

Request for Proposals



Pre-Engineered Food
Distribution Warehouse
Tuba City, Arizona

June 8, 2020

REQUEST FOR PROPOSALS

PROPOSAL DUE DATE : 4:00 p.m. DST July 15, 2020
DESCRIPTION : The purpose of this RFP is for a Design and Build Project. The RFP is to solicit proposals from qualified suppliers for designing and developing a master plan for the To’Nanees’Dizi Pre-Engineered Food Distribution Warehouse. This proposal shall be bided as a site selection, negotiations, space planning, construction coordination and complete installation by a prime vendor. This project is being funded with the goal of selecting, awarding, developing and installing a solution that best meets the functional and technical requirements set forth in this tender document.

Advertisements: Tuba City Chapter Website, Navajotimes & Navajo Hopi Observer

PROPOSAL NUMBER : 01-05-2020-TC
CONTACT PERSON : Mike Sixkiller, MS., Fair Manager,
To’Nanees’Dizi Local Government
Phone Number: (928) 640-1639
Email: wnf.staff@gmail.com
Fax Number: (928) 283-3288

DELIVER TO : To’Nanees’Dizi Chapter
P.O. Box 727 Tuba City Arizona 86045
Attn: Mike Sixkiller
PROPOSAL NO: 01-05-2020-TC

Please Submit Four (4) sets of your Proposal

REQUEST FOR PROPOSAL

Pre-Engineered Food Distribution Warehouse

PROPOSAL NO. 01-05-2020-TC

Section I

A. ISSUING OFFICE: This Request for Proposal (RFP) is issued by the To’Nanees’Dizi Chapter, Navajo Nation, P.O. Box 727, Tuba City, Arizona. The contact person for this RFP is Mike Sixkiller, Tuba City Fair Manager.

B. STATEMENT OF PURPOSE: This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration. The To’Nanees’Dizi Local Government seeks proposals from qualified consultants to develop a master plan for a Distribution Warehouse to assist people impacted by the Covid-19 Pandemic. This invitation for proposals is open to all qualified persons, firms, enterprises, organizations, and/or other entities currently certified by the Navajo Nation Regulatory Department as prioritized under Section 204 (A)(1) and (2) of the revised Navajo Nation Business Opportunity Act, et. seq., to provide a complete warehouse style pre-engineered steel structure building with a concrete foundation at the Western Navajo Fairgrounds.

Firm(s) selected will be evaluated in part on their ability to provide products and services on schedule and within budget and on their understanding of the Navajo regulations and Tuba City community facility needs based on extensive input from both internal and external constituents.

C. SCOPE: This RFP contains instructions governing the proposals to be submitted and 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.

B. PROCUREMENT OF RFP: This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act <http://www.navajobusiness.com/doingBusiness/Registration/CertReg.htm>. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may download a copy of the Navajo Nation procurement regulations from the TO’NANEES’DIZI CHAPTER website at any time up to the Deadline for Proposals from the following link: <https://tonaneesdizi.navajochapters.org/rfp-s.aspx>

C. SCHEDULE OF ACTIVITIES:	DEADLINE:	Party Responsible:
Issue of RFP	June 11, 2020	To’Nanees’Dizi Chapter
Inquire Deadline	June 26, 2020	Vendor
Pre-Proposal Meeting/Mandatory Site Visit	June 29, 2020	To’Nanees’Dizi Chapter
Submission of Proposals	July 15, 2020	Vendor
Proposal Evaluation & Short-listing	July 22, 2020	Ad-Hoc Committee
Notice of Finalist	July 22, 2020	To’Nanees’Dizi Chapter
Interview Finalist	July 29, 2020	Ad-Hoc Committee
Contract Negotiations	August 19, 2020	Ad-Hoc Committee
Contract Award	August 21, 2020	To’Nanees’Dizi Chapter

F. INQUIRIES: Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Mike Sixkiller, Fair Manager, wnf.staff@gmail.com No inquiries will be accepted after the inquiry deadline listed in section E.

G. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event that 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., July 15, 2020 (MDST).**

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 proposals. Late proposals will not be accepted.

I. FOUR SETS OF PROPOSAL ARE REQUIRED: Four sets of the proposal must be delivered in a sealed envelope. The outside of the main envelope should be clearly REQUEST FOR PROPOSAL To’Nanees’Dizi Pre-Engineered Food Distribution Warehouse PROPOSAL NO. 01-05-2020-TC marked with the project name- “To’Nanees’Dizi Pre-Engineered Food Distribution Warehouse PROPOSAL NO. 01-05-2020-TC—and the name and address of the firm submitting the proposal. Proposal not clearly mark will not be accepted. Cost: In a separate sealed envelope to be included in the proposal envelope, please identify the total cost for completing the project. The outside of the envelope should be clearly marked - “COST - TO’NANEES’DIZI CHAPTER To’Nanees’Dizi Pre-Engineered Food Distribution Warehouse PROPOSAL NO. 01-05-2020-TC—and the name and address of the firm submitting the proposal.

