

RFQ TITLE: On-Call Engineering Services

RFQ No: 17-03-1646JJ

Opening Date: March 30, 2017

**NAVAJO NATION DIVISION OF TRANSPORTATION
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ON-CALL ENGINEERING SERVICES**

SECTION 1 – Overview

A. General Information

1. Type of Service – The Navajo Nation Division of Transportation (Navajo DOT) is requesting qualifications from qualified firms to provide comprehensive, full service professional On-Call Engineering Services throughout the Navajo Nation in Arizona, New Mexico and Utah. Engineering service for these on-call projects include but are not limited to: Transportation Planning; Project Management; Highway, Traffic, Geotechnical, and Structural Engineering; Environmental and Cultural Resources; Construction Management; Road Maintenance; and Airport/Airfield Maintenance, Planning and Engineering. The Request for Qualifications (RFQ) process will identify and select at least two (2) qualified firms based on professional qualifications and selection criteria to provide professional On-Call Engineering Services. The selected firms must have a complete and comprehensive team to provide the entire package of engineering services. The Navajo DOT will not be selecting firms for individual engineering services.

The work includes but is not limited to: planning; scoping; project management; preliminary and final design plans, specifications, and engineer’s estimates; environmental compliance; construction bid documents; and construction management. The funding source for this contract will be the Navajo Nation’s Federally-funded Tribal Transportation Program administered by the Federal Highway Administration, U.S. Department of Transportation, the Navajo Nation’s Road Fund Management program, and State of Arizona, New Mexico, and Utah funded projects. No Federal Aviation Administration Airport Improvement Program funds will be used.

2. Request for Qualification (RFQ) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFQ package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM starting March 30, 2017 during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact the Navajo DOT at 505-371-8301 to request a package. You may also download this RFQ from the Navajo DOT website (www.navajodot.org).

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3. General Scope of Work (SOW) – The selected firms shall provide the Navajo Nation with a full range of as-needed professional On-Call Engineering Services in the areas of: Transportation Planning; Project Management; Highway, Traffic, Geotechnical, and Structural Engineering; Environmental and Cultural Resources; Construction Management; Road Maintenance; and Airport/Airfield Maintenance, Planning and Engineering.

It is the intent of the Navajo DOT to issue specific project assignments or task orders, in writing, detailing the required services. Within three (3) working days of receipt, the firm shall provide the Navajo DOT an estimate of man-hours and a detailed fee proposal for the assigned task order.

4. Schedule of Activities

<u>Activities:</u>	<u>Due Dates:</u>
i. Advertised Period	March 30, 2017 – April 14, 2017
ii. Deadline to Submit RFQ Questions	April 11, 2017
iii. Response to Written RFQ Questions	April 14, 2017
iv. RFQ Submittal Deadline	April 21, 2017
v. Evaluation of RFQ & Firms	April 24 – April 27, 2017
vi. Final Selection of Firm(s)	April 28, 2017
vii. Consultant Interviews of Top Five Firms	Week of May 1 – 5, 2017

5. Inquires – Questions regarding this RFQ must be submitted in writing, by mail, fax or email to the Project Contact listed below. Written questions as to the intent or clarity of this RFQ can be submitted to the Project Contact until close of business, 5:00 PM (Window Rock, AZ time) on April 11, 2017. Written responses to written questions and any RFQ amendments will be distributed in writing and faxed or emailed to all parties who obtained a RFQ package from the Navajo DOT office. No further questions, in any form, will be entertained after April 11, 2017.

Project Contact: Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org

6. Proposal Submittal Deadline – Proposals must be physically submitted to the following address by April 21, 2017, no later than 4:00 PM (local Window Rock, AZ time):

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Navajo Division of Transportation
Attention: Ardaniel Begay
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

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.

7. Addendum to the RFQ – In the event it becomes necessary to revise any part of the RFQ, Navajo DOT shall issue a written addendum on the specifics of the change and inform all concerned. **Addendums will be made available for download from the Navajo DOT website (www.navajodot.org)**. The addendum(s) do not need to be included as part of the RFQ proposal document. However, the consulting firm should acknowledge receipt and review of the addendum(s) under the Letter of Interest.
8. Rejection of Proposals – The Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
9. Proprietary Information – Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “Proprietary”.
10. Ownership of Proposals – All materials submitted with the RFQ 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 RFQ subject to limitations outlined in paragraph 9 above. Disqualification or non-selection of a firm or proposal does not eliminate this right.
11. Cost Incurred – The Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services.
12. 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.

