

(LEGAL NOTICES)

RFP TITLE: Untreated Aggregate Base Course -Littlewater Project

RFP No: RFP#18-02-1786 LE

**NAVAJO DOT- DEPARTMENT OF ROADS, REQUEST FOR
PROPOSALS OF UNTREATED AGGREGATE BASE COURSE**

The Navajo Division of Transportation – Department of Roads requests proposals from qualified firms to provide approximately 24,000 tons of untreated aggregate base course to a road construction Projects located in Littlewater, McKinley County, NM. Aggregate base course shall meet the standard specification for construction of Roads and Bridges on Federal Highway Projects (FP-14), Section 301 – Untreated Aggregate Sources and Table 703-4 – 1 inch.

The Aggregate Base Course shall be delivered in Belly Dump Trucks, schedule and quantities shall be coordinated by the Manager. The delivery times (date) and quantities will be dependent on project schedule and progress. Certificate of compliance, scale certification, etc., will be required prior to the delivery of aggregate material. The duration of the project will start April 2018 to December 2018.

The proposal documents may be obtained from the Navajo NDOT - Department of Roads, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM starting at 12:00pm, March 05, 2018 and thereafter, during regular business hours (8:00AM – 5:00PM) to March 10th, 2018. The Navajo NDOT Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico and Arizona State Line. The Proposals and Sealed Proposal Costs are due 3:00 PM, March 14, 2018, at the Navajo NDOT - Department of Roads, Navajo Transportation Complex.

“Proposals received after the time and date specified will not be considered. Post mark’s, faxed or electronically transmitted (emailed) material will not be considered or accepted.”

Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org . Another contact person: Joseph Peterman, Department Manager, Department of Roads, and Telephone: (505) 371-8392, Fax: (505) 371-8399, and Email: jpeterman@navajodot.org.

Navajo NDOT – Dept. of Roads reserves the right to reject any or all proposals and to waive informalities in the proposal received whenever such rejection or waiver is in the best interest of the Navajo Nation.

**NAVAJO DIVISION OF TRANSPORTATION – DEPARTMENT OF ROADS
REQUEST FOR PROPOSAL
UNTREATED AGGREGATE BASE COURSE – LITTLEWATER PROJECT**

SECTION I – OVERVIEW

Navajo Division of Transportation (NDOT) – Department of Roads request proposals from qualified firms to provide approximately 24,000 Tons of Untreated Aggregate Base Course to a Road Construction Project located in Littlewater, McKinley County, New Mexico. Aggregate Base Course shall meet the Standard Specification for Construction of Roads and Bridges on Federal Highway Projects (FP-14), Section 301-Untreated Aggregate Sources and Table 703-4, 1-inch.

Description of Project:

The Untreated Aggregate Base Course shall be delivered in Belly Dump Trucks, schedule and quantities will be coordinated by the Manager. The delivery date, times and quantities will be dependent on project schedule and progress. Certificate of compliance, scale certification, etc., will be required prior to the delivery of aggregate material. The duration of the project will start April 2018 to December 2018.

Purpose and Need:

NDOT proposes to reconstruct two (2) existing earth roadways 1.6 miles (6,109 feet) of N481 and 1.8 miles (9,800 feet) of N7119 totaling of approximately 3.0 miles (15,900 feet) with a 150 feet Right-of-Way in Littlewater, McKinley County, New Mexico on the Navajo Nation Trust Lands and Allotted Lands.

PROPOSED CONTRACTOR

Contractor shall submit the following:

Deliver approximately 24,000 Tons of ABC that needs the following requirements materials.

301.02 – Conform to the following Subsections:

Subbase, base, and surface course aggregate	703.05
Water	725.01(c)

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301.08 – Acceptance. See Table 301-1 for sampling, testing, and acceptance requirements; including the category for quality characteristics.

Aggregate gradation and surface course plasticity index will be evaluated under Subsection 106.5. Other aggregate quality properties will be evaluated under Subsection 106.02 and 106.04.

- (a) **Aggregate gradation.** The upper and lower specification limits are equal to the calculated mean of all test results plus or minus the allowable deviations show in Tables 703-2 and 703-3, except as follows:
- (1) If the calculated mean value for a tested sieve exceeds the maximum gradation value shown in Table 703-2 or 703-3, then the upper specification is equal to the maximum gradation value plus the allowable deviation, and the lower specification is equal to the maximum gradation value minus the allowable deviation.
 - (2) If the calculated mean value for a tested sieve is less than the minimum gradation shown in Table 703-2 or 703-3, then the upper specification is equal to the minimum gradation value plus the allowable deviation and the lower specification is equal to the minimum gradation value minus the allowable deviation.
- (b) **Plasticity index.** The upper and lower specification limits for surface courses are shown in Subsection 703.05 (c) (3).
Construction of untreated courses will be evaluated under Subsection 106.02 and 106.04.

