

**Request for Proposals**  
**Bid Number: 18-01-1768LE**

The Navajo Nation Office of the Controller - Purchasing Department, and Navajo Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for the Little Colorado River Tribal Park: Access Road & Parking Lot – Borrow, Culvert Extensions, Subgrade Preparation, Asphaltic Concrete, Chip Seal, curb and gutter, sidewalks, fence, signing, and striping.

Contacts for a bid packet are Lorita Etsitty, Navajo Nation Purchasing Department at: [www.nnooc.org](http://www.nnooc.org) or (928) 871-6317; or, Donald Jackson, Navajo DOT, Department of Roads, [djackson@navajodot.org](mailto:djackson@navajodot.org), (505) 371-8364.

Closing date is March 2, 2018, at 3:00pm, Mountain Standard Time. Any RFPs received after the closing date will be considered non-responsive and returned to the sender. No facsimile or emailed RFPs will be accepted.

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## PROPOSAL SUBMITTAL



### **Section 1 - Overview**

1. Request for Proposal (RFP) Packet – The Instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.
2. The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting February 8, 2018, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264, and approximately 2 miles east of the New Mexico/Arizona State Line. Contacts for a proposal packet are:

- a. Lorita Etsitty, Navajo Nation Purchasing Department, [www.nnooc.org](http://www.nnooc.org), (928)871-6317; or,
- b. Donald Jackson, Civil Engineer, Navajo DOT, Department of Roads, [djackson@navajodot.org](mailto:djackson@navajodot.org), (505)371-8364. You may also download this RFP from the Navajo DOT website ([www.navajodot.org](http://www.navajodot.org)).
- c. Joseph J. Peterman, Department Manager, Navajo DOT, Department of Roads, [jpeterman@navajodot.org](mailto:jpeterman@navajodot.org), (505) 371-8329.

Note: If a firm downloads from the websites given above, or gets a copy of the RFP from another source other than the two (2) persons noted in the above paragraph, please contact Donald Jackson by email so that if an addendum(s) is issued, your firm will receive the addendum(s).

3. This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
4. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration. Failure to adhere will result in a “Non-Responsive” Status.
5. Inquiries – Questions regarding this RFP must be submitted by email to Donald Jackson, [djackson@navajodot.org](mailto:djackson@navajodot.org). Written questions as to the intent or clarity of this RFP can be submitted up until 1:00 PM (Window Rock, AZ time), February 26, 2018. Note: any questions emailed over the weekend or federal holiday will not be acknowledged until the first business day following the weekend and/or holiday. Written responses to written questions and any RFP amendments will be distributed by email to all parties who obtained an RFP package and have notified Lorita Etsitty, NN Purchasing Department, or Donald Jackson, Navajo DOT. No further questions, in any form, will be entertained after 1:00pm, February 26, 2018.

6. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Non-mandatory Pre-Proposal Meeting: All interested parties are invited to the site to review project goals and requirements. The meeting will be held at the Cameron Chapter House, followed by a field visit to the site.	Tuesday, February 20, 2018, at 10:00 a.m.  Depending on weather.
Prospective respondents “Inquiry Timeline.” All inquiries and questions will be answered prior to this date. Questions must be submitted in writing only. If needed, an Addendum will be issued to all vendors who requested a copy of the RFP. This is to ensure they all have received the same information. No questions accepted after this date.	Monday, February 26, 2018 until 1:00 PM (Window Rock, AZ time).
Due date for all proposals	March 2, 2018, at 3:00pm, <u>Mountain Standard Time</u>
Opening of proposals and evaluations by the Review Panel	The week of March 5, 2018
Award of Contract	March 9, 2018
Estimated NTP Date	Mid-May, 2018

7. Proposal Submittal Deadline - Proposals must be physically submitted to the following address by March 2, 2018, no later than 3:00 PM (local Window Rock, AZ time). Any proposals received after the closing date will be considered non-responsive and returned to the sender.

