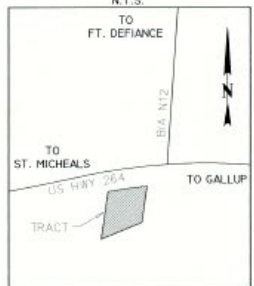
*Halbert O. Goldtooth*  
HALBERT O. GOLDTOOTH, AZ RLS 42048



US HIGHWAY 264  
A=17°03'00" L=965.09' R=3243.16' (R5)  
A=17°03'14" L=965.32' R=3243.16'



**VICINITY MAP**  
N.T.S.



SEC. 17

EAST 2709.96' (R1)  
N 89°58'16" E 2710.80'  
(BASIS OF BEARINGS)  
G.P.S. DERIVED

SEC. 17  
T 26 N, R 31 E  
G&S.R.M

**GOLDTOOTH PRECISION SOLUTIONS, INC.**

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Job No: 7008 St Michaels  
Surveyed: March 14, 2007  
File: 7008 St Michaels dwg  
Drawn by: H. Goldtooth  
Checked by: H. Goldtooth  
Revised: n/a  
Scale: 1" = 40'  
Sheet: 1 of 1



*Halbert O. Goldtooth*  
Halbert O. Goldtooth, AZ RLS 42048