

RFP TITLE: Diesel Generator Service

RFP NO: 18-04-1830LE

Opening Date: April 18, 2019

REQUEST FOR PROPOSAL FOR DIESEL GENERATOR 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 Preventive Maintenance and Testing on (2) Kohler Model 230REOZJE Generators and (1) Cummins DQCB – 6125727 (1) Cummins DQDAA - 5789173 Series Engine contract will include but not limited to:

- i. Contractor Performance Review
- ii. Energy Conservation
- iii. Service Calls
- iv. Load Bank test
- v. Performance Report on Generator
- vi. Safety
- vii. Diesel Fuel service
- viii. Environmental Protection
- ix. Service Log
- x. Diagnose and Repair
- xi. Relatable service, as needed

The Request for Proposals process will identify; evaluate and select qualified firm(s) based on professional qualifications and selection criteria to provide, CERTIFIED DIESEL TECHNIANS

- 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 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 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. Objective and Scope of Work (SOW) – The Navajo DOT facility is a Geothermal Energy Efficiency LEED Building and requires professional Diesel Technicians to Service, Diagnose, Repair, adjust automatic start and provide Load Bank Test at all Navajo DOT facilities.

The selected firm(s) must be certified in Diesel Technology with copies of certification presented in the proposal; furthermore, contractor must submit evidence of quality, experience and personnel to perform services described herein.

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It is the intent of the Navajo DOT to issue specific project assignments or task orders, in writing, detailing the required Generator 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	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

- e. Inquires – Inquires shall need to be submitted in writing to Evans Bennallie @ ebennallie@navajodot.org no later then May 3, 2019 by 12:00PM (Mountain Daylight Time).
- f. Site Visit – Site visits can be scheduled from April 22, 2019 until May 3, 2019 by 12:00PM (Mountain Daylight Time).
- g. 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.

- 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 Generator 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.
- 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 envelope clearly marked:
 - i. **“DO NOT OPEN RFP #18-04-1830LE – Diesel Generator 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 Generator Service.

SECTION 3 – Scope of Work

A. Description of Work

- a. The selected firm shall provide Cummins / Kohler Generator Service in support of Navajo DOT throughout the Navajo Nation in Arizona, New Mexico and Utah. The Cummins / Kohler Generator Service for projects include, but not limited to:
 - 1. Cummins Generator DQCB-6125727 Model – Navajo DOT Main Facility
 - 2. Cummins Generator DQDAA – 5789173 Model – Navajo DOT Main Facility.
 - i. On site visits Procedures
 - ii. Service Every 250 Hours or 6 Months
 - iii. Service Every 500 Hours or 1 year
 - iv. Service Every 6000 Hours or 2 years
 - v. Service Every 10,000 Hours
 - vi. As required by proper Cummins manual Service Schedule
 - vii. Diagnose and repair / replace when need
 - 3. Kohler Generator 230REOZJE Model - Dilkon and Pinion Facility
 - i. Service Every 500 Hours or 6 Months

- ii. Service Every 2000 Hours or 12 Months
- iii. As Required by proper manual Service Schedule
- iv. Diagnose and repair / replace when need

B. Anticipated Services Under this Contract

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

- i. Staffing and Ability to Contact and Communicate with the Building Maintenance Supervisor – The Contractor must provide staff to ensure service are continued without disruption to Navajo DOT employees.
- ii. The Contractor must ensure employees maintain communication access with the Building Maintenance Supervisor at all times during normal working hours and communicate with Navajo DOT personnel.
- iii. 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.
- iv. Onsite 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 the Navajo DOT when requested the Contractor must receive, maintain and gather data, as well as other materials including records and manuals, related to 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.
- v. Fuel Service – Diesel fuel must kept above the ½ mark on all generators and filled to a proper level when requested when in 72 hours.
- vi. Load Bank Test – All Navajo DOT facility generators must pass a load bank test every 6 months
- vii. Exercise Generators –All Navajo DOT generators must exercise 2 times a month on a time that the Building Maintenance Supervisor requests.
- viii. Emergency Service call and Callbacks response – Emergency service calls and callback responses are service calls where the work consists of correcting failures that constitute an immediate danger to Navajo DOT personnel or property.
- ix. Urgent Service Call Response – urgent service calls are those service calls where they consist of correcting failures that interrupt or otherwise adversely impact either Navajo DOT operations or building conference room guest.
- x. Quality of Materials and Replacement Parts – Replacement components and materials must be of similar or better quality than the components replaced.

- xi. Safety and Environmental Management – The Contractor must comply with all Federal, State, and local laws and regulations that relate to the maintenance and operation of the Generator Service.
 - The Contractor must maintain copies of such test. Certifications, permits other required records, and provide copies to the building maintenance supervisor.
 - The Contractor is responsible to dispose all waste motor oil, antifreeze, hydraulic and any used air, fuel, or oil filters properly

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 Generator 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-consultants which will be utilized by the prime consultant
 - 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 Generator 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 the Navajo Preference Act.
 - a. The Navajo Nation Business Opportunity Act and the Navajo Preference Act shall apply to this RFP. Prospective bidders are encourage to familiarize themselves with these provisions. Completive 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/to reject and 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 Generator Service that the firm has completed in the 5 years. Identify the year(s) of providing the Generator Service and the owners or sponsor's contact person's name, title, telephone number and email address. Generator 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 Generator Service for the work described under Section 3, B.
- b. Describe your interest in undertaking the Generator 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 Generator 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 Generator 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

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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
Generator Service**