

## **REQUEST FOR PROPOSAL FOR COMMERCIAL PLUMBING / SEPTIC PUMPING SERVICE**

### **SECTION 1 – OVERVIEW**

#### **A. General Information**

- a. Type of Service – The Navajo Division of Transportation (Navajo DOT) is requesting qualifications from qualified firms to provide Commercial Plumbing / Septic Service to Navajo DOT LEED Green Geothermal and non-LEED Facility(ies). The Commercial Plumbing/Septic Service contract will include but not limited to:
  - i. Maintains and repairs general plumbing components to include toilets, urinals, faucets, hose bibs, and drains.
  - ii. Installs, repairs, or replaces domestic hot and cold-water lines.
  - iii. Repairs and replaces steam to hot water exchangers for major building heating systems
  - iv. Repairs and replaces pneumatic steam valves, radiator valves, traps, and steam and condensate pipes.
  - v. Repairs and replaces domestic hot water heat pumps, chilled water pumps, sump pumps, and sewage pumps.
  - vi. Installs tests, and repairs all sizes of backflow prevention devices.
  - vii. Leads troubleshooting efforts and repairs steam, water, and gas distribution systems.
  - viii. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
  - ix. Provides sketches and dimensions for Sewer Pumping Service.
  - x. Researches catalogs and vendor services for complex and/or customized system retrofits.
  - xi. Interprets and applies mechanical and structural blueprints to plan plumbing repairs and modifications.
  - xii. Performs miscellaneous job-related duties as assigned.

The Request for Proposals process will identify; evaluate and select qualified firm(s) based on professional qualifications and selection criteria to provide CONTRACTOR LICENSED IN NEW MEXICO and ARIZONA.

The work includes but is not limited to copies of current certificates of training, licenses, and permits.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting March 12, 2018, 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 Navajo DOT at 505.371.8300/8301 to request a package. You may also download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a full range of Navajo DOT COMPLEX / FIELD OFFICES commercial plumbing services for five (5) years contract include but not limited to:
- i. Troubleshooting complex commercial plumbing systems.
  - ii. Knowledge of steam, water, and natural gas distribution systems maintenance and repair.
  - iii. Background working with a range of pipe materials and fittings.
  - iv. Top level knowledge in assembling, modifying and fixing plumbing systems.
  - v. Sound abilities in installing pipes fixtures for water, heat and drainage systems.
  - vi. Extensive knowledge of trade practices and plumbing protocols.
  - vii. Familiarity with both industrial and commercial plumbing protocols.
  - viii. Estimate materials, equipment cost and labor time.
  - ix. Perform hydrostatic and pressure tests to locate leakages.
  - x. Efficient execution of plumbing orders using blueprints and drawings.
  - xi. Adept at utilizing and maintaining plumbing tools and equipment.
  - xii. Proficient with safely making holes in walls and ceilings to access piping.
  - xiii. Skilled in measuring and cutting different size of pipes
  - xiv. Organizes and maintains efficient and accurate records and daily activity reports.
  - xv. Provide miscellaneous plumbing fixture as follows:
    - Floor cleanout inside facility for applicable finish (ceramic or quarry tile)
    - Floor cleanout outside or unfinish area.
    - Wall cleanout with bronze / stainless plug steel face.
    - Sink reduced pressure back flow preventer.
    - Shower drains
    - Roof drain, overflow drain, down spout nozzle.

The selected firm(s) must be a certified with a Journeyman Plumbers License, and a Journeyman Gas License with copies of certification/licensure presented in the proposal; furthermore, contractor must submit evidence of quality, experience and personnel to perform services described herein.

It is the intent of the Navajo DOT to issue specific project assignments or task orders, in writing, detailing the required Commercial Plumbing / Septic Pumping Service. Within three (3) working days of receipt, the firm(s) shall provide the Navajo DOT a detail estimate for the assigned task order.

d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	December 12, 2018
2.	RFP Submittal Deadline	January 23, 2019
3.	Evaluation of RFP & Firm(s)	February 29, 2019
4.	Final Selection of Firm(s)	March 5, 2019

- e. Inquiries – Navajo DOT will not accept or reply to any inquiries for this RFP.
- f. On-Site Visit – Navajo will allow a pre-scheduled onsite visit for firms to view current systems. During this time, no questions shall be asked from the Firm to the Navajo DOT staff; this could lead to potentially forfeiting the firms bid. Firms may schedule an on-site visit with Vincent Yazzie via email request @ [vyazzie@navajodot.org](mailto:vyazzie@navajodot.org).
- g. Proposal Submittal Deadline – Proposals must be physically submitted to the following address by DATE, January 23, 2019 by 3:00 PM (Mountain Standard Time):

Navajo Division of Transportation  
ATTN: Evans Bennallie  
Navajo Transportation Complex  
#16 Old Coal Mine Road  
Mentmore, NM 87319

**LATE, FACSIMILED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. These will be un-rated and firms responding in such fashion shall be considered non-responsive.**

- h. 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(s) and inform all concerned.
- i. Rejection of Proposals – 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.
- j. 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.*”
- k. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- l. Cost Incurred – Navajo DOT is not liable for any cost incurred by the firm(s) prior to issuance of a signed contract award for services.
- m. 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.
- n. 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.

