

RFP TITLE: Fire Protection Service

RFP NO: 18-02-1781VJ

Opening Date: April 18, 2019

**REQUEST FOR PROPOSAL (RFP) FOR
Fire Protection Services – Fire Sprinklers, Alarms & Extinguishers**

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 Fire Protection Service. The contract will include but not limited to:
 - i. Monthly Inspections – NFPA 72
 - ii. Weekly Inspections – NFPA 72
 - iii. Quarterly Inspections – NFPA 72
 - iv. Annually Inspections – NFPA 72
 - v. Testing
 - vi. NICET Certifications for fire alarm systems.
 - vii. Maintenance
 - viii. Repair log
 - ix. Performance Review
 - x. Record Keeping
 - xi. Safety
 - xii. Contamination
 - xiii. Analog / Addressable Fire Alarm Control System (IFP-1000)
 - xiv. And other fire protection related services, as needed

- B. General Service** -All fire protection, fire sprinklers, Alarms and Fire Extinguishers must be kept fully functional at all times, except for limited periods for maintenance with the Building Maintenance Supervisor approval. The inspection, testing, repairs, and maintenance of all fire protection and life safety equipment (sprinklers, alarms and extinguishers) must be in accordance with the requirements in the National Fire Protection Association (NFPA) code or standards.

The Request for Proposals process will identify; evaluate and select qualified firm(s) based on professional qualifications and selection criteria to provide. Fire Protection Service to Navajo DOT

The work includes, but is not limited to: Complying with NFPA 72 National Fire Protection Association Fire codes and all applicable state & local Codes.

- a. 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 April 18, 2019 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

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505.371.8300/8301 to request a package. You may also download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- b. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a full range of Fire Protection Service for Navajo DOT include but not limited to:
- i. Prior to freezing season, Navajo DOT Building Maintenance Supervisor and the Contractor will inspect pumphouse to be in secure condition and properly heated.
 - ii. Inspection of hanger/seismic bracing. To appear attached and secure.
 - iii. Inspection of exposed piping and fittings to be free of mechanical damage or leakage, corrosion and appears to be properly align.
 - iv. Inspection of Control Valves – control valve operated to close position and returned to open position,
 - v. Inspection of Pressure Regulating Devices
 - vi. Inspection of Pressure Control Valves
 - vii. Inspection of Pressure Reducing Valves
 - viii. Hydrostatic test
 - ix. Flow test
 - x. Main drain test
 - xi. Backflow assembly control valves lubricated
 - xii. Backflow assembly valve operated and return to open position.
 - xiii. Post indicator valve operated with number of turns record and return to open position
 - xiv. Antifreeze solution check to provide adequate freeze protection.
 - xv. Sprinklers free of corrosion, foreign material and properly position.
 - xvi. Inspect Magnetic door holders.
 - xvii. Inspect and replace batteries (if need) in exit signs, smoke detectors etc.
 - xviii. Test and Service Analog / Addressable Fire Alarm Control System

The selected firm(s) must be certified by National Institute for Certification in Engineering Technologies (NICT) with copies of certification 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 Fire Protection Service. Within three (3) working days of receipt, the firm(s) shall provide the Navajo DOT a detail estimate for the assigned task order.

c. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	April 18, 2019
2.	RFP Submittal Deadline	May 6, 2019
3.	Evaluation of RFP & Firm(s)	May 20, 2019
4.	Final Selection of Firm(s)	June 3, 2019

- d. Inquires – Inquires shall need to be submitted in writing to Evans Bennallie @ ebennallie@navajodot.org no later than May 3, 2019 by 12:00PM (Mountain Daylight Time).

- e. Site Visit – Site visits can be scheduled from April 22, 2019 until May 3, 2019 by 12:00PM (Mountain Daylight Time).
- f. Proposal Submittal Deadline – Proposals must be physically submitted to the following address by May 6, 2019 by 4:00 PM (Mountain Daylight 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.

- g. 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.
- h. 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.
- i. 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.*”
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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).

- o. The Fire Protection Service will be valid for five (5) 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.
- p. 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.
- q. 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.).
- r. 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.
- s. 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 #18-02-1781VJ – Navajo DOT – Fire Protection 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 four (4) 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 50 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 50-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 50-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. 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 Fire Protection Service.

SECTION 3 – Scope of Work

A. Description of Work

- a. The selected firm shall provide Fire Protection Service in support of Navajo DOT throughout the Navajo Nation in Arizona, New Mexico and Utah. The Fire Protection Service for projects include, but not limited to:
 - 1) Navajo Division Transportation Main facility (Tse – Bonito)
 - 2) Dilkon Navajo DOT Sub – Office (Dilkon Arizona)
 - 3) Pinon Navajo DOT Sub – Office (Pinion Arizona)
- b. Services to include but not limited to:
 - i. All types of initiating devices monitored by fire alarm system include:
 - Manual fire alarm stations
 - Heat detectors
 - Smoke detectors
 - Flame detectors
 - Fire suppression system supervisory devices
 - Waterflow-actuated
 - ii. All types of notification appliances connected to fire alarm system include:
 - Bells
 - Horns
 - Chimes
 - Speakers
 - Strobes
 - Rotating Beacons
 - iii. Trained / Certified in Silent Knight Analog/ Addressable Fire Alarm Control System (IFP-1000) for testing, monitoring, troubleshooting, and servicing. Features include but not limited to:

