

The Navajo Nation
Division of Economic Development
Project Development Department
REQUEST FOR PROPOSAL

PROPOSAL DUE DATE: October 3, 2008 at 5:00 P.M. Daylight Savings Time (DST)

PROJECT DESCRIPTION: Architectural/Engineering Services

Church Rock Rubber Gloves Manufacturing & Warehouse

Incubator Service Center & Training Center Facilities

CONTACT PERSON: Sharlene Begay-Platero, IDS, Project Development Department

The proposal package containing the Scope of Work and detailed service requirements are available at the Division of Economic Development in St. Michaels, Arizona, the Eastern Navajo Economic Development office in Church Rock, New Mexico and on line at www.navajobusiness.com Inquiries regarding this Request for Proposals should be directed to the attention Sharlene Begay-Platero at 505/863-6414 or 928/871-6504 or by email srbp@navajoadvantage.com

Return proposals plainly marked on the outermost envelope with request for proposal due date and deadline time for submission.

PHYSICAL ADDRESS: Eastern Navajo Economic Development Office

211 East Historic Highway 66

Church Rock, New Mexico 87311

MAILING ADDRESS: Sharlene Begay-Platero

Project Development Department

P. O. Box 663

Window Rock, Arizona 86515

Any proposal received after the above time will be returned unopened. Information regarding this RFP maybe obtained by contacting Sharlene Begay-Platero at 505-863-6414, (fax) 505-863-6401 or by email srbp@navajoadvantage.com

The selection of the firm will be in accordance with 15 CFR 24.36 and/or Navajo Nation Business Opportunity Act and the selected firm shall comply with all applicable laws, rules and regulations of the Navajo Nation Business Opportunity Act, 5 N.N.C., 201 et. seq., where applicable

THE NAVAJO NATION

REQUEST FOR PROPOSALS

FOR

ARCHITECTURAL/ENGINEERING SERVICES

CHURCH ROCK RUBBER GLOVES MANUFACTURING AND WAREHOUSE

AND

INCUBATOR SERVICE CENTER & TRAINING CENTER FACILITIES

CHURCH ROCK, NEW MEXICO

August 25, 2008

DUE: October 3, 2008

AT: 5:00 PM (MDST)

DELIVER TO:

Eastern Navajo Business Development Office

Attention: Sharlene Begay- Platero, IDS

211 East Historic Hwy 66

Church Rock, New Mexico 87311

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I. NOTICE TO PROPOSERS

Sealed proposals will be received by the Navajo Nation, Project Development Department, at the Eastern Regional Business Development Office, 211 East Historic Highway 66, Church Rock, NM, 87311, until the hour of 5:00p.m. (MDST), on the 3rd of October, 2008:

CHURCH ROCK RUBBER GLOVES MANUFACTURING AND TRAINING CENTER AND INCUBATOR SERVICE CENTER FACILITIES

Any Proposal received after the above time will be returned unopened. The Proposer shall be responsible for the method of delivery of the Proposal. If the method chosen is delayed for any reason beyond the date and hours stated above for the Proposal submission, the Proposal thus delayed will not be considered and will be returned unopened.

Information regarding this Request for Proposal (RFP) may be obtained at the Eastern Navajo Business Development Office, Church Rock, NM, by contacting Sharlene Begay-Platero at (505) 863-6414 (phone) or (505) 863-6401 (fax). The RFP can be downloaded at www.navajobusiness.com

Proposals are to be submitted sealed and plainly marked on the outermost envelope with Request for Proposal date due, and deadline time for submission.

Sharlene Begay-Platero

The Navajo Nation-Project Development Dept.

Church Rock, New Mexico

II. PROJECT INFORMATION

A. BACKGROUND AND ORGANIZATIONAL PROFILE

1. The History of the Church Rock Industrial Park

The Church Rock Industrial Park is one of eight industrial parks on the Navajo Nation. Designated for industrial development by the Navajo Tribal Council in 1971, the Park has slowly developed despite its location near Interstate 40. The Church Rock Industrial Park, near the New Mexico – Arizona border, is an existing development with full utilities located six (6) miles east of Gallup, New Mexico. The park consists of 76 acres available for lease and is adjacent to Interstate 40, which is a prime cross-continent commercial transportation corridor. The park is also located adjacent to State Highway 118 and is served by a rail spur of the Atchison, Topeka and Santa Fe Railroad. Existing tenants within the park include Cabinets Southwest, Inc., Gallup Camper Sales Manufacturing, USDA Food Distribution and the Eastern Navajo Economic Development Office. The facilities will be located in Lot 15 of the Church Rock Industrial Park. Rubber Gloves Manufacturing Facilities will be located on Lot 15.

The Project Development Department within the Division of Economic Development will be the agent for the Navajo Nation government for the recruitment and retention of tenants or businesses for the manufacturing and training facilities. The industrial development unit of the Project Development Department will be responsible for the operations, maintenance and management of the training facilities.