- o. Award of Contract – Navajo DOT will retain the services of the top-rated firm(s) on an as-needed basis. Upon selection, the firm will be notified, however no contract will be entered until Navajo DOT is in need for such service. When a need is established by Navajo DOT a SOW, along with a detailed estimate (fee, etc.), shall be prepared by the selected firm(s) according to the task order and approved billing rates. Upon Navajo DOT acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a contract will be issued. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm(s).
- p. The Commercial Plumbing / Septic Pumping Service will be valid for a five-year period and shall be valid upon selection and notification of the selected firm(s). Response to this RFP, including the Contract Billing Rates, will be considered as a commitment from 90-days after the date of receipt of the proposal.
- q. 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.
- r. Taxes – All work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax (24 N.N.C. § 601 et seq.).
- s. Insurance – The Navajo Nation require the successful firm(s), 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.
- t. 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 for failure to submit all requested documents or information.

## SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

### A. Proposal Submission

- a. Proposal(s) must be submitted in a sealed enveloped clearly marked:
  - i. **“DO NOT OPEN RFP #18-02-1785VJ – Navajo DOT Commercial Plumbing / Septic Pumping Service.”**
  - ii. 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.

- b. Proposal Standards – The firm shall submit one (1) original and six (6) identical copies of their RFP proposal for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
- i. The RFP proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
  - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
  - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and maximum 1-page resumes of each key team member.
  - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
  - v. Submissions exceeding the 30-page limit or any resumes exceeding the one-page limit will be considered non-responsive and will be un-rated.
- c. 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 Navajo DOT until after the RFP proposals have been reviewed and ranked.

#### B. Proposal Review Process

- a. Receipt of proposals will be verified on the due date specified. 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 will be un-rated.
  - i. Proposal is received by the required deadline date and time.
  - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

#### C. Proposal Evaluation

- a. Proposals shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. Navajo DOT will rate the proposals based on total points awarded and the top three qualified firms with the highest rating and ranking will be determined as most responsive. Navajo DOT reserves the right to either interview the top three qualified firms or directly select the best qualified firm.
- c. 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 Navajo DOT until after the RFP proposals have been

reviewed and ranked; and it has been determined which firms Navajo DOT has selected for further evaluation and consideration.

- d. Navajo DOT has selected for further evaluation and consideration,

**D. Award of Contract**

- a. Navajo DOT will retain the services of the top rated and ranked firm on an as-needed basis. Upon selection, the firm will be notified; however no contract will be entered until 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 two qualified firms. Navajo DOT will offer the contact to the next highest rated and ranked firm on an as-needed basis.
- b. When a need is established by 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.
- c. 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. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a signed contract award for the Plumbing Service.

**SECTION 3 – Scope of Work**

**A. Description of Work**

- a. The selected firm shall provide Commercial Plumbing / Septic Pumping Service in support of Navajo DOT throughout the Navajo Nation in Arizona, New Mexico and Utah. The Plumbing Service for projects include, but not limited to:
- Navajo Division of Transportation -Main facility Tse-Bonito, New Mexico
  - Dilkon Navajo DOT - Sub office Dilkon Arizona
  - Pinion Navajo DOT – Sub office Pinon Arizona
- b. The Contractor is responsible for establishing an effective system for scheduling and performing schedule preventive maintenance (PM) on all Navajo DOT facility Commercial Plumbing / Septic Pumping Service.
- i. Coordinate, troubleshoot, repair. Inspect and maintain plumbing equipment including, but not limited to, faucets, lavatories, toilets, flush valves, sinks, water heaters, drinking fountains, domestic water heater and garbage disposals, backflow devices, valves and water meters,
  - ii. Perform preventive maintenance inspections and repairs in Navajo DOT facilities including, but not limited to, domestic water systems and related devices and sanitary waste drainage.
  - iii. Repair or replace water, domestic recirculation lines, and sewer lines.



