

Request for Proposals
Development of a Master Plan
and Architecture & Engineering
Design for:



Tuba City Community and
Veteran's Cemetery

Tuba City, Arizona

May 4, 2023

REQUEST FOR PROPOSALS

PROPOSAL DUE DATE : 4:00 p.m. MDST June 1, 2023
DESCRIPTION : The purpose of this RFP is to solicit proposals from qualified suppliers for designing and developing a master plan, architect and engineering for the Tuba City Community and Veteran's Cemetery. This system shall be bid as a site selection, negotiations, space planning, construction coordination and complete installation by a prime Bidder. 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

BID NUMBER : 01-01-2023-TC
CONTACT PERSON : Nelson Cody, Chapter Planner,
Tuba City Local Government
Phone Number: (928) 640-2378
Email: nelson.c@tcchapter.org
Fax Number: (928) 283-3288

DELIVER TO : Tuba City Chapter
P.O. Box 727 Tuba City Arizona 86045
Attn: Nelson Cody
BID NO: 01-01-2023-TC

Please Submit Four (4) sets of your Proposal

REQUEST FOR PROPOSAL

Tuba City Community and Veteran's Cemetery Master Plan and Architecture and Engineering Design

BID NO. 01-01-2023-TC

Section I

A. ISSUING OFFICE: This Request for Proposal (RFP) is issued by the Tuba City Chapter, Navajo Nation, P.O. Box 727, Tuba City, Arizona. The contact person for this RFP is Nelson Cody, Tuba City Chapter Planner.

B. STATEMENT OF PURPOSE: This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration. The Tuba City Local Government seeks proposals from qualified consultants to develop a cemetery master plan, architecture & engineering for the Tuba City Community and Veteran's Cemetery. The site of the cemeteries is located .35 miles north of Moenave Road on Arizona Blvd. The town of Tuba City is seeking responses to this Request for Proposals (RFP) from Firms and Consultants with expertise in cemetery master planning, cultural landscaping, flood mitigation & management, road design & construction, fencing, retaining walls, and irrigation and lighting. The Tuba City Cemetery Master Plan will provide guidance for the preservation and development of the cemetery by examining the conditions of the cemeteries, establishing goals for the cemetery and providing an Implementation Guide to achieve the goals.

Firm(s) selected will be evaluated in part on their ability to provide products and services on time 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.

D. PROCUREMENT OF RFP: This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act <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 TUBA CITY CHAPTER website at any time up to the Deadline for Proposals from the following link: <https://tonaneesdizi.navajochapters.org/rfp-s.aspx>

E. SCHEDULE OF ACTIVITIES:

	DEADLINE:	Party Responsible:
1 st Issue of RFP	April 26, 2023	Tuba City Chapter
2 nd Issue of RFP	May 2, 2023	Tuba City Chapter
Site Visit	May 1-26, 2023	Vendor
Submission of Proposals Deadline	June 1, 2023	Vendor
Proposal Evaluation & Short-listing	June 2, 2023	Ad-Hoc Committee
1 st Interviews	June 12-16, 2023	Tuba City Chapter
2 nd Interviews All Finalist (3)	June 19-22, 2023	Ad-Hoc Committee
Finalist Selected/Notified	June 23, 2023	Ad-Hoc Committee
Contract Awarded	TBA	Tuba City Chapter/NNDOJ

F. INQUIRIES: Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Nelson Cody, Chapter Planner, nelson.c@tcchapter.org 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., June 1, 2023 (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 proposal 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 Tuba City Community and Veteran's Cemetery at the Tuba City Cemetery Master Plan BID NO. 01-01-2023-TC marked with the project name- "Tuba City Community and Veteran's Cemetery Master Plan and A&E at the Tuba City Cemetery: Bid # 01-01-2023-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 – TUBA CITY CHAPTER Tuba City Community and Veteran's Cemetery Master Plan and A&E at the Tuba City Cemetery" –and the name and address of the firm submitting the proposal.

J. REJECTION OF PROPOSALS: Tuba City Chapter reserves the right to 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 Tuba City Chapter Executive Manager determines it is in the best interest of the Tuba City Chapter.