- Central station reporting
 - Build-in annunciator
 - Sensor sensitivity settings
 - Upload or download programing (event history)
 - System automatically test addressable devices.
 - Built-in synchronization
 - Acknowledge functions
 - Modular design
- iv. Wet sprinkler riser:
- Perform main Drain Test
 - Test & Drain Verify Flow Switch Operations & Signal to Alarm Panel.
 - Inspect and test Sprinkler Control Valves Verify Tamper Switch Operation & Signal to Alarm Panel.
 - Visual inspections of all pipe, valves, fittings, and gauges.
 - Ensure System is charged and back in service.
- v. Fire Hydrants:
- Inspect and flush the fire the fire hydrant to ensure operation.
 - Remove standing water in vertical piping.
 - Winterize hydrant as necessary depending on time of year.
 - Inspect fire hydrants for defects.
- vi. Fire Extinguishers:
- Inspect fire extinguisher for defects.
 - Must verify the fire extinguisher is charge to proper levels.
 - Must recharge fire extinguisher if needed.
 - Provide an inspection tag with date and signature certifying fire extinguisher is serviceable
- vii. Fire Pump:
- Perform fire pump function test
 - Provide test report verifying pump performance data.
 - Ensure all alarm signals to alarm panel per NFPA 72.
 - Inspect all piping, valves, fittings and gauges for defects.
 - Ensure fire pump is placed in service upon completion of testing.
- B. Anticipated Services Under this Contract
- a. The project assignments or task orders may include, but not limited to:
- i. **Fire Alarm System** – Services include, but not limited to, the performance inspection, testing, and preventive maintenance or repair of a variety of fire alarm and notification systems equipment and components such as manual alarm devices, smoke and heat detectors, tampers switches, pressure switches, water flow switches, remote and graphic annunciators, main fire alarm panel and components, voice alarm systems, speakers, horns, and other audible and visual devices, wiring circuits and

junctions, all other alarm, detection and control and ancillary devices, and emergency power operations.

The Contractor must comply with all appropriate safety code requirements. If the Contractor encounters equipment that is in a condition that may endanger life or property, the Contractor must immediately notify the Building Maintenance Supervisor or Navajo DOT representative of the condition requiring immediate action. Within 24 hours the Contractor must provide to the Building Maintenance Supervisor a written report of the hazardous condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance in accordance with the current edition of NFPA 72.

All fire alarm system, inspections, maintenance, alterations, and repairs performed under this contract must comply with the current edition of the NFPA 72 National Fire Alarm Code including all appendices. Anywhere NFPA 72 state “should” it shall be taken to mean, “shall.” The Contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 72.

Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable Inspection and Testing Form from NFPA 72.

All fire alarm testing, with the exception of interconnected building functions, must be performed after normal working hours. Testing of the interconnected building functions, including, but not limited to, air handler shutdown, damper control, elevator recall, egress door unlocking, etc., must be performed during hours the interconnected equipment is active. The testing of the fire alarm system shall not be considered complete without the testing of interconnected equipment. The Contractor must provide a fire watch in areas left unprotected until the fire alarm system is completely restored during the performance of routine service and testing procedures.

IN NO CASE SHALL THE FIRE ALARM SYSTEM BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING NAVAJO DOT BUILDING MAINTENANCE SUPERVISOR OR REPRESENTATIVE.

The Contractor must ensure that the fire alarm system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the Building Maintenance Supervisor all non-emergency shutdown of the fire alarm system and that back up protection be provided by the Contractor (arrangement of additional personal station in the areas affected and at the fire alarm system control panel) any time that the fire alarm system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.

Navajo DOT reserves the right to make any test or inspections it deems necessary to make sure that all performance requirements are being maintained.

- ii. **Analog / Addressable Fire Alarm Control System (AAFACS)**– Navajo DOT facility is equipped with the (AAFACS). The Contractor must employ qualified technicians who are certified and trained by Silent Alarm Fire Control System to maintain a UL-listed from the (AAFACS) to monitor all fire alarm transmitters and related equipment, for servicing and testing. The Contractor must ensure all fire alarm system are operational. If the Contractor encounters (AAFACS) failure that may endanger life or property, the Contractor must immediately notify the Building Maintenance Supervisor.
- iii. **Water – Base Fire Suppression System** – Services consist of, but not limited to, the performance inspection, testing, and preventive maintenance or repair services of all mechanical devices, including valves, sprinklers, couplings, piping and connections, standpipes, backflow preventers, private fire service mains, pump, and test headers.

The Contractor must comply with all appropriate safety code requirements. If the Contractor encounters equipment that may endanger life or property, the Contractor must immediately notify the Building Maintenance Supervisor of the condition requiring immediate action. Within 24 hours the Contractor must provide to the Building Maintenance Supervisor a written report of the hazard condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance, in accordance with the current edition of NFPA 25, Inspection, Testing and Maintenance, of Water -Base Fire Extinguishing Systems, including appendices. All water- based fire suppression system testing must be performed after normal working hours unless approved otherwise by the Building Maintenance Supervisor.