I. PROJECT REQUIREMENTS

NDOT - Department of Roads requests proposal from qualified firms to provide maintenance services and selection base on the following criteria:

- 1) Specialized Management, administrative technical competence,
- 2) Experience in and quality services rendered relative to similar projects on the Navajo Nation, other Indian Reservations and rural communities,
- 3) Provide evidence of management capacity and scheduling, staff expertise, internal quality control and organization structure,
- 4) Identify the year(s) of availability of the equipment use for maintenance services and the owner or sponsor's contact person's name and phone number,
- 5) Provide three (3) references of heavy equipment maintenance services that the firm has completed in the last five (5) years.

The Request for Proposals (RFP) process will identify and select a qualified firm based cost and maintenance service availability.

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All work accomplished under this contract shall be in accordance with, but not limited to the following: Navajo Nation Regulations and Requirements; Tribal Transportation Programs; Federal Highway Administration (FHWA) standards in 23 CFR subpart G: and other applicable State Manuals, Standards, Guidelines and standard procedures.

Firm's shall submit one (1) original plus six (6) and identical copies of their Proposal, on or before the closing date and time for receipt or Proposal. Firms may submit only one (1) set of proposal.

ORIGINAL Proposals must be submitted in a sealed envelope clearly marked:

"DO NOT OPEN – RFP # 18-02-1786 LE – Untreated Aggregate Base Course -Littlewater Project". 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.

The Proposal Documents may be obtained from the Department of Roads, Navajo DOT, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM starting at 12:00 March 05, 2018 and thereafter, during regular business hours (8:00AM – 5:00PM) to March 10, 2018. The Navajo DOT Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico and Arizona State Line. The Proposals and Proposal Costs are due March 14, 2018 at the Department of Roads, Navajo DOT, Navajo Transportation Complex.

Late, facsimiled or e-mailed proposals will not be accepted. These will be returned to the firm unrated and firms responding in such fashion shall be considered non-responsive. Postage must be paid in full by the proposer. NDOT will not accept partial paid mail proposal, but will return to sender.

Contract award will be subject to availability of funds. The NDOT reserves the right to determine if a proposal meets the terms of the RFP requirements, to accept, or reject any and all proposals received, to negotiate with the firm regarding the terms of their proposals or parts thereof, and to award a contract in the best interest of the Navajo Nation.

III. EVALUATION

NDOT –Department of Roads will evaluate and rank the RFP as outlined in the criteria and a contract shall be awarded to the firm, whose offer is most advantageous to the Navajo Nation and meets the programs requirements for the Projects cost, scope and time expectation.

I. CRITERIA

A maximum total of 100 points are possible in scoring each proposal for the short-list evaluation. A brief explanation of each evaluation category is listed below. Information in one category any overlap information other categories as addressed Scope of Work. Offeror is encouraged to fully address each category completely, as points are assigned for responses to each separate category. The evaluation criteria to be used for the purposes for Short-listing by the Selection Committee for the proposal and the corresponding points values for each criterion are as follows:

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Rating System on Evaluation Criteria

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

- B. The qualifications of the PROPOSER to perform the services required, as demonstrated by the following information (30 points possible).
 - 1. Financial Resources (6 points)
 - 2. Experience Record (6 points)
 - 3. Operations and Management personnel (6 points)
 - 4. Current client relationships (6 points)
 - 5. Navajo Nation Tax Commission Certification (6 points)

- C. Material must meet the Standard Specification for Construction of Roads & Bridges on Federal Highway Projects (FP-14); Section 301 – Untreated Aggregate Sources and Table 703-4 – 1 inch. (30 points possible)
 - 1. Material Delivery Requirements (6 points)
 - 2. Material Specification 301.02 (6 Points)
 - 3. Acceptance for Aggregate gradation 301.08 (a) (6 points)
 - 4. Plasticity Index 301.8 (b) (points)

- D. Historical performance with similar services (20 Points)
 - 1. Historical performance with similar services (4 points)
 - 2. Methods of control and tracking (4 points)
 - 3. Ability to meet schedule (4 points)
 - 4. Benefit to the Navajo Communities (4 points)
 - 5. Provide three (3) references (4 points)

- E. Evidence that the firm meet the requirement of the Navajo Business Opportunity Act and Proposal Fee in separate sealed envelope. (20 points)
 - 1. Meet the requirements of NBO Act (10 points)
 - 2. ***Proposal Fee in a separate sealed envelope (10 points)***

RFP Inquiries

All inquiries or request regarding the Proposal Document must be submitted in writing, by mail, fax or email to the Project Contact listed below. Written questions as to the intend or clarity of this RFP can be submitted to the Project Contact until close of business, 5:00 PM (Daylight Saving time) on March 14, 2018. Written responses to written questions and any RFP amendments will be distributed in writing and faxed or emailed to all parties who obtained a RFP documents from the NDOT office. No further questions, in any form, will be entertained after March 14, 2018.