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13. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100 point system set forth in Section 5 – Rating System on Evaluation Criteria.
14. Award of Contract – The Navajo DOT will retain the services of at least two (2) of the top-rated firms on an as-needed basis. Upon selection, the firm will be notified, however, no contract will be entered into until the Navajo DOT is in need of such services. When a need is established by the Navajo DOT, a SOW along with a detailed fee proposal shall be prepared by the selected firm according to the task order and approved billing rates. Upon Navajo DOT acceptance of the scope of work and fee proposal provided by the firm, a contract will be issued. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm.
15. The on-call services will be valid for a five (5) year period and shall be valid upon selection and notification of the selected firm. Response to this RFQ, including the Contract Billing Rates, will be considered as a commitment from ninety (90) days after the date of receipt of the proposal.
16. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provision 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.
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 firms, 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, professional liability, errors and omissions liability, etc.
19. 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

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to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information.

Section 2 – Proposal Requirements and Selection

A. Proposal Submission

1. Proposal must be submitted in a sealed envelope clearly marked:
 - a. **“DO NOT OPEN – RFQ #17-03-1646JJ – ON-CALL ENGINEERING SERVICES”**
 - b. The name of the firm submitting the proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
2. Proposal Standards: The firm shall submit one (1) original and six (6) identical copies of their RFQ proposal 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 RFQ proposal may not exceed 30 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 30-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 key team member.
 - d. RFQ submittals should be plastic or metal spiral-bound only. **Please do not submit RFQ proposals in loose-leaf 3-ring binders; these will be considered non-responsive and returned to the firm un-rated.**
 - e. Submissions exceeding the 30-page limit or any resumes exceeding the 1-page limit will be considered non-responsive and will be returned to the Applicant un-rated.
3. In a separate sealed envelope clearly marked as **“FEE PROPOSAL”**, the firm shall provide a proposed Contract Billing Rate schedule. The proposed Contract Billing Rates shall be an hourly rate fee schedule by position for work to be provided by each of the firms that comprise the “consultant team”, including reimbursable expenses and rates that apply. The sealed envelope will not be opened by the Navajo DOT until after the RFQ proposals have been reviewed and ranked.

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B. 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.

1. Proposal is received by the required deadline date and time.
2. Proposal meets the proposal submission requirement set forth above under Section 2, A.

C. Proposal Evaluation

1. Proposals shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
2. The Navajo DOT will rate the proposals 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 either interview the top five (5) qualified firms or directly select at least the two (2) top rated and best qualified firms.
3. In a separate sealed envelope clearly marked as “FEE PROPOSAL”, the firm shall provide a proposed Contract Billing Rate schedule. The proposed Contract Billing Rates shall be an hourly rate fee schedule by position for work to be provided by each of the firms that comprise the “consultant team”, including reimbursable expenses and rates that apply. The sealed envelope will not be opened by the Navajo DOT until after the RFQ proposals have been reviewed and ranked; and it has been determined which firms the Navajo DOT has selected for further evaluation and consideration.

D. Award of Contract

1. The Navajo DOT will retain the services of at least two (2) of the top rated and ranked firms on an as-needed basis. Upon selection, the firm will be notified; however no contract will be entered into until the Navajo DOT is in need of services. Questions regarding the submitted Contract Billing Rates will be addressed during this time. Failure to address any questions adequately by the firm shall result in cancellation of the offer. However, this cancellation will not negatively affect the other qualified firm. The Navajo DOT will offer the contract to the next highest rated and ranked firm on an as-needed basis.
2. When a need is established by the Navajo DOT, a SOW shall be prepared by Navajo DOT and presented to the firm for negotiation. Once the fees are considered reasonable, an authorization of services contract with the firm can be executed.
3. 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 on-call engineering services.

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Section 3 – Scope of Work

A. Description of Work

The consultant firm shall provide comprehensive, full service professional On-Call Engineering Services in support of the Navajo DOT throughout the Navajo Nation in Arizona, New Mexico and Utah. The as-needed engineering services for these on-call projects include but are not limited to: Transportation Planning; Project Management; Highway, Traffic, Geotechnical, and Structural Engineering; Environmental and Cultural Resources; Construction Management; Road Maintenance; and Airport/Airfield Maintenance, Planning and Engineering.