Documentation of the above-mentioned inspection, maintenance, and testing results must be recorded on the applicable suggested form, as found in the current edition of NFPA 25.

IN NO CASE SHALL ANY WATER BASED FIRE SUPPRESSION BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING THE BUILDING MAINTENANCE SUPERVISOR OR NAVAJO DOT REPRESENTATIVE.

The Contractor must ensure that the sprinkler system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the Building Maintenance Supervisor all non- emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored. The Contractor must provide a

fire watch in areas left unprotected until the water-based suppression system is complete restored to service during the performance of any routing service and testing procedures.

The Contractor must utilize sprinkler technicians who are certified by the National Institute for Certification in Engineering Technologies (NICET). Technicians performing services for the inspection, testing and maintenance for the buildings water-based fire protection systems in accordance with the contract must hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Inspection and Testing of Water-Based System.

The Contractor may be asked to remove persons who pose a threat to health, safety, or security of an installation. While onsite all Contractor personnel must possess the current NICET certification.

- iv. **Fire Doors and Other Opening Protectives** – Services consist of, but not limited to, the performance inspection, testing and preventive maintenance of all fire doors assemblies and other opening protectives.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 80, Standard for Fire Doors and Other Opening Protectives. The Contractor is responsible for meeting the inspection, maintenance, testing frequencies requirements are being met

- v. **Fire and Combination Fire / Smoke Dampers** - Services consist of but not limited to, the inspection, testing, and preventive maintenance of all fire and combination fire/smoke dampers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NEPA 80, Standard for Fire Doors and Other Opening Protectives. The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.

- vi. **Smoke Doors and Other Opening Protectives** – Services consist of, but not limited to, the inspection, testing, and preventive maintenance of all smoke door assemblies are being met.

The Contractor must provide all tools necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 105, standard for the Installation of Smoke Door Assemblies and Other Opening Protectives.

The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing method, and documentation requirements outlined in NFPA 105.

- vii. **Smoke Dampers** – Services of, but not limited to, the inspection, testing, and preventive maintenance all smoke dampers
The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 105 Standard for the Installation of Smoke Door Assemblies and Other Protectives. The Contractor is responsible for meeting the inspection, maintenance testing frequencies, testing method, and documentation requirements outlined in NFPA 105.
- viii. **Portable Fire Extinguishers.** – Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of all portable fire extinguishers. The Contractor must provide all tools and supplies necessary to properly perform inspection, tests, and maintenance or repairs in accordance with the current edition of NFPA 10, Standard for Portable Fire Extinguishers. The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of portable fire extinguishers that meet the qualification requirements of the current edition of NFPA 10 and possess current training certification by the respective portable fire extinguisher manufacturers verifying competence to work on these units.

- ix. **Smoke Control Systems** – Services consist of, but are not limited to, the inspection, testing, and preventive maintenance, of dedicated and non-dedicated smoke control system.
- The Contractor must provide all tools supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 92A, Standard for Smoke Control Systems Utilizing Barriers and Pressure Differences. The Contractor is responsible for meeting the inspection, maintenance, testing frequencies method, and documentation requirements outlined in NFPA 92A. The Contractor must utilize the technicians performing contract work involving the inspection, testing, and maintenance of smoke control systems who have been certified for inspecting, testing, and maintaining these components by the manufacturer or a nationally recognized trade training organization. The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods and documentation requirements outlined in NFPA 92A.
- x. **Smoke Management System** – Services consist of, but not limited to the inspection, testing, and preventive maintenance of smoke management system.

The Contract must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 92B, Standard for Smoke Management Systems in Malls, Atria, and Large Spaces. The Contractor is responsible for meeting the inspection, maintenance,

testing frequencies, testing method, and documentation requirements outlined in NFPA 92B.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of smoke management systems who have been certified for inspecting, testing, and maintaining these components from the manufacturer or a nationally recognized trade training organization.

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 Fire Protection 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 Fire Protection Services.
 - d. Organizational Chart outlining the inter-relationship and line of communication between the prime and sub-contractor.
 - e. Capability to perform all or most aspects of the project and recent experience in providing Fire Protection 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.
- B. The Navajo Nation Business Opportunity Act and Navajo Preference Act.
- a. The Navajo Nation Business Opportunity Act and Navajo 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 to 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 Fire Protection Service that the firm has completed in the 5 years. Identify the year(s) of providing the Fire Protection Service and the owners or sponsor’s contact person’s name, title, telephone number and email address for Fire Protection Services 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 Fire Protection Services for the work described under Section 3, B.
- b. Describe your interest in undertaking the Fire Protection 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 Fire Protection Service, 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 Fire Protection Service for the Navajo Nation, Bureau of Indian Affairs or other Department of Transportations 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	25 points
B. Method of Approach – work plan	30 points
C. Capability and Resources	20 points
D. Navajo Preference	20 points
E. References	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.

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**End of Request For Qualifications
Fire Protection Service**