Project Contact: Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org . Another contact person: Joe Peterman, Department Manager, Department of Roads, and Telephone: (505) 371-8392, Fax: (505) 371-8399, and Email: jpeterman@navajodot.org.

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Submission of Proposal

All Proposals must be physically submitted to the following address on March 14, 2018, no later than 3:00 PM (local Window Rock, (Daylight Saving Time). Proposals received after this deadline will not be accepted. The date and time will be recorded on each RFP. RFP must be addressed and delivered to Joe Peterman, Roads Department Manager, Navajo Division of Transportation. NDOT-Department of Roads is located North of NM State Highway 264 and 1.5 miles east of the New Mexico and Arizona State Line. Or, it may be mailed to P.O. Box 4620, Window Rock, Arizona, 86515. Please allow sufficient time for mail delivery to ensure receipt by the due date and time. On the outside of each Proposal must be submitted in a sealed envelope clearly marked: **“DO NOT OPEN – RFP # 18-02-1786 LE- Untreated Aggregate Base Course – Littlewater, Project”**. 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.

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. Postage must be paid in full by the proposer. NDOT will not accept partial paid mail proposal, but will return to sender.

Proof of Contracting Licensing and Professional Registration

The Offeror must provide and show evidence that the key personnel assigned to the Project hold current contracting license and/or professional registration issued by a State agency.

Applicable Laws

The laws of the Navajo Nation shall govern this procurement and any agreement that may result from this procurement.

Responsive Format and Organization

This section describes the format and organization of the firm’s responses. Failure to conform to these guidelines may result in the disqualification of the RFP.

NUMBER OF RESPONSES: The Firm may submit only one (1) RFP.

NUMBER OF COPIES: The Firm shall deliver an original plus six (6) identical copies seven (7) total of their RFP, to the location specified on or before the closing date and time for receipt of proposals. ORIGINALS shall be clearly marked as such. The selection Committee will not collate, merge, or otherwise manipulate the firm’s RFP.

RFP Format

All proposals must be typewritten on standard 8 ½ x 11 papers. Foldout sheets, up to a maximum (2) of 11” x 17” sheets will be counted as two (2) pages and shall be labeled as such. Length of the RFP is limited to maximum of thirty (30) pages (printed sheet faces) of text and/or graphic material.

Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

The following documents excluded from five (5) pages maximum count shall include and shall be limited:

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RFP ORGANIZATION

The RFP must be organized and indexed in the following format and must contain, as minimum, all listed items in the sequence indicated.

a. Binder #1 (Mandatory Original to include Request for Proposal Number One:

1. Front cover (Blank on back side)
2. Letter of Submittal (one page maximum)
3. Table of Contents (one page maximum)
4. Divider pages (blank except for title information)
5. Proposal Summary (optional)*
6. Professional License (s)
7. Certificate(s) of Insurance
8. Current W-9
9. Back cover (blank on one side)
- 10. Proposal Fee (Cost) must be in a separate sealed envelope**

Proposals deemed non-conforming by the Selection Committee in regard to format may be considered non-responsive and may result in disqualification of the proposal. Firms shall contact the Delegated Program Manager to clarify any questions concerning format prior to submission.

PROPOSAL GUIDELINES:

The following guidelines shall be adhered to by offeror's for consideration in the selection process of firms or individuals to perform professional services for the project described. Proposals, which do not include ALL of the listed information will be considered incomplete and non-responsive and will not be considered by the selection committee.

MANDATORY SUBMITTAL REQUIREMENTS:

The firm shall submit one (1) original and six (6) identical copies of their Proposal for the evaluation selection committee members. Appearance of Request of Proposal is important and professionalism in proposal presentation should not be neglected. The Proposal standards are as follows:

- F. Submittal Letter – Proposals must be accompanied by a submittal letter. The submittal letter must:**
- a. Identify the submitting business. State the name and address of the organization's firm or office. Indicate organizational structure (individual, partnership or public, profit or non-profit);
 - b. Identify the name and title of the person(s) authorized by the company to contractually obligate the business for the purpose of this Request for Proposal;
 - c. Identify the names, titles and telephone numbers of persons to be contacted for clarification questions regarding this RFP;
 - d. Be executed (signed) by a person authorized to contractually obligate the firm;
 - e. Acknowledge receipts of any and all amendments to this Request For RFP;

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- f. Project Listing Form – Include with the submittal letter the complete Project Listing Form. All Projects awarded to the proposing firm by the Navajo Nation that are less than 75% complete shall be included on the form. If there are any questions as to the appropriate content of the form, contact the Principal Contract Analyst or Delegated Program Manager for clarification.
- g. Content will be checked and verified when the Proposals are submitted. Information determined to be inaccurate by the Principal Contract Analyst will be confirmed with the firm and corrected as necessary, prior to scoring by the Selection Committee.

Project Contact: Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org . Another contact person: Joe Peterman, Department Manager, Department of Roads, and Telephone: (505) 371-8392, Fax: (505) 371-8399, and Email: jpeterman@navajodot.org.

End of Request of Qualification