2. The Mission and Goals

The goals of the proposed Church Rock Rubber Gloves Manufacturing Facility and the Business Incubator Service Center is to revitalize the Navajo Nation's economy by creating jobs and businesses that will enable low-income individuals to become self-sufficient.

B. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Navajo Nation is requesting proposals for architectural/engineering services based on the scope of work described below. It is issued under, and all proposals submitted in response shall be subject to, the Indian Preference Act, and other Federal guidelines.

This project is funded under the Economic Development Administration, U. S. Department of Commerce, State of New Mexico matching funds and funds from the Navajo Nation. All funds have been appropriated. The new construction is for development of the Rubber Gloves Manufacturing Facilities and the Business Incubator Service Center.

The facilities design will address the following guiding principles:

- a) **Flexibility.** A focus on business-client spaces that can be configured quickly to service the changing needs of the business student client.
- b) **Collaborative Planning.** Architects will need to work with the staff, community members and leaders who might be affected by the new construction.
- c) **Community Use.** The Navajo Nation would like to take advantage of partnerships with the local businesses, community groups, public agencies, and other institutions.
- d) **Cost Effective Design.** The new facilities will need to stay within the available budget.
- e) **Security.** Facility will need to be designed with security in mind.
- f) **Student/client Centered.** The Architect/Engineer will need to create spaces that can enhance different teaching, presentations, and learning styles. Spaces will need to be designed for learning, and group interaction.
- g) **Technology.** The Architect/engineer will need to design the facility and spaces to meet the needs of the unprecedented growth in the uses of technology such as the wireless computer lab, laptop access, and multi-media presentations.
- h) **ADA Design.** The facility will need to abide by the accessibility guideline of the Americans with Disabilities Act.
- i) **Operational Design.** The operations and maintenance design considerations of the facility shall be at a minimum to maintain the facility at level that is most cost effective.

C. SCOPE OF WORK

The scope of work for the project as described below, will include full basic architectural/engineering services. Full Basic Services will include the following:

- **Programming** (site investigation and prioritization scheduling)
- **Schematic Design** – During this design stage the Architect/Engineer will evaluate the program requirements and develop alternatives for design of the project and overall site developments. A master plan may be developed in this stage which would serve as a guide and philosophy for the remainder of the design development
- **Design Development** – After approval of the schematic design, the Architect/Engineer will prepare more detailed design development documents that will further define the character, size and features of the project and will include deliverables such as design drawings such as site plans, architectural floor plans, elevations, building sections, and outline specifications for the building systems such as roofing, foundations, structures, heating, ventilation, air conditioning, electrical, IT systems, fire and security protections.
- **Construction Documents** – After approval of design development the Architect/Engineer and its consultant teams, will prepare working drawings and technical specifications for the project components. These will include architectural, structural, mechanical, electrical and other technical features.
- **Bidding** – The Architect shall assist in the preparation of the necessary bidding information, bidding forms, the conditions of the contract. Attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.
- **Construction Administration** – The architect will be responsible to provide basic services for the construction phase of the project, including the administration of the construction contract, the architect shall be a representative and shall advise and consult with the owner during the administration of the construction contract.
- **Project Closeout**- All project closeout documents, including final financial information and any required program reports, shall be submitted to the owner not more than 90 days after the date the owner accepts the project. The architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final inspection, shall receive from the contractor and forward to the owner, for owner's review and records.
- **Warranty** – Provide a written one year warranty for all work performed. The architect shall provide a written warranty for a period of twenty (20) years for the project and

deliver all related documents required by the contract documents and assembled by the architect.

These services and additional services that may be required will be outlined in the Architectural/Engineering Services Agreement.

Construction Administration and Project Management will include a minimum of weekly project site meetings and inspection, and continual scheduled reporting to the Navajo Nation on status, progress, deliverables, and project issues. The Project Closeout services will include analysis of the design process meeting to assess and review any lessons learned from the overall effort.

The fee will be based upon the approved Rate Schedule for Architect/Engineer services for New Mexico. The Architect/Engineer's fee is for basic services and will be a fixed price. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable) The Navajo Nation will negotiate the fee determines to be fair and reasonable for the scope of work. Proposers should note to include all costs, including construction, site development costs, (utilities, infrastructure, landscaping, site improvements, demolition, etc.), built-in equipment, and applicable taxes.

D. PROJECT

1. Rubber Glove Manufacturing, Business Incubator Service Center, and Training Center Facilities

RUBBER GLOVES MANUFACTURING FACILITY: The manufacturing facility will be 10,000 square foot facility for the production of latex gloves that will be shipped nationwide for medical and research facilities. The facility will consist of production building, quality control space, a dipping area, testing and research, and a mechanical room.

The Glove factory warehouse and administrative office spaces will house 10,000 square feet space for warehousing inventories including a ground level loading dock for shipping and receiving. The administrative area will include office spaces for management and support staff.