- iv. Respond to emergency plumbing calls such as clogged drains, broken water lines, frozen pipes, gas odors and possible gas leaks. Evaluate situation and take proper corrective action.
- v. Install new plumbing fixtures including, but not limited to sinks, commodes, urinals, faucets, drinking fountains, garbage disposals, domestic water heaters and related devices.
- vi. Maintain and repair all-natural gas services including valves.
- vii. Recommend repair needs to potentially eliminate ongoing and future repairs.
- viii. May assist other trades with piping and repair issues.
- ix. Winterize facilities
- x. Periodical Septic / Leach Field Services and maintenance

B. Anticipated Services Under this Contract

- a. The project assignments or task orders may include, but not limited to:

i. **Staffing and Ability to Contract and Communicate with the Building**

**Maintenance Supervisor** – The Contractor must provide staff to ensure service are continued without disruption to Navajo DOT employees.

The Contractor must ensure employees maintain communication access with the Building Maintenance Supervisor.

The Contractor must immediately notify the Building Maintenance Supervisor or other designated Navajo DOT representative of any recognized safety hazard that might severely affect the building occupants.

- ii. **Communication Equipment** - The Contractor must provide key operational personnel (managers, supervisors, and technicians) with portable electronic means to communicate for Plumbing Service calls, emergencies, status of projects, etc.
- iii. **On-site Records** – The Contractor must ensure that all records required by the contract, or produced in performance of work under the contract, are maintained in an organized manner onsite in electronic format and are made available to Navajo DOT when requested the Contractor must receive, maintain and gather data, as well as other materials including records and manuals, related for the support and operation of Navajo DOT facilities. The Navajo DOT retains ownership of all databases, information, and other materials received or developed by the Contractor at all times.
- iv. **Quality Control Program** – The Contractor shall establish and implement a complete Quality Control Program (QCP) to assure the requirements of the Contract are met. The QCP is a system for identifying and correcting deficiencies in the quality of service before the level of performance becomes unacceptable. A Quality Control Plan must be developed and submitted for approval to the Building Maintenance

Supervisor prior to issuance of the Notice to proceed, upon approval, the Contractor must implement the QCP. Add on gas

- v. **Navajo DOT Quality Assurance Program** – The Navajo DOT will inspect the Contractor using a quality assurance program through random inspections, scheduled inspections, or any other method of inspection that the Navajo DOT determines reflects the actual successful performance of this contract.

The Contractors performance will be evaluated on the bases of the performance success or deficiencies, success or failure in meeting other contract requirements, and the Contractors record of significant performance deficiencies may lead to performance evaluation that is less satisfactory even if the Contractor takes corrective action.

Navajo DOT may implement or change quality assurance measures at any time during the term of the contract.

All records and files that this contract requires, the Contractor must maintain, and be make readily accessible to Navajo DOT representatives, including third party contract inspectors, on request. All records and files utilized or generated during the course of the contract by the Contractor, including all standard operating procedures and building operating plans, shall become the property of the Navajo DOT.

The Contractor must instruct all onsite personnel to cooperate to cooperate with the Navajo DOT or third-party contract inspector requests for records access and information. This includes answering honestly and comprehensively all questions related to the performance of work. The Contractor must provide personnel to enable inspectors, including third party contract inspectors, to inspect plumbing Service on Navajo DOT Sub Office or Main Facility.

- vi. **Performance Review Meeting** – The Contractor must meet with the Building Maintenance Supervisor and other Navajo DOT representatives, at the discretion of the Building Maintenance Supervisor to review the contract performance.
- vii. **Emergency Service Call and Callback Response** – Emergency service calls and callbacks responses are service calls where the work consists of correcting failures that constitute an immediate danger to Navajo AOT personnel or property, including but not limited to broken water pipes, leakage, major hot or cold-water problems, etc. or any work considered by the Building Maintenance Supervisor or designee to be of an emergency nature.

The Contractor must respond to emergency calls and callback response work requests immediately (within the shortest possible time (no more than 48 hours) consistent with the technician or Building Maintenance Supervisor location) including normal working hours. The contractor must remain on the job until the emergency situation has been secured and adequate temporary repairs have been made, Permanent repair



must be governed by the repair provisions in this document. The Contract must provide a written accounting of any emergency callback, to include cost incurred and plan for permanent correction of the problem, to the Building Maintenance Supervisor or designee the morning of the next working day. The Building Maintenance Supervisor shall be notified immediately if any repair is expected to exceed allowable cost.