Hand Delivery Address:

Navajo Division of Transportation  
 Navajo Transportation Complex  
 #16 Old Coal Mine Road  
 Mentmore, NM 87319

Hand Delivery: Driving Instructions from Gallup, New Mexico

Take Exit 20 from I-40. Take US491 from Gallup, New Mexico to Yatahey, NM, which is approximately 5.5 miles. Approach a Y-Intersection. Right lane goes to Shiprock, NM (Do not take this route). Left lane goes to Window Rock, AZ, which is US264. Take US264 and go about 15 miles west. The Navajo Division of Transportation Complex will be on the north side of US264 on Indian Route 54 (there is no route sign).

By Postal Delivery: Mailed proposals must meet the deadline of March 2, 2018. Therefore, 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 one of the addresses indicated below.

Mailing Address: Donald Jackson, P.O. Box 4620, Window Rock, AZ 86515.

**OR**

Lorita Etsitty, Administration #2, 2559 Tribal Hill Drive, Department of Purchasing Department, P.O. Box 9000, Window Rock, AZ 86515.

**Late, facsimiled or e-mailed proposals will not be accepted. These will be returned to the firm un-rated and firms responding in such fashion shall be considered non-responsive.**

8. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change and inform all concerned.
9. Rejections of Proposals – The Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such a rejection or waiver is in the best interest of the Navajo nation.
10. Proprietary Information – Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “Proprietary”.
11. Ownership of Proposals – All materials submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. The Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph 10, above. Disqualifications or non-selection of a firm or proposal does not eliminate this right.
12. Cost Incurred – The Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a signed contract for services.
13. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award for services, and such respondent may be removed from consideration for future solicitation.
14. ACCEPTANCE TIME: The Navajo DOT – Department of Roads, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent the week of March 9, 2018, after the closing date of receipt of proposals.
15. AWARD OF SERVICE CONTRACT OR ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION (EJDCDC) RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Upon selection, Navajo DOT –

Department of Roads will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement and/or a Navajo Nation Service Contract, approved by the Navajo Nation Department of Justice, in the name of the successful respondent; and, the contents of the proposal submitted by the respondent will become part of the contract. This includes provisions of the Navajo Business and Procurement Act, at 12 N. N. C. § 1501 et Seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et Seq.

16. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit respondents 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 to submit independent proposals in response to this RFP.
17. Taxes – All work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the five-percent (5 %) Navajo Sales Tax (24 N. N. C. § 601 et Seq.).
18. Insurance – The Navajo Nation will require the successful firm, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, commercial general liability, automobile liability, worker’s compensation, performance & payment bonds, bid bond, etc. The general contractor shall provide all bonds and insurance prior to the Notice to Proceed with Construction. The Arizona Department of Transportation (ADOT) will also require bonds and insurance to comply with terms and conditions of the ADOT Encroachment Permit. Bonding and insurance requirements are contained herein and in the project Special Provisions.
19. RETURN PROPOSAL: The Navajo Nation and Navajo DOT has no obligation in returning any of the proposal received in response to this RFP.
20. TERM: The term of the Service Contract will be a period of one year from the date of *Notice to Proceed*, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
21. COMPLIANCE WITH THE NAVAJO NATION OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Chapter 2, Subsection 201–215 and the Navajo Nation Procurement Rules and Regulations.
22. Disclaimer – The Navajo Nation’s acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N. N. C. § 164 Review Process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or the failure to submit all requested documents or information.

### 23. EVALUATION PROCEDURE AND CRITERIA:

- a. Review Panel: A Review Panel, with specific related technical background, will be selected to evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.
- b. Failure of a respondent to provide any information, requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
- c. The sole objective of the review panel is to select the respondent most responsive to the needs of the Navajo Nation, Navajo DOT, and the Department of Roads. The specification in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the objective in the Scope of Work in Part II.

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24. The Technical Proposal Factors will be evaluated and rated based on a 100 points-scale system. Proposals accepted for rating shall be evaluated based on the criteria and point system set forth in Part 20 (a) that follows.