The Business Incubator Service Center and Training Center: will include a 7,000 square feet of space for the purpose of providing a nurturing environment to enhance the development and growth of new and existing businesses on the Navajo Nation. The program will include entrepreneur development and training, financial assistance, professional support services and business consultation. It will also provide a forum for local public, private and governmental resources with program in creating sustainable employment opportunities. Space needs will be a shared facilities and services such as:

- Administrative and secretarial services and support staff

- Conference rooms
- Computer lab
- Space for telecommunication resources, and photo-coping
- warehousing

2. GENERAL EXPECTATIONS

The Navajo Nation will establish a planning team or committee to provide information to the architect/engineer in programming and developing a facility that meet the requirements of the Navajo Nation. The Architect/Engineer will need to work with the planning group to solidify the Project Program and develop schematic and preliminary designs. The project planning team will assess the needs of the training facilities. This will result in compilation of space needs to be incorporated into the project. The preliminary assessments of space needs applicable to these projects will need to be reviewed and evaluated by the Architect/Engineer to match the available project budget.

The architect/engineer will review the space needs and square footage and develop detail requirements for each space, providing relationship diagrams and program requirements to finalize a project program for the facility. This project program will be used to develop the schematic design. The new business incubator service center and training facilities will include faculty office and other instructional space needs to meet the needs of the training facility. This project will include development of the surrounding site for parking, landscaping, pathways, and lighting, as part of the Basic Services. The project will also incorporate the following considerations:

- a) Access to the parking area for the facility.
- b) Paving, grading, and drainage.
- c) Landscape medium, and site lighting.
- d) Walkway connection to parking area with landscaping, gathering and seating areas.
- e) Fire protection.
- f) Landscaping, fencing, and irrigation.
- g) Traffic flow, parking, and access.
- h) Relocation of utilities and infrastructure if needed.
- i) Telecommunication and data infrastructure.

- j) Security surveillance systems.

3. GENERAL REQUIREMENTS

As part of the project the Architect/Engineer firm shall provide the following:

- a) An overall site survey including facilities.
- b) The services of geotechnical engineers, testing laboratories, and other consultants to provide professional evaluation and recommendations pertaining to conditions of the site and existing improvements, including, but not limited to, tests and surveys required to ascertain and address surface and subsurface conditions, structural integrity, or existing structures, the presence of hazardous materials and environmental issues.
- c) A complete and accurate master drainage study of the project site.
- d) Work with the appropriate governing authorities to determine requisite permits and fees.
- e) Full construction inspection services as required by the governing authority.
- f) Provide a full professional team for the performance of the services required by the Agreement. This will include the services of consulting engineers so as to provide a full professional team as dictated by the disciplines of architectural and engineering design involve in the work.
- g) Review and comply with laws, codes, and regulations applicable to the design incorporating requirements imposed by the governmental authorities having jurisdiction over the project such as EPA, EDA, and appropriate local government entities.
- h) Consider and advise the Navajo Nation of the comparative values of alternatives materials, building systems and equipment relatives to construction, maintenance, and life cycle costs to achieve a design appropriate for the Manufacturing and training facilities program and consistent with the Project Budget.

All plans and specifications shall be prepared by and be under the “responsible charge” of a registered professional Architect(s) who is registered by the New Mexico Board of Examiners for Architects and Professional Engineers to practice Architect/Engineering services in the State of New Mexico. “Responsible Charge” means responsibility for the direction, control and supervision of Architectural/Engineering services work to assure that the work product has been critically examined and evaluated by compliance with appropriate professional standards by a registrant in that profession and, by sealing or signing the documents, the professional Architect/Engineer accepts responsibility for the Architectural/Engineering services work

represented by the documents and that applicable Architectural/Engineering services have been met.

E. SCHEDULE OF SERVICES:

The following are preliminary estimates of the project schedules for the project. Contracting for the project will be completed after the completion of evaluations of proposals and completion of contract negotiations with the selected Offeror (s) as described in the Request for Proposals. The Planning Team will work with the selected Offeror to determine the most effective scheduling for initiation of the project.

Proposed Schedule:	Estimated Schedule:
Contract Execution	Oct 2008
Programming	Nov 2008
Schematic Design	Dec 2008-Jan 2009
Design Development	Feb-Mar 2009
Construction Documents	Apr-May 2009
Bidding/Approval	Jun-Jul 2009
Construction	TBD
Estimated Move-In	TBD

F. INSURANCE AND OTHER CONDITIONS

The following are special conditions that must be met by the Offeror in the undertaking this contract engagement. The Offerors must indicate in their proposal and provide evidence that they will be able to meet the stipulated conditions.

1. Insurance Coverages

The Offeror shall submit evidence of current insurance to cover the following required coverages. Offerors must submit with the proposal a Certificate of Insurance showing current

coverage equal to or greater than what is required in this RFP. Offerors selected as finalists and invited to participate in the oral interviews shall make available for review by the planning team the actual insurance policies referenced in the Certificate of Insurance.

- a. **Worker's Compensation and Employer's Liability Insurance** – Limit of \$3,000,