J. REJECTION OF PROPOSALS: To’Nanees’Dizi Chapter reserves the right to delay and/or reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the To’Nanees’Dizi Chapter Executive Director determines it is in the best interest of the Navajo Nation.

K. 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. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.

L. RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by TO’NANEES’DIZI CHAPTER and may be reviewed by any person after final selection has been made, subject to paragraph I above. TO’NANEES’DIZI CHAPTER has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph I above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

M. INCURRING COSTS: TO’NANEES’DIZI CHAPTER is not liable for any cost by the respondents prior to issuance of a contract.

N. ACCEPTANCE TIME: TO’NANEES’DIZI CHAPTER intends to make a vendor selection within **five (5)** working days after the closing date for receipt of proposals.

O. 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 a written notice to the Vendor shall affect such termination or reduction in scope. The TO’NANEES’DIZI CHAPTER Executive Director decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

P. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit vendors from entering into a

consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.

Q. EVALUATION PROCEDURES AND CRITERIA.

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. 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.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of TO'NANEES'DIZI CHAPTER. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive proposal, the TO'NANEES'DIZI CHAPTER Executive Director may elect to evaluate RFP solely.
4. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 1. Provide Statements of Qualifications;
 2. Identify the name of the person responding to the RFP;
 3. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization;
 4. Identify the names, and telephone numbers of person to be contacted for clarification;
 5. Navajo Preference, Certificate of Eligibility issued by the Navajo Business Regulatory Department;
 5. Required insurance documents, i.e. Certificate of Liability Insurance;
 6. Completed and signed W-9 Form;
 7. Completed and Signed Navajo Nation Certification Regarding Debarment and Suspension;
 8. Subcontractors List if any;
 9. Explicitly indicate acceptance of the conditions governing this procurement;
 10. Be signed by the person responding to the RFP; and
 11. Acknowledge receipt of any and all amendments to the RFP.

5. Evaluation Criteria: The following criteria will be used by an ad-hoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for TO’NANEES’DIZI CHAPTER. Initial Point Criteria:

Evaluation Criteria	Points
1. Staff Experience and Team Qualifications:	15
2. Prior successful planning & building design experience, including sustainable construction and clean-up:	15
3. Prior successful implementation into planning studies and design experiences on and off the reservation :	15
4. Proposed Project Timeline:	15
5. Understanding of Scope of Work:	30
6. Proximity to or familiarity with area, site and its people (cultural sensitivity):	15
7. Financial and Company Stability:	10
8. Navajo Preference, Priority #1 (Possible) –10 POINTS. Priority #2 (Possible) –5 POINTS. Non-Priority #3-0 POINTS.	10
Total	125

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.

S. TAX: All appropriate taxes should be included in the cost of services including the To’Nanees’Dizi Local Government Sales Tax. All work performed within the territorial jurisdiction of the To’Nanees’Dizi Local Government is subject to the To’Nanees’Dizi Local Government Sales Tax of 6% (24 N.N.C. Section 601 et. seq.). Vendor must be registered with the To’Nanees’Dizi Local Government Tax Office.

T. TERM: The term of this contract will be for a period of 1 month from the date of award.

U. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

V. COMPLIANCE WITH LAWS AND REGULATIONS: The successful Vendor 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, procure any permits that may be required.

W. INDEMNIFICATION: To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor 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 Vendor 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 Vendor, its agents, associates, or employees.

X. To’Nanees’Dizi Local Government reserves the right to make changes to the proposal at any time.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation’s option, of any and 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 this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

SECTION II

BACKGROUND

The Western Navajo Fair is staged to host distribution events during the time of the pandemic for Tuba City and surrounding communities. We are seeking design, quotes on the design and build of a pre-engineered warehouse style steel structure building measuring 180' in width, 100' in length, and 30' in height. This steel structure shall include a 100'x20' area designated for restrooms and office space and a 100'x160' area of open space. A 6" concrete foundation shall also be included in the quote. Design and construction must also include Rough-In for plumbing, water, wastewater, plumbing, and gas. The internal ceiling beams must be strong enough to support at a minimum of 2,000 pounds of hanging weight.