The work includes but is not limited to: planning; scoping; project management; preliminary and final design plans, specifications, and engineer's estimates; environmental compliance; construction bid documents; and construction management.

Work activities will be assigned at various locations throughout the Navajo Nation. It is the intent of the Navajo DOT to issue specific project assignments or task orders, in writing, detailing the required services. Within three (3) working days of receipt, the firm shall provide the Navajo DOT an estimate of man-hours and a detailed fee proposal for the assigned task order, including task schedules and completion time lines.

All work accomplished under this contract shall be in accordance with, but not limited to the following: Navajo Nation regulations and requirements; Bureau of Indian Affairs (BIA) local standards and specifications under 25 CFR Part 170, Tribal Transportation Program; Federal Highway Administration (FHWA) standards in 23 CFR Chapter I Subchapter G; American Association of State Highway and Transportation Officials (AASHTO) "A Policy on Geometric Design of Highways and Streets, latest edition" and "Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT \leq 400)"; Manual on Uniform Traffic Control Devices for Streets and Highways, latest edition"; AASHTO Roadside Design Guide; AASHTO Highway Drainage Guidelines; AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing; AASHTO Guide for Design of Pavement Structure; FHWA Standard Specifications for the Construction of Roads and Bridges on Federal Highway Projects, FP-14; BIA Manual 57 Road Construction; BIA Manual 58 Road Maintenance; and other applicable State Manuals, Standards, Guidelines and standard procedures, including all engineering calculations and cost estimates for Road and Bridge design and construction.

B. Anticipated Services Under this Contract

The project assignments or task orders may include, but are not limited to:

1. Transportation Planning – The following summarizes the primary tasks to be completed by the consultant under this service:

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- a. Review the Navajo DOT's traffic data and reporting system database and provide recommendations on Geographic Information System (GIS) database management.
 - b. Assist the Navajo DOT in evaluating the current Regional Transportation Plan based on 24 Regions across the Navajo Nation and developing a Regional Transportation Plan that addresses regional road construction project priorities and road maintenance plans. Work would also include presenting the Regional Transportation Plan to Council Delegates, Chapter Officials, Oversight Committee's of the Navajo Nation Council, County DOT's, BIA DOT, School Districts, and community stakeholders.
 - c. Assist the Navajo DOT in developing the Navajo Nation Annual Tribal Transportation Improvement Program (TTIP) in accordance with the transportation planning process, Title 23 USC, Title 2 of the Navajo Nation Code, and 25 CFR Part 170, Subpart C and D. This process will also include formulating the data to be used to prioritize road improvement projects for the entire Navajo Nation.
 - d. Assist the Navajo DOT in programming current and future road improvement projects based on the Navajo Nation's 5-Year TTIP.
 - e. Assist the Navajo DOT in developing project scoping reports for projects funded by the Navajo Nation's Road Fund Management Plan and the Tribal Transportation Program. Consultant shall prepare a Scoping Report that includes: Purpose and Need; Scope of Work; Estimated Cost; Environmental Overview; and relevant project data.
 - f. Assist the Navajo DOT to secure Planning Assistance for Rural Areas (PARA) funds for transportation planning activities within the State of Arizona.
 - g. Assist the Navajo DOT to secure Capital Outlay and Tribal Infrastructure Funds to plan, design and construct transportation-related infrastructure projects within the State of New Mexico.
 - h. Assist the Navajo DOT to secure Highway Safety Program funds from the BIA, FHWA Tribal Transportation Program, and State DOT Safety Programs to implement traffic safety projects that are designed to reduce traffic crashes and their resulting fatalities, injuries and property damage within the Navajo Nation.
 - i. Assist the Navajo DOT to develop a Transportation Asset Management program that collects information on road conditions, signage, bridges, culverts and other transportation-related assets.
2. Project Management – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide project management expertise to assist the Navajo DOT in administering the Navajo Nation's TTIP and Road Fund Management programs for road construction and road maintenance activities. This task will include evaluating existing projects and assisting with project completion. Management activities may include coordination with the BIA DOT, States, Counties, and other project stakeholders.
 - b. Provide short term and long term roadway improvement projects that will improve earth/dirt roads using gravel, soil stabilizer, and chip seal treatments, including culvert installations and low water crossings to improve drainage. This dirt road improvement plan will be constructed by the Navajo DOT's Force Account Section or bid out to a third party contractor. Project activities would include: scoping; cost estimating; drainage,