24 (a) Evaluation Sheet

<b>Proposal Factors</b>	<b>Requirements</b>	<b>Maximum Points Awarded</b>
Scope of Work	The following are included and addressed: Timeline: Include a work plan or Gantt Chart; Roles and Responsibilities; Manpower; completion of culvert installation, borrow and placement, subgrade preparation, asphaltic concrete curb and gutter, sidewalk, fence, striping, signing and marking; Quality Control and Quality Assurance; Mobilization; Storm Water Pollution Prevention Plan; Water Permit; Traffic Control; Safety Plan; Certifications; Other Road Improvement Activities and Requirements; Identify Utilities; Equipment; and Communication.	40
Experience	References: List references of three projects of similar nature from three different projects/sources.	40
Qualifications	State your Firm's special expertise and staff members that will perform the work	20
Priority #1		<b>10</b>
Priority #2		<b>5</b>
	<b>Non-Priority Proposal</b>	<b>100</b>
	<b>Priority #1 Proposal</b>	<b>110</b>
	<b>Priority #2 Proposal</b>	<b>105</b>

A Short List of qualified candidates will be determined from the 100 points. To get to the Short List, the firms must receive a minimum of 70 points from each evaluator.

Preference Points: If a Priority 1 firm makes the Short List that firm will receive an additional ten (10) points added to their score ranking. If a Priority 2 firm makes the Short List that firm will receive an additional five (5) points added to their score ranking. Non-priority firms do not receive additional points. This is a requirement from the Navajo Nation Business Opportunity Act. Firm must provide documentation per the Business Regulatory Department as prioritized under Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act, of its Priority 1 or 2 status.

It is intent of Navajo DOT to rank the firms according to the responses submitted. The Navajo DOT reserves the right to conduct detailed interviews in person, of the five (5) top ranked firms, if warranted.

## **Section 2 - Proposal Requirements and Selection**

1. Proposal Submission: Failure to follow the Proposal Submission standards and the proposal will be considered “Non-Responsive.”
  - A. Proposal must be submitted in a sealed envelope clearly marked:
    - a. **“DO NOT OPEN – RFP for Bid 18-01-1768LE, Little Colorado River Tribal Park, Cameron, AZ; Borrow, Culvert Extensions, Subgrade Preparation, Asphaltic Concrete, Chip Seal, curb and gutter, sidewalks, fence, signing, and striping.” Attention: Donald Jackson, Civil Engineer; Navajo Division of Transportation - Department of Roads.**
    - a. The name of the firm submitting the proposal shall be legibly written and shown on the outside of the sealed envelope, to include the firms address.
  - B. Proposal Standards: The firm shall submit one (1) original and four (4) identical copies of their RFP packet for the evaluation committee members. Appearance of proposal is important and professionalism in proposal presentation should not be neglected. The proposal standards are as follows:
    - a. This RFP proposal may not exceed 20 single-sided pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
    - b. Pages that have photos, charts, and graphs will be counted towards the maximum number of pages.
    - c. The following information is not included in the 20-page limit: proposal front and back cover; cover letter on company letterhead; divider and/or tabs, as long as there is nothing on them; and maximum 1-page resumes of each team member.
    - d. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP in loose-leaf 3-ring binders; these will be considered non-responsive and returned to the firm un-rated.**
    - e. Submissions exceeding the 20-page limit or any resumes exceeding the 1-page limit will be considered non-responsive and will be returned to the Applicant un-rated.
  - C. In a separate sealed envelope clearly marked as “BID PROPOSAL”, include the Bid Number and the name of the Firm. The “Bid Proposal” of the firm will provide its bid amount to complete the Scope of Work. The sealed envelope will not be opened by the evaluation committee until after the RFP proposals have been reviewed and ranked.



## 2. Proposal Review Process

Receipt of proposals will be verified on the due date specified. The Navajo DOT will screen and evaluate proposals received in accordance to the following criteria. Proposals which fail this check will be considered non-responsive and returned to the firm un-rated.

- a. Proposal is received by the required deadline date and time.
- b. Proposal meets the proposal submission requirement set forth above under Section 2, Part 1, (A), (B), & (C).