SCOPE OF WORK

1. Design, fabricate, and erect a 180'x100'x30 Steel Construction Building with concrete flooring.
 - a. Walls shall be 16' in height.
 - b. Peak along the 100' width shall be 30' in height.
2. Design shall include a 100'x160' open area for events.
 - a. Open area shall have two (2) main entrances with at a minimum of four (4) doors, one (1) double-door back entrance, and one (1) single entrance (see rough design)
 - b. Open area shall also have three (3) roll-up cargo entrances.
 - c. Open area shall have ample amounts of natural lighting, including sky-lighting.
3. The 100'x20' Restroom and Office Space shall consist of;
 - a. A 30'x20' Personnel Room
 - i. Shall include an interior and exterior door
 - b. A 30'x20' Maintenance/Storage Room
 - i. Shall include an interior and exterior double-door
 - c. A 20'x20' Men's Restroom
 - i. One interior door
 - ii. Restroom fixtures, including stalls, urinals, and sinks shall be included with maximum use of total space.
 - d. A 20x20' Women's Restroom
 - i. One interior door
 - ii. Restroom fixtures, including stalls and sinks shall be included with maximum use of total space.
 - e. 6" Concrete Flooring
 - i. The foundation of the building shall have a full 6" concrete base.
 1. Concrete shall be smooth and level

- 2. Note: Small tractors including forklifts and scissor lifts shall be used often inside this facility.
 - ii. Due to the abuse our flooring will take on a regular basis, we will request that each vendor make a recommendation on the type of floor covering to be used to protect flooring.
 - f. Ceiling – Steel Beams
 - i. Must be strong enough to support a minimum of 2,000 pounds of hanging weight
 - 1. Note: Weight may be hung from multiple areas in the building
 - 2. Examples of hanging weight include;
 - a. Truss and lighting
 - b. Line Array Speakers
 - c. Banners and Screens
 - d. Backdrops
 - e. Projection and PA Equipment
 - g. Heating/Cooling system must be designed and installed.
4. Other Factors to be considered:
 - a. Design and build shall include Rough-Ins for
 - i. Plumbing
 - 1. Water
 - 2. Wastewater/Sewer
 - ii. Electric
 - iii. Heating, Ventilation, and Air Conditioning
 - iv. Natural Gas/Propane
 - b. Loading Dock/Load-in and Load-out areas
 - i. This facility will play host to a wide array of events which will include food delivers, food organization, and food distribution and a training facility. The design must include a couple areas to load-in and load out (sides of building).
 - ii. The design must include a Loading Dock area with a Loading Ramp.
 - 5. Loading Dock must be concrete with a drive-up area, and able to accommodate two (2) semi-trucks.
 - 6. Loading Dock and Ramp must meet all local safety requirements.
 - a. Wind Resistance
 - i. Tuba City is considered a High Wind area with wind hitting the 30-50 mph range frequently throughout the year. Wind can exceed the 50 mph mark several times per year, thus the structure must be strong enough to resist 100 mph winds.
 - b. Sound Absorption
 - i. Numerous loud types of operations will take place in this building. Sound absorption modification needs to be considered in the design of the building.
7. Facility Cost
 - i. Develop operating expense (lights, cooler, freezer, etc.)

PROJECT GOALS

The Master Plan recommendations will be developed in response to input from the To’Nanees’Dizi Local Government and community.

PROJECT PROCESS:

The project will be completed, generally, as follows:

- A. Meet with staff to develop and finalize a detailed work plan and schedule which at minimum will establish meeting and presentation schedules and clarify roles and responsibilities of both staff and consultant teams.
- B. Review all available background materials, historical documents, maps, site plans and other relevant information relating to the project.
- C. Perform site reviews and investigations, including a walk through with staff members.
- D. Review Survey Data and meet with stakeholders, officials, and other entities who may partner in the development of this distribution center.
- E. Meet with the Food Distribution Committee (aka Navajo Nation Strike Team) to review their findings to date and identify their vision for the master plan.

The Consultant shall:

- A. Prepare a Master Plan with related narrative text, maps and visuals
- B. Furnish all labor, materials and equipment to perform the work as described and services in connection with the project in accordance with the requirements, criteria and instructions contained within this document.
- C. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the completion of the work, including but not limited to, the disciplines of Planning, Architecture, Engineering and Landscape Architecture as needed.
- D. Provide contractual arrangements, project submittal and design in accordance with recognized criteria, regulations, manuals and other applicable standards; and otherwise successfully provide all of the services required under this Request for Proposals.
- E. Commence work promptly after issuance of a contract agreement with the To’Nanees’Dizi Local Government in order to complete the Master Plan within approximately thirty (30) days.
- F. Make site visits as necessary for analysis, observation, data collection and documentation of existing conditions. Demonstrate through narrative, graphics or maps firm’s ability to respond quickly to on and off-site requirement for design, construction and administration of projects.
- G. Provide evidence of financial and company stability.
- H. Review available existing information, plans and data provided by the To’Nanees’Dizi Local Government.
- I. Receive input from various stakeholders.