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- archaeological, and environmental studies; determining size and quantity of materials; acquiring all necessary permits to construct the project; and preparation of construction bid documents.
- c. Provide project management expertise to assist the Navajo DOT in administering projects funded by the Local Government Road Fund Unit of the New Mexico Department of Transportation (NMDOT) for road improvement activities. All work accomplished under this Local Government Road Fund shall be in accordance with NMDOT's Local Government Road Fund Project Handbook.
 - d. Project coordination with the BIA, Chapter officials, consultants, Navajo Nation regulatory departments, external agencies, and other stakeholders.
 - e. Management of project scope, budget, schedule, and quality assurance/quality control.
 - f. Conduct project scoping, update/status, plan-in-hand and public involvement meetings. Provide minutes of all meetings, including a summary of comments and corresponding responses within 5 days of each meeting.
 - g. Provide leadership and technical recommendations in project decision making that affects the development and timely delivery of all deliverables to the Navajo DOT.
 - h. Provide plan review services for roadway improvement or development projects that impact Navajo DOT transportation facilities.
3. Highway Engineering – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide a Licensed Surveyor who shall be responsible for obtaining and preparing data needed to develop and prepare the following:
 - Conduct survey control, monumentation survey, boundary survey, and location survey.
 - Provide aerial photography services that include digital ortho-photos, design level survey, aerial mapping, and digital terrain model (DTM).
 - Develop right-of-way mapping and prepare legal descriptions for acquisition of roadway right-of-way and temporary construction easements through tribal trust land, tribal fee land, Indian allotment land, Bureau of Land Management (BLM) and State land.
 - Conduct topographical ground surveys to provide final design plan and profile, and cross section data for miscellaneous roadway and drainage features.
 - Conduct utility research and provide utility information on roadway and drainage plans.
 - Provide copies of field survey notes, utility maps, sketches, plats, documents, aerial photography, ground control maps, aerial triangulation data, and reference material used to complete the survey work.
 - Surveys, DTM, Ortho-photos and legal descriptions must be provided in AutoCad or Microstation current version, Inroads & Survey Select current versions, Arcview Shapefile, ArcGIS geodatabase (ESRI), and Microsoft Word (.doc format).
 - Conduct construction staking for roadway and drainage projects.

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- b. Provide project scoping, reconnaissance field work, conceptual design, and project assessment report services to identify scope of work, environmental requirements, budget, and schedule.
 - c. Provide analysis and design of drainage structures associated with road construction and road maintenance projects. The consultant shall be responsible for obtaining and preparing data needed to develop and prepare the following:
 - Conduct hydrologic analysis using all approved methodologies ranging from the rational method to the use of US Geological Survey (USGS) regression equations to the development of more complex HEC-HMS watershed models.
 - Conduct hydraulic analysis to size culverts, low water crossings, drainage channels, roadside ditches, spillways, energy dissipaters, and other drainage-related structures.
 - Conduct flood plain, channel scour, bridge scour, sedimentation, and erosion analyses and design recommendations.
 - Prepare Storm Water Pollution Prevention Plans for roadway construction and maintenance projects in accordance with the Clean Water Act, Section 402 compliance.
 - d. Conduct utility research and coordination, provide utility conflict resolution and prepare utility relocation plans and agreements.
 - e. Prepare preliminary design and line and grade studies for proposed roadway improvements.
 - f. Conduct public involvement meetings to inform Chapter leadership and community stakeholders about project scope, progress, public input, and schedule. Consultant should have a Navajo translator on the team to communicate project information and solicit input from Navajo-speaking community members.
 - g. Conduct Progress/Plan Review meetings and Plan-in-Hand field reviews during the Preliminary Engineering Design Phase.
 - h. Provide all engineering services required for the preparation of complete final design plans, specifications and engineers estimates (PS&E) for proposed roadway improvements.
 - i. Complete all applications for right-of-way or easement withdrawals as submitted by the Navajo DOT or BIA Navajo Region Division of Transportation (NRDOT). The consultant shall conduct all title searches, to determine land ownership and current land use, to acquire all required Tribal consents necessary for the granting of right-of-way on all tribal trust and Indian Allotment land associated with a Navajo DOT or BIA NRDOT road or bridge project, and to conduct all field investigations within time frames provided which will allow each project to be constructed. All work shall be performed in accordance with 25 CFR Part 169 and Navajo Nation Land Department tribal consent/approval process for right-of-ways on tribal trust lands.
 - j. Assist the Navajo DOT with the administration of construction bid process, bid evaluation, contract development, and contract negotiations.
4. Traffic Engineering – The following summarizes the primary tasks to be completed by the consultant under this service:

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- a. Utilize the Navajo DOT's traffic data and reporting system and provide recommendations on utilizing context-sensitive design principles in performance of tasks such as reconnaissance and conceptual studies, traffic forecasting, traffic impact analysis, safety reviews and analyses, and road safety assessments.
 - b. Provide all engineering services required for complete design of roundabouts.
 - c. Prepare signing, pavement marking, street lighting, traffic signal, and traffic control plans.
 - d. Provide traffic plan review and traffic study review services for roadway improvements or development projects that impact Navajo DOT or BIA transportation facilities.
5. Geotechnical Engineering – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide comprehensive identification of geologic hazards through surface and subsurface investigations and recommendations for shallow and deep foundation design, retaining wall design, earthwork shrink/swell, earthwork cut and fill slopes, soil and rock slope stability and excavation methods, and material source identification.
 - b. Provide pavement structural section design recommendations. Analysis shall include traffic counts and classification, boring logs, soil properties and support capabilities, and pavement design based on the current AASHTO Guide for Design of Pavement Structure.
 - c. Provide subgrade soil stabilization and structural section recommendations for gravel road improvements.
 - d. Provide quality assurance and quality control (QA/QC) testing of materials during road construction.
6. Structural Engineering – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide bridge, retaining wall and drainage structure design and analysis activities, including preparation of structure selection reports, plans and specifications.
 - b. Provide bridge inspection services of existing tribal-owned bridges in accordance with the National Bridge Inspection Standards and their conditions recorded in the FHWA National Bridge Inventory.
 - c. Post design structural services such as shop drawing reviews and inspections during construction.
7. Environmental and Cultural Resources – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. The level of environmental work will be determined based on the scope of work and shall comply with federal and state law including, but not limited to the National Environmental Policy Act (NEPA) which requires the identification and assessment of impacts associated with a proposed action, and mitigation of impacts if necessary.
 - b. All Navajo Nation Cultural Resource Laws in accordance to Navajo Nation Cultural Resources Protection Act (NNCRPA), Navajo Nation Jísh'cháá Policy; and all other Federal Laws including, but not limited to: Archaeological Resources Protection Act

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- (ARPA), National Historic Preservation Act (NHPA)-Section 106 process, National Register of Historic Places (NRHP), and the Antiquities Act of 1906 and also applicable Executive Orders such as Executive Order 13007 will be adhered to accordingly per project.
- c. Agency coordination will include any agency with management responsibilities, all agencies with sensitive resource responsibilities and any agency that may have permit authority for project activities. The appropriate Navajo Nation, county, state and federal agencies, the public and other interested agencies will be contacted to insure that the community and governmental concerns are identified and considered for inclusion in the design development of the project.
 - d. Public Involvement Plans (PIP), when applicable, shall be submitted to the appropriate Agency through the Navajo DOT Project Manager prior to the first public information meeting. Public information meetings will be held to solicit comments and concerns from local stakeholders, affected agencies, and the traveling public in order to evaluate valid recommendations for inclusion in the design of a project prior to construction.
 - e. Provide environmental compliance services such as, but not limited to, studies, recommendations, and reports for wetlands, threatened and endangered species, sensitive species, cultural and historical resources, socio-economic effects, hazardous materials, wild and scenic rivers, wildlife and fisheries, noise, visual quality, water quality, air quality, land use, floodplain, environmental justice, cumulative and indirect effects, mitigation for impacts, and interagency coordination of environmental concerns and participation and coordination of public involvement meetings and hearings.
 - f. Environmental documentation will consist of consultations with all Navajo Nation Environmental Protection Agency Departments; and Navajo Nation Water Management Branch – Floodplain Section. The consultant will provide the departments a consultation letter stating project description, length of project, chapter precinct, county, state, beginning of project (BOP) and ending of project (EOP) GPS coordinate locations, and map of the project location.
 - g. Biological documentation will consists of a letter to the Navajo Nation Fish and Wildlife Department requesting for a species listing and also includes a project description, length of project, chapter precinct, county, state, BOP and EOP GPS coordinate locations, and map of the project location. Consultation and field survey work shall be in accordance with the Navajo Nation Fish and Wildlife Natural Heritage Program guidelines to receive a Biological Resource Compliance Form (BRCF).
 - h. Conduct thorough research through the archives of the Navajo Nation Historic Preservation Department and the Traditional Cultural Property Office to ensure that any prior work within the propose project areas have been thoroughly documented and included within the project report and/or update fully, with their own stipulations for compliance and are adhered to respectively.
 - i. The Navajo Nation Historic Preservation Department Fieldwork Standards and Guidelines will be adhered to when conducting the cultural resources work.
 - j. Cultural resources inventory reports will include a complete ethnography completed by a qualified ethnographer with an appropriate Navajo translator or must themselves be fluent in the Navajo language.