## 3. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in 'Section 1, Part 24 (a) – Evaluation Sheet '.
- b. The Navajo DOT will rate the proposal based on total points awarded and the top five (5) qualified firms with the highest rating and ranking will be determined as most responsive. The Navajo DOT reserves the right to interview the top (5) qualified firms.

## 4. Award of Contract

- a. The Navajo DOT will issue a Notice to Proceed to the firm upon execution of the contract. No work shall be performed by the firm until such notice is given by Navajo DOT. The Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a signed contract award, for construction of the Little Colorado River Tribal Park – Turning Lanes, Access Road, and Parking Lot.

*NOTE: See Section 4 for additional format and organization of proposals.*

## **Section 3 – Purpose and Scope of Work**

### PURPOSE:

The **purpose** of this Request for Proposal (RFP) is to select a vendor that will complete Borrow placement, Culvert Extensions, Subgrade Preparation, Asphaltic Concrete, Chip Seal, curb and gutter, sidewalks, fence, signing, and striping.

The Navajo DOT will complete the following:

- Coordinate the Staging Area; and identify Turn-Around Locations.
- Navajo DOT/Project Management Department will mark the Archaeological zones and monitor the sites during the active construction.
- Provide general oversight during construction for quality control and quality assurances.
- Provide construction inspection and construction administration.

## SCOPE OF WORK:

The RFP is to seek a **vendor** that will:

- Be familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor.
- Roles and Responsibilities: provide organizational chart and briefly describe the roles and responsibility of each key staff member. At a minimum, Project Superintendent and on-site Foreman shall be included.
- Attend the pre-construction meeting to discuss scheduling, compliance, timelines, and material delivery. The meeting will be hosted at the Cameron Chapter House blue building after the contract has been executed.
- Satisfy requirements for, and obtain, an Encroachment Permit from the Arizona Department of Transportation.
- Pay for the Water Permit for 1,000,000 gallons. Contact Melvin Badonie at Navajo Department of Water Resources for water sources: (505) 406-6634. There will be no separate bid item for a Water Permit. The cost of the Water Permit shall be included in the respective bid items for the work to be performed.
- Timeline: The start to finish of the project should be no more than 75 working days.
- Mobilization: provide a tentative equipment list and a brief plan for staging.
- Perform all work in accordance with the plans and Special Contract Requirements.

Additional information for bidders not included in Specifications is provided below:

- Traffic Control:
  - o Pilot Car/Flaggers shall be on duty during construction hours for any roadways reduced to one lane of traffic.
  - o During construction, the contractor shall allow tourist and residential access at all times. Signs warning drivers of construction zone shall be placed at the beginning and end of construction limits prior to the start of any construction work.
  - o A Traffic Control Plan must be submitted by the contractor to Navajo DOT for review and acceptance a minimum of 15 days prior to commencement of work. The Traffic Control Plan must be accepted by Navajo DOT and implemented before any other work can commence at the project site. Prior to the

commencement of work, and on a weekly basis, the contractor shall inform the Navajo DOT of traffic restrictions.

- Safety Plan
  - The contractor shall develop and submit a Safety Plan to Navajo DOT for review and approval a minimum of 15 days prior to commencement of any work. Once approved, the Safety Plan shall be posted onsite on the Bulletin Board.
  - There will be no separate bid item for the Safety Plan. The cost for preparing the Safety Plan shall be included in the respective bid items for the work to be performed.
  
- Certifications
  - The contractor shall submit certifications from suppliers for materials utilized on the project. Certifications shall include a statement that the product supplied meets all requirements of the RFQ and the manufacturer's specifications.
  
- Other Road Improvement Activities and Requirements
  - Site cleanup with the project area including staging area, ditch line blocks, back slope, and fore slope.
  - All work shall stay within the existing road prism, including the "foot print" and turnout areas.
  - The necessary precautions will be taken to prevent damage to any subsurface, surface, and overhead utility lines. Furthermore, Navajo DOT Archaeological zones, which will be previously marked by Navajo DOT, will be monitored and respected.
  - All Daily Safety Documentation will be conducted in accordance to the HASP issued and all turns will be reported to the Navajo DOT Safety Officer.
  