- viii. **Warranties** – The Contractor installers or manufactures, as appropriate, for work that is covered under a warranty and maintain records of warranty service. The Contractor must avoid actions that would invalidate a warranty, unless authorized by the Building Maintenance Supervisor if an installer or manufacture fails to comply with the terms of a warranty, the Contractor must immediate notify the Building Maintenance Supervisor.
- ix. **Quality of Materials and Replacement Parts** – Replacement components and materials must be of similar or better quality than the components replaced, considering energy efficiency, operational characteristics, power quality control and data acquisition, maintainability, and durability. The Building Maintenance Supervisor may require replacement of components with components from the same manufacture to maintain consistency throughout the building.
- x. **Safety and Environmental Management** – The Contractor must comply with all Federal. State and local laws and regulations that relate to the maintenance. (sewer pumping and natural gas repair)

The Contractor must maintain copies of all such test, certifications. Permits other required records, and provide copies to the Building Maintenance Supervisor.

#### **SECTION 4 – Proposal Content and Evaluation Criteria**

- A. Qualification of the Firm. Proposals must specifically address and affirm the following:
  - a. Letter of Interest that indicates why your firm should be selected to provide Plumbing / Septic Service to Navajo DOT
  - b. Evidence of Insurances; such as Professional Liability Insurance
  - c. Resume of personnel that will be involved in the task of completing projects; including professional qualifications, licensures and experiences. Include personnel of sub-contractors which will be utilized by the prime contractor to complete the Commercial Plumbing / Septic Pumping Service
  - d. Organizational Chart outlining the inter-relationship and line of communication between the prime and sub-consultants

- e. Capability to perform all or most aspects of the project and recent experience in providing Commercial Plumbing / Septic Pumping Service comparable to the proposed SOW as listed in Section 3 – Scope of Work. Key personnel’s professional qualifications; licensures; experiences; availability for the proposed work; roles and responsibilities; reputation and professional integrity; competence; and knowledge of Navajo Nation, State (Arizona and New Mexico) and Bureau of Indian Affairs’ regulations, policies and procedures

B. Navajo Nation Business Opportunity Act and the Navajo Preference Act.

- a. The Navajo Nation Business Opportunity Act and the Preference Act shall apply to this RFP. Prospective bidders are encouraged to familiarize themselves with these provisions. Complete bidding under the Navajo Nation Business Opportunity Act shall be utilized in the selection of the Contractor.
- b. The Navajo Nation reserves the right to waive any formalities or irregularities in the Request for Proposals and/or reject any or all bids: to be the sole judge of the suitability of the materials offered and to award a contract for the furnishing of services it deems to be in the best interest of the Navajo Nation.

C. Experience

- a. Interested firms shall provide evidence of experience and quality service rendered relative to the similar projects (as listed under Section 3, B) on the Navajo Nation, other Indian Reservations and rural communities. Provide three (3) references of providing Plumbing / Septic Pumping Service that the firm has completed in the 5 years. Identify the year(s) of providing the Plumbing / Septic Pumping Service and the owners or sponsor’s contact person’s name, title, telephone number and email address. Plumbing / Septic Pumping Service 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 experiences for individuals who were employed by another firm. Interested firms and their sub-consultants shall also provide evidence of management capacity; scheduling; staff expertise; internal quality control and organization structure.

D. Project Understanding, Familiarity and Interest Shown:

- a. Describe your understanding of the project and approach to delivering Plumbing / Septic Pumping Service for the work described under Section 3, B.
- b. Describe your interest in undertaking the Commercial Plumbing / Septic Pumping Service 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 client.
- c. 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 Window Rock, AZ, area in one day, if need be.

E. Record of Past Performance:

- a. Interested firms must demonstrate it has the administrative and technical capabilities to perform Plumbing, as listed under Section 3, B) on contracts with government agencies, with 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; delivery and distribution estimates; bidding and completed project cost including change order information. Indicate if the firm has previous experience providing Commercial Plumbing / Septic Pumping Service Pumping for the Navajo Nation, Bureau of Indian Affairs or other governmental agency in rural areas.

**SECTION 5 – Rating System on Evaluation Criteria**

- A. Description of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.  
B. Each proposal will be evaluated and rated as follows:

<u>COMPONENTS:</u>		<u>SCORING:</u>
A.	Qualifications and Experience	40 points
B.	Method of Approach – work plan	25 points
C.	Capability and Resources	20 points
D.	References	10 points
E.	Navajo Preference	5 points
TOTAL POINTS		100 points

It is the intent of Navajo DOT to score the firms according to the responses submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of at least three (3) top-ranked firms, if warranted.

**End of Request for Qualifications  
Commercial Plumbing and Septic Pumping Service**