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- k. All burials and funerary remains will also have the appropriate burial forms completed in accordance with the Navajo Jish'cháá policies and guidelines.
 - l. Prepare reports and decision making documents required for the National Environmental Policy Act (e.g., categorical exclusions; environmental assessments; environmental impact statements).
 - m. If necessary, address FHWA Section 4(f) provisions.
 - n. Develop and secure Corps of Engineers Section 404 permits, 401 certifications and other necessary project permits.
8. Construction Management – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide leadership and overall management of the project through the various construction phases in close coordination with the Navajo DOT, BIA, States, Counties, and other internal and external entities.
 - b. Provide Construction Engineering services for federally funded Tribal Transportation Program construction projects in accordance with Tribal Transportation Program Delivery Guide – 2017, FHWA's Office of Federal Lands Highway.
 - c. Provide QA/QC and close coordination of the Construction Contractor's work including project progress, inspection, scheduling of work, budgeting, schedule of values, progress payments, progress reporting, modifications, issuing non-compliance notices, project and involvement and leadership in project decision making that affect the overall success, quality, and timely completion of the construction project.
 - d. Prepare written punch list, certificates of completion and other necessary construction close out documents. Coordinate project scheduling and final inspection with the contractor to minimize delays.
9. Road Maintenance – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Assist the Navajo DOT in the development of a pavement preservation program that addresses preventive maintenance, surface rehabilitation, overlays and complete rehabilitation. The work may include assessing the existing pavement condition, determine short and long term repair and rehabilitation efforts to maintain pavements, and provide recommendations to develop a program to meet these pavement needs.
 - b. Conduct a review of all agencies (BIA, Counties, Chapters and School Districts) currently performing road maintenance activities on earth/dirt, gravel and paved roads within the Navajo Nation and provide recommendations for incorporating these agencies activities within an overall comprehensive Navajo Nation Road Maintenance Plan for Earth/Dirt, Gravel and Paved Roads.
 - c. Develop a comprehensive road maintenance management and delivery system. The consultant shall assist the Navajo DOT in selecting a computer-based road maintenance software system that will allow the Navajo DOT to plan, schedule, deliver, budget, and archive their road maintenance activities.

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- d. Develop a comprehensive Navajo Nation Road Maintenance Standards and Specifications Manual for maintaining and improving earth/dirt, gravel and paved roads, including standards and specifications for the installation of drainage crossings.
10. Gravel Pit and Sand/Borrow Site Development – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide as-needed planning, engineering design, environmental compliance, and sand and gravel lease application services for the establishment of gravel pits and sand/borrow material sources across the Navajo Nation.
 - b. Identify potential gravel pit and sand/borrow sites and conduct a detailed site analysis to develop preliminary site plan, access roads, staging areas, environmental overview, surface sampling and testing investigation, and recommendations for further site investigation.
 - c. Once a site is selected for further investigation, the consultant will obtain permission to survey, conduct exploratory drilling and testing of material, conduct surveys, develop plat and legal descriptions, conduct environmental and archaeological studies to obtain environmental clearances for the site and access roads, develop mining and reclamation plan, and assist with preparation of Sand and Gravel Lease application for review and approval by Navajo Nation Minerals Department and the Bureau of Indian Affairs.
 - d. Conduct public involvement meetings to inform Chapter leadership and community stakeholders about project planning, scope, progress, public input, and schedule.
 - e. Obtain all necessary permits on behalf of the Navajo DOT; and obtaining approvals from the Navajo Nation Land Department, Minerals Department, Historic Preservation Department, Fish and Wildlife, Environmental Protection Agency, Department of Water Resources, and the Bureau of Indian Affairs.
 - f. Provide guidance and technical support with regards to Navajo DOT conducting gravel pit operation using their own personnel and equipment or outsourcing gravel pit operations to a third party contractor.
11. Airport Planning and Engineering – The following summarizes the primary tasks to be completed by the consultant under this service:
- a. Provide as-needed airport/airfield maintenance, planning, engineering design, and construction administration services for minor runway, taxiway and parking lot construction.
 - b. Provide project management expertise to assist in Airport Management. This task will include evaluating existing projects and assisting with project completion. Management activities may include coordination with the project stakeholders.
 - c. The airport maintenance activities will be funded by the Navajo Nation's Fuel Excise Tax and Federal Highway Administration's Tribal Transportation Program funds. The selected firms will be required to coordinate with the Navajo DOT's selected Federal Aviation Administration-funded Airport Improvement Program (AIP) firm, as well as with the New Mexico Department of Transportation and Arizona Department of Transportation funded projects as well.

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- d. This RFQ does not conform to Advisory Circular 150/5100-14D, “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects”. Consulting firms selected using this solicitation process would not be eligible for AIP-funded projects. As the Navajo DOT submits AIP Grant Applications, we will follow the selection criterion for each FAA-funded AIP project.
- e. Provide short term and long term airport/airfield improvement. Project planning would include: drainage, archaeological, and environmental studies; determining size and quantity of materials; and acquiring all necessary permits for each airport/airfield project. All airport work will be designed in accordance with Federal Aviation Administration Advisory Circulars.
- f. Project coordination with the BIA, Chapter officials, consultants, Navajo Nation regulatory departments, external agencies, and other stakeholders.
- g. Management of project scope, budget, schedule, and quality assurance/quality control.
- h. Conduct project scoping, update/status, plan-in-hand and public involvement meetings. Provide minutes of all meetings, including a summary of comments and corresponding responses within 5 days of each meeting.
- i. Provide leadership in project decision making that affects the development and timely delivery of all deliverables to the Navajo DOT.
- j. Conduct utility research and coordination, provide utility conflict resolution and prepare utility relocation plans and agreements.
- k. Provide analysis and design of drainage structures. The consultant shall be responsible for obtaining and preparing data needed to develop and prepare the following:
 - l. Conduct hydrologic analysis using all approved methodologies ranging from the rational method to the use of US Geological Survey (USGS) regression equations to the development of more complex HEC-HMS watershed models.
 - m. Conduct hydraulic analysis to size culverts, drainage channels, roadside ditches, spillways, energy dissipaters, and other drainage-related structures.
 - n. Conduct flood plain, channel scour, bridge scour, sedimentation, and erosion analyses and design recommendations.
 - o. Prepare Storm Water Pollution Prevention Plans and maintenance projects in accordance with the Clean Water Act, Section 402 compliance.
 - p. Provide airport/airfield environmental compliance services such as, but not limited to, studies, recommendations, and reports for wetlands, threatened and endangered species, sensitive species, cultural and historical resources, socio-economic effects, hazardous materials, wild and scenic rivers, wildlife and fisheries, noise, visual quality, water quality, air quality, land use, floodplain, environmental justice, cumulative and indirect effects, mitigation for impacts, and interagency coordination of environmental concerns and participation and coordination of public involvement meetings and hearings.
 - q. Prepare reports and decision making documents required for the National Environmental Policy Act (e.g., categorical exclusions; environmental assessments; environmental impact statements).
 - r. Develop and secure Corps of Engineers Section 404 permits, 401 certifications and other necessary project permits.

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- s. Provide journey-level electrical maintenance work in installation, repair and alteration of airfield high voltage electrical equipment. Includes, but not limited to: Performing preventative maintenance on electrical systems, lighting and controls.

Section 4 – Proposal Content and Evaluation Criteria

A. Qualification of the Firm. Proposals must specifically address and affirm the following:

1. Letter of Interest that indicates why your firm should be selected to provide professional On-Call Engineering services to Navajo DOT. In addition, firm should acknowledge receipt and review of the addendum(s).
2. Evidence of insurance, such as Professional Liability Insurance.
3. Resume of personnel that will be involved in the task of completing projects, including professional qualifications and experiences. Include personnel of sub-consultants which will be utilized by the prime consultant.
4. Organizational Chart outlining the inter-relationship and line of communication between the firm and sub-consultants.
5. Capability to perform all or most aspects of the project and recent experience in providing On-Call Engineering services comparable to the proposed SOW as listed in Section 3. Provide key personnel's professional qualifications and experience and availability for the proposed work, roles and responsibilities, their reputation and professional integrity and competence and their knowledge of Navajo Nation, State (Arizona, New Mexico and Utah), FHWA, and BIA regulations, policies and procedures.
6. Qualifications and experience of outside consultants regularly engaged by the consultant under consideration. Describe the roles and responsibilities of key personnel.
7. The Navajo Nation covers three states: Arizona; New Mexico; and Utah. Engineering and survey services may occur within the three states and therefore, will require a professional engineering seal and/or registered land surveyor seal on documents prepared for individual projects within each state.
8. List and describe any civil or criminal claims, judgments or suits filed against your company within the past ten (10) years.
9. Capability of a branch office that will do the work to perform independently of the home office, conversely its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the construction project, to complete the contract.

B. Native American Personnel

Additional consideration will be given to those firms who will be utilizing Native American personnel in the task of completing projects. Provide resume of Native American personnel, including professional licenses, qualifications and experience. Consideration will be based on the actual number of personnel who will be utilized in the completion of the task; and not on the ownership, nor percent ownership, of the firm.

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Evidence that the consultant has made a good faith effort to meet Disadvantaged Business Enterprise (DBE) goals (49 CFR, 26.53) such as hiring of Native Americans to accomplish the proposed SOW. This On-Call Engineering Services contract will not stipulate a percentage goal, but points (Refer to Section 5 – Rating System on Evaluation Criteria) will be awarded to the consulting firm that utilize Native American Personnel as described under this section.

C. Experience

Interested firms shall provide evidence of experience and quality service rendered relative to similar On-Call Engineering Services anticipated under this contract (as listed under Section 3, B) completed on the Navajo Nation, other Indian Reservations and rural communities. Interested firms shall provide three (3) references for providing On-Call Engineering Services over the last five (5) years. If interested firms have not performed On-Call Engineering Services over the last five (5) years, then project-specific references can be submitted. Individual projects should highlight as many of the services requested under this On-Call Engineering Services contract.

Identify the year(s) of providing the On-Call Engineering Services or project-specific references and the owner or sponsor's contact person's name and phone number. On-Call Engineering Services or project-specific references which are referred to as having been accomplished by your firm shall be services and projects which were managed by personnel who are currently on your firm's staff. Similarly, do not list services, projects or experience for individuals who were employed by another firm. Interested firms and their sub-consultants shall also provide evidence of management capacity and scheduling, staff expertise, internal quality control and organization structure.

D. Project Understanding, Familiarity and Interest Shown

Describe your understanding of the project and approach to delivering On-Call Engineering Services for the work described under Section 3, B.

Describe your interest in undertaking the On-Call Engineering Services and the firm's familiarity with the Navajo Nation and Navajo DOT. Emphasis is placed on the firm's ability to demonstrate sensitivity to Navajo cultural values, and the ability to deal administratively with the Navajo Nation government and its clients.

Indicate the proximity of your branch office or immediate access via the usage of transportation (to be identified by the firm) to timely access the geographic location of the Navajo DOT office in Tse Bonito, NM or the Window Rock, AZ, area in one day, if need be.

E. Record of Past Performance

Interested firms must demonstrate it has the administrative and technical capabilities to perform professional services (as listed under Section 3, B) on contracts with government agencies with

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respect to such factors as identifying and mitigating risk to control costs, quality of work, and ability to meet schedules. Include information regarding owner budgets, construction estimates, bidding, and completed project cost including change order information. Indicate if firm has previous experience providing On-Call Engineering Services for Navajo Nation agencies, BIA or other DOT's in rural areas.

Section 5 – Rating System on Evaluation Criteria

Each proposal will be evaluated and rated as follows. Descriptions of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.

A. Qualifications:	20 points
B. Native American Personnel	10 points
C. Experience	20 points
D. Project Understanding, Familiarity and Interest Shown	30 points
E. Record of Past Performance	20 points
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Total Points	100 points

It is the 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.

End of Request of Qualification