- Identify Utilities
  - The contractor should be responsible to contact the individual utilities and request that they locate and mark all utilities. This should include private companies that may have underground infrastructure as well as utilities.
  
- Equipment
  - Provide all necessary equipment in good repair to complete the project; and, provide equipment per project specifications.

## **Section 4 – Additional Format and Organization of Proposals.**

### **FORMAT AND ORGANIZATION**

**Requirements:** This section of the RFP specifies the format and organization of the proposal (not listed in priority or in any order).

- A. **LETTER OF INTEREST:** Letter of Interest must be on a Company Letterhead and signed by the president, executive director or owner of the company/organization.
  
- B. **PROOF OF CERTIFICATE OF INSURANCE:** The Navajo Nation will require the successful firm, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, commercial general liability, automobile liability, worker's compensation, performance & payment bonds, bid bond, etc. The general contractor shall provide all bonds and insurance prior to the Notice to Proceed with Construction.

Provide proof of your company's Certificate of Insurance and other insurances related to this project.

- C. **BONDS:**
  - a. **Performance Bonds:** The Contractor shall provide to the **Navajo Nation** a Performance Bond underwritten and executed by Surety Company that guarantees the Contractor's complete and satisfactory performance under Contract. The Performance Bond shall be equal to one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided in the *Lesser Bond Amounts*. The Contractor shall also provide to the **Arizona Department of Transportation (ADOT)** a Performance Bond underwritten and executed by Surety Company, registered with the Arizona Department of Insurance, that guarantees the Contractor's complete and satisfactory performance under Contract. The Performance Bond shall be equal to one-hundred and twenty-five percent (125%) of the Original Contract Amount, and payable to ADOT.
  - b. **The Payment Bond:** The Contractor shall provide to the Navajo Nation a Payment Bond underwritten and executed by a Surety Company that will protect all persons, subcontractors, or other entities supplying labor and material to the Contractor or its subcontractors for the performance under this Contract. The Payment Bond shall be in an amount equal to one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided the *Lesser Bond Amounts*. The Payment Bond must be provided in addition to the Performance Bond required in Article E.a. herein.
  - c. **Lesser Bond Amounts:** The Navajo Nation, with the concurrence of the Navajo Nation Controller or his/her designee, may allow the Contractor to provide a

Performance Bond or a Payment Bond, or both, in an amount equal to fifty percent (50%) of the Original Contract Amount, so long as either (1) the Navajo Nation withholds, as retainage, fifty percent (50%) of each invoiced amount; or (2) the Contractor provides an irrevocable Letter of Credit in amount equal to fifty percent (50%) of the Original Contract Amount. The fifty percent (50%) amount of the Original Contract Amount may be covered by a combination of Retainage and an irrevocable Letter of Credit, BUT IN NO CASE SHALL A PERFORMANCE BOND OR PAYMENT BOND EACH BE IN AN AMOUNT LESS THAN FIFTY PERCENT (50%) OF THE ORIGINAL CONTRACT AMOUNT.

- d. Bonding documentation required. The Navajo Nation's Representative must receive written documentation of all required bonds prior to the issuance of a Notice to Proceed for the Project, and Contractor shall not commence any work or services under this Contract until such documentation is received by the Navajo Nation.

D. SCOPE OF WORK: Respondent's approach to the scope of work, including the following:

- a. Timeline: Include a work plan or Gantt Chart.
- b. Roles and Responsibilities: Explain the roles and responsibilities of each Supervisor that will help complete the scope of work.
- c. Manpower: Explain the availability of personnel to complete the project.
- d. Culvert work
- e. Borrow and placement
- f. Completion of the Subgrade Preparation.
- g. Asphaltic Concrete
- h. Chip Seal
- i. Curb and Gutter
- j. Sidewalks
- k. Fence
- l. Striping
- m. Signing and marking
- n. Quality Control and Quality Assurance
- o. Mobilization
- p. Storm Water Pollution Prevention Plan
- q. Water Permit
- r. Traffic Control
- s. Safety Plan
- t. Certifications
- u. Other Road Improvement Activities and Requirements
- v. Identify Utilities
- w. Equipment

- E. COMMUNICATION: How respondents will communicate with Navajo DOT on the progress of the project(s). Face-to-Face meeting on-site is preferred during completion of the project.
- F. REFERENCES: List references of three projects of similar nature from three different projects or sources. Provide the project name. Navajo DOT may contact references for performance appraisal of prospective bidder, and therefore, provide contact name, company name, and contact information. Failure to provide examples of related projects may result in disqualification or considered as “non-responsive.” See Exhibit for a Sample.
- G. CERTIFIED NAVAJO BUSINESS: Provide proof that business is currently certified by the Navajo Nation - Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and also under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- H. BID FORM / PROPOSAL COST: In a separate sealed envelope, clearly marked as **“DO NOT OPEN – RFP for Bid 18-01-1768LE, Little Colorado River Tribal Park, Cameron, AZ; Borrow, Culvert Extensions, Subgrade Preparation, Asphaltic Concrete, Chip Seal, curb and gutter, sidewalks, fence, signing, and striping.”** Attention: Donald Jackson, Civil Engineer; Navajo Division of Transportation - Department of Roads.
- I. The name of the firm submitting the proposal shall be legibly written and shown on the outside of the sealed envelope, to include the firms address. The sealed envelope will not be opened by the Review Team until after the proposals have been reviewed and ranked.

# **Attachments**

- 1) Proposal Cost/Bid Form
- 2) Addendum Acknowledgement
- 3) Relevant References Sample
- 4) Bond Requirement Notice
- 5) Project Plans and Cross Sections
- 6) Project Specifications

**Proposal Cost  
(Bid Form)**

**ALL BIDDERS SHALL COMPLETE THE ATTACHED BID FORMS AND ENTER THE PROJECT TOTAL COST HERE:**

<b>PHASE I (SR 64 and Access Road)</b>	\$ _____
<b>PHASE II (Parking Lot)</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

The Bidder, in compliance with your bids for the construction, having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the contract documents, within the time set forth therein, and at the total prices stated. The total prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part. Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice of Proceed" of the Navajo Nation DOT and to fully complete the project within consecutive calendar days thereafter as stipulated in the specifications.



**Addendum Acknowledgement**

**Addendum:**

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

**Addendum No:**

**Addendum Date:**

_____	_____
_____	_____
_____	_____

**Respondent will complete the Work in accordance with the Contract Documents for the following price(s):**

Respondent's Acknowledgement Signature:

\_\_\_\_\_

Name and Title

Company Name

**SAMPLE TO PROVIDE RELEVANT REFERENCES**

**Reference One:**

John Doe, Owner  
Company Name: ABC Construction Company, Inc.  
P.O. Box 123  
Window Rock, AZ 86515  
Phone: (928) 871-1000  
Email: [jdoe@yahoo.com](mailto:jdoe@yahoo.com)

**Project Name:** "Leupp Gravel Project"  
**Type of Project:** Gravel Purchase and Delivery  
**Project Location:** Leupp, Arizona  
**Project Description:** Company XYZ sub-contracted with ABC Construction Company, Inc. to provide gravel to the "Leupp Gravel Project." Company XYZ obtain the gravel to Brimhall Gravel Pit according to ABC Construction Company's specification, and delivered to the "Leupp Gravel Project" site.

**Reference Two:**

Jane Doe, Owner  
Company Name: Jane's Construction Company, Inc.  
P.O. Box 456  
Tuba City, AZ 86515  
Phone: (928) 283-1000  
Email: [janed@yahoo.com](mailto:janed@yahoo.com)

**Project Name:** "Cameron Culvert Project"  
**Type of Project:** Culvert Installation  
**Project Location:** Cameron, Arizona  
**Project Description:** Company XYZ sub-contracted with Jane's Construction Company, Inc. to install 20 culverts (6 x 24") on Route 090 in Cameron, AZ. Company XYZ completed the drainage analysis, designs, and plans for the installation.

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*Navajo DOT may contact the references for performance appraisal.*

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