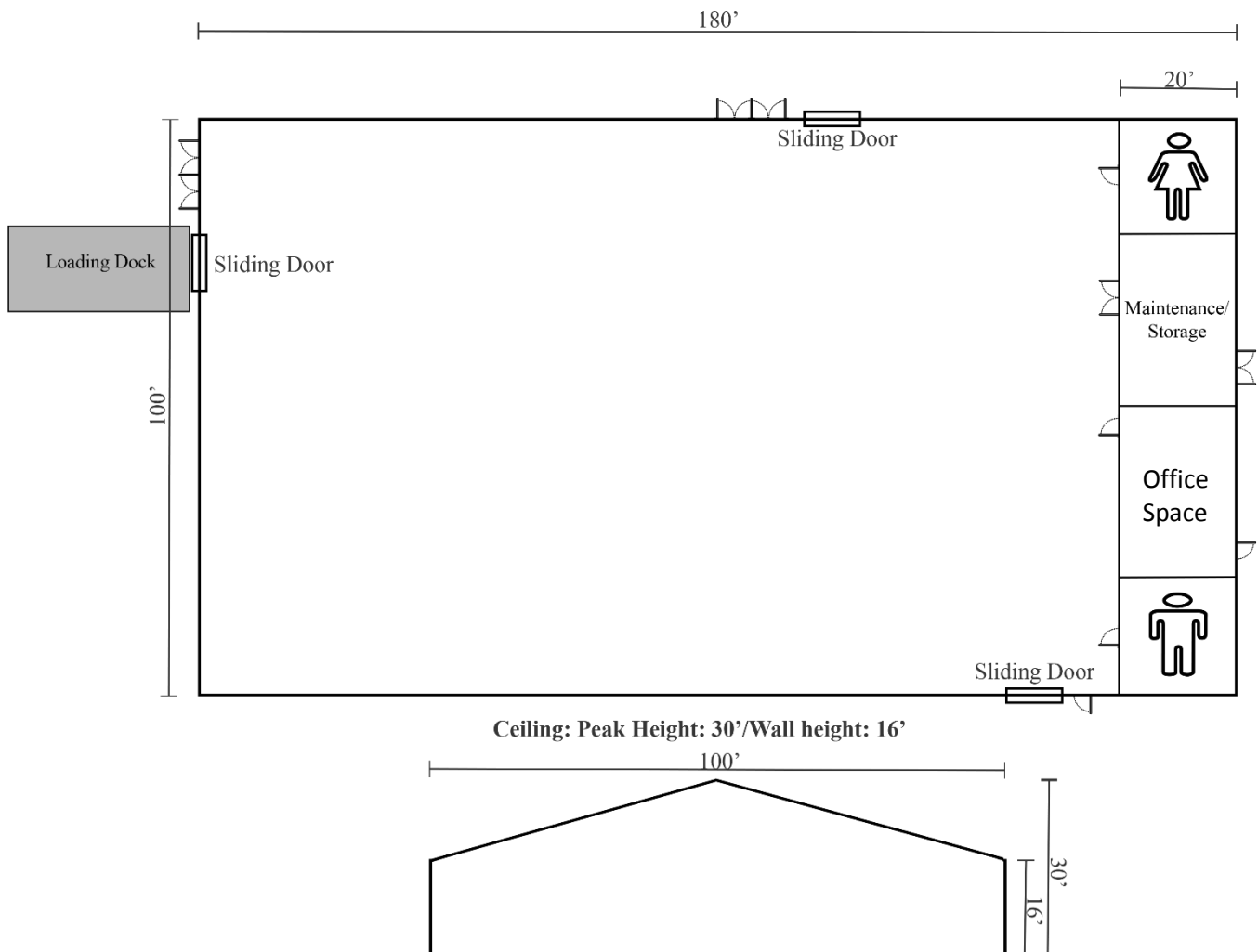
All Proposals shall contain

1. Pre-engineered designs
2. Staff Experience and Team Qualifications:

- a. Bonded
 - b. Licensed
 - c. Certified by the Navajo Nation Regulatory Department
 - d. Include Tuba City Sales Tax (6%), must be registered with To'Nanees'Dizi Local Government Tax Office.
3. Breakdown of Cost (In a separate sealed envelope)
 4. Total Cost (In same envelope with Breakdown of Cost)
 5. Sustainable programming into construction and clean-up
 6. Anticipated schedule of all deliverables and completion dates.
 7. Show Evidence of Financial and Company Stability.

Proposals are due ASAP with a deadline of July 15, 2020 @ 4:00 pm (MDST).

100'x180'x30' Steel Structure Building with Concrete Foundation



Rough Design: This is simply a draft. This design can be and should be altered for improvements.