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 TUBA CITY CHAPTER and may be reviewed by any person after final selection has been made, subject to paragraph I above. TUBA CITY 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: TUBA CITY CHAPTER is not liable for any cost by the respondents prior to issuance of a contract.

N. ACCEPTANCE TIME: TUBA CITY CHAPTER intends to make a vendor selection within four (4) 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 written a notice to the Vendor shall effect such termination or reduction in scope. The TUBA CITY

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 TUBA CITY 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 bid, the TUBA CITY CHAPTER Executive Director may elect to evaluate RFP solely.
4. Each bid 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 TUBA CITY CHAPTER. Initial Point Criteria:

Evaluation Criteria	
http://www.navajobusiness.com/doingBusiness/Registration/NBOA?Cert_process.htm Priority 1 or 2 vendor a. Priority One Vendor (10 pts.) b. Priority Two vendor (5 pts.) c. Non-Priority vendor (0 pts.)	3
Bid Organization a. Typed written on 8-1/2" X 11" paper b. Binding and indexing c. One original bid and 3 copies	3
Letter of Transmittal a. Provide Statements of Qualifications. b. Identifying individual(s) as specified above. c. List of similar services provided to other business customers on Navajo Nation	20
Proposed project timeline a. Provide Project timeline b. Scope of Work	34
Proposed Cost (in a separate sealed enveloped) a. Provide cost break down including support services and warranty. b. Provide delivery date on all equipment. c. Provide 3 – and 5- year licensing cot break down d. Provide cost break down <ul style="list-style-type: none"> ○ Implementation ○ Training ○ Travel Cost, if application 	40
	100

R. STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.

S. TAX: All appropriate taxes should be included in the cost of services including the TUBA CITY Sales Tax. All work performed within the territorial jurisdiction of the TUBA CITY is subject to the TUBA CITY Sales Tax of 6% (24 N.N.C. Section 601 et. seq.).

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.

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 Tuba City Chapter manages the Tuba City Community and Veteran's Cemetery. The newly proposed Community and Veteran's Cemeteries are ready for planning and development (Exhibit A). There are two areas that were used in the 1800s and 1900s, that are now closed. Then there is one area that has been used since the early 1900s and is still in current use today by few community members (Exhibit C); the Chapter no longer excavates plots due to past practices of burials with no casket and no box and no headstone or markings, but the community is allowed to use their "family plots." Chapter uses an extension with burial plots in rows currently.

The Tuba City Community & Veteran's Cemetery Master Plan will be coordinated with the Chapter Community Development Department Planner.

Tuba City Community & Veteran's Cemetery Background. The town of Tuba City was found by Mormons in the late 1800s, and the federal government put a school, Federal Indian Boarding School and medical facility in Tuba City in the late 1800s. People were being buried at cemetery A from the late 1800s to the mid-1900s. When students, workers and community members died, two 4-acre sites were used. The fencing at the sites is buried in sand or laying on the ground. The two cemeteries used during this time have a majority of graves buried underneath sand and covered in brushes. Headstones still visible have markings. There is an unidentified number of graves.

In the mid-1900s, a cemetery site was developed across the road (Arizona Boulevard) from the two 4-acre sites. A 16-acre site was developed, this site was unplanned and unmaintained. It has an unidentified number of graves. The roads are unorganized and curvy and there is a lot of water erosion. The landscaped was not flatten and is very hilly. Some plots have sunk by four (4) feet due to water/soil erosion. There are also many graves that have been buried beneath the sand.

The proposed new community and veteran's cemetery has approximately 24 acres for development. 1-acre is being used right now. 183 burial plots are located within a one (1) acre. The one-acre is approximately seventy percent (76%) at capacity. Projected capacity for one (1) acre is 240 burial plots. We will try to get to 250-300 plots with future plots as this is Chapter's first organized cemetery planned

operation as opposed to the community jurisdiction. There is major erosion issues from seasonal rains. And the proposed veteran's cemetery site has approximately 4 acres ready for development. Proposed site is undisturbed, but has major drainage and soil erosion issues. All roads in the cemetery are dirt roads, beneath the landscape, thus susceptible to erosion.

PROJECT GOALS

The Tuba City Chapter's primary purpose of the Community and Veteran's Cemetery is the dignified disposition of human remains in accordance with Dine' custom, Navajo statues and Federal laws. It will also serve as historical, memorial, spiritual, aesthetic and community greenspace within the Tuba City Chapter boundary. The cemeteries sites will have modern fencing and stop being used as walking paths from west and northwest Tuba City to central and eastern Tuba City. They will no longer have drainage issues impacting burials. Cemeteries will be designed for the increase of burials per acre to allow remaining unused cemetery to provide more than 30 years of use. Cemetery will provide visitors sense of harmony and comfort that their love ones are honored, respected and at peace. Cemetery will provide space for veterans and their eligible family members as a tribal and national shrine, sacred to the honor and memory of those interred and memorialized there. Visitors shall have a place to rest. All improvements are to maintain long-term life.

Anticipated Master Plan components include:

Project Goals: Contractor shall produce narratives, charts, tables, maps, graphics and other deliverables in a clear, orderly layout with a table of contents (chapters, tables, charts, maps, and graphics), title pages, chapters, footnotes, endnotes, and appendixes to convey information and data on the following topics:

History

Cultural Context

Explain how the cemetery reflects distinct cemetery types.

Identify the cultural influences on the funeral landscapes, including representative typology for grave markers, curbing, plot cover, fencing and monuments.

Natural Context

Physical location.

Significant natural features.

Soils.

Topography, USGS, elevations, watersheds, floodplains, drainage.

Geological features.

Orientation map, road maps.

Flora and fauna.

Asset Condition and Assessment: Using existing reports, studies and assessments in conjunction with on-site physical evaluations and field work, Contractor shall:

Inventory, assess, map and document the conditions of above-ground features in the Cemeteries, taking note of the following exceptions:

The scope of this project excludes an assessment of individual gravestones.

Provide recommendations for the preservation, maintenance, rehabilitation of the asset or facility as noted below:

Grave Holes: Contractor shall provide a methodology for assessing grave digging (how to place burial plots closer than existing burials) and provide an overall conditions assessment using representative conditions on site, with a focus on conditions that present a safety hazard.

Perimeter Fencing and Gateways: The Contractor shall evaluate the condition, appropriateness and efficacy of fencing and gateways and shall make

recommendations type of fencing and gate. (Partial brick, square tubing, height, etc.)

Roadways: The Contractor shall evaluate road material, width and curbing and make recommendations to improve access as well as prevent threats to gravesites that are adjacent to roads.

Drainage Systems: Contractor shall identify areas of persistent flooding and areas where storm water poses a threat to cemetery assets. Contractor shall provide engineering services required and prioritize accordingly in the Implementation Guide of drain system. Contractor shall summarize risks of failure of existing drainage infrastructure with respect to gravesites. Preliminary engineering and stamped drawings required.

Irrigation: While the design of a new irrigation system is not part of the scope of this project, the Contractor shall provide recommendations.

Sidewalks and Pedestrian Pathways: The Contractor shall evaluate the conditions of sidewalks and pedestrian pathways in the cemetery. Determine if existing sidewalks need repair. The Contractor shall evaluate installation of walking paths for aesthetics or ease of movement for those that have a disability (ADA Regulations).

Lighting: The Contractor shall evaluate the installation of lighting for security and safety. Height of pole, bulb recommendation, comparison of conventional vs solar lighting. Determination of watts demand. Cost of Installation of both types.

Site Analysis & Plan

Spatial Organization: The Contractor shall examine existing and potential nodes for pedestrians-related amenities such as benches and trash receptacles.

Circulation and Access: The Contractor shall provide recommendations to increase operational efficiency, public access, and asset protection through changes to vehicular circulation, parking and pedestrian circulation as well as addressing ADA accessibility issues.

Signage and Interpretation: The Contractor shall provide recommendations for the development of cemetery informational and directional signage, including way-finding and marking of cemetery sections. Identify opportunities for visitor kiosks that provide cemetery historical information and maps.

Security and Vandalism: The Contractor shall determine the major threats to cemetery security and identify strategies for the reduction of crime, vandalism and theft. The Contractor shall address theft and security issues with regard to historic iron fencing and other funerary items.

Site Furnishings: The Contractor shall provide recommendations for standards, specifications and siting for appropriate selection of site furnishings such as ramadas, benches, trash receptacles, flagpoles and planters.

Landscape: Considering sustainability issues and Tuba City's desire to reduce water consumption, the Contractor shall provide recommendations to enhance aesthetics, increase operational efficiency and ensure the health of flora and fauna at the cemetery specific to:

Preservation and replacement of existing vegetation and the planting of new vegetation in a way that complements the historic character of the cemetery.

Identification of best practices with regard to tree care and maintenance, including recommendations for a cyclical maintenance program.

Maintenance with regard to invasive species (weeds, bushes, trees) removal to ensure safety of gravestones and monuments.

Identification of best practices with regard to documenting and protecting plantings, such as bulbs, groundcover, perennials and annuals in public spaces and throughout the cemetery.

Recommendations for turf grass vs natural grass that requires less water, but still maintains the historical appearance of the cemetery.

Recommendations on best practices with regard to stump removal in areas with nearby graves.

Funding & Revenue: The Contractor shall identify and make recommendations regarding: Contractor shall determine funding amount needed to adequately cover preparation of land, installation of fencing, roads, walkways, drainage, etc.

Cemetery Development and Expansion

Planting Plan: The Contractor shall develop a conceptual Planting Plan with recommendations for preferred plant type with soil, sunlight requirements, planting cycle, installation and maintenance requirements. The Planting Plan shall take into consideration the historic vegetation patterns, where they exist, and/or where they are recommended to protect the historical integrity of the natural landscape and Navajo people and Navajo veterans; as well as the Tuba City's mission to incorporate sustainable landscaping practices.

Land Use: The Contractor shall identify opportunities for greater use of cemetery space and addressing Tuba City's desire to plat additional plots within cemetery boundaries.

New Facilities and Features: Contractor shall:

Provide recommendations regarding the appropriateness and process of new monuments or commemorative features the cemetery.

Irrigation: The Contractor shall provide general recommendations and best practices for the future design of cemetery irrigation systems. Contractor shall provide a probable cost estimate and prioritize in the Implementation Guide.

Implementation Guide: The Contractor shall provide an Implementation Guide with recommendations for the rehabilitation, preservation, maintenance, financial solvency and expansion of the cemetery in the form of a prioritized project list that includes, at a minimum, project descriptions and probable cost estimates, potential funding sources, and start and completion dates. The guide shall cover all recommendations, plans, initiatives noted in this proposal.

4. SCHEDULE

The Contractor shall provide a Project Plan and Schedule within and within ten (10) working days of the Notice to Proceed (NTP). The Project Plan and Schedule shall include milestones and target deliverable dates for approval by the Council of Naataaniis.

The Contractor shall provide the completed Cemetery Master Plan within nine (9) months of the Contractor receiving a Notice to Proceed (NTP).

5. DELIVERABLES

The Contractor shall deliver a draft plan for review and comment by the City and community members. Sections of the draft plan will be shared in advance of the final draft on a monthly basis.

The Contractor shall develop a Communication Plan consisting of a Lines of Communication Matrix. Contractor shall conference call with Tuba City Chapter on a monthly basis for the duration the project.

The Contractor shall provide a Change Control Plan in conjunction with the Tuba City Planner.

Deliverables shall include:

Site Investigation Notes and Data Collected

Land Use Study Data

Demographic, Development Data, Projections
 Original GIS/CAD Data
 Public Meeting Sign-in Sheets, Notes, Photographs
 Draft Master Plan Report

5.4.6.1 Three (3) Hard Copies and one (1) Flash Drive with all materials in MS Word and PDF.

Final Master Plan Report

Three (3) Hard Copies and one (1) Flash Drive with all materials in MS Word and PDF.

Including, but not limited to, methods and procedures used, illustrations, results, planning and management recommendations. Reports shall be provided to the Tuba City Chapter in electronic format

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, including local sports league officials, other entities who may partner in the development of this complex.
- E. Meet with the Sports Complex Committee 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 Tuba City 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.
- G. Review available existing information, plans and data provided by the Tuba City Local Government.
- H. Receive input from various stakeholders.

Tuba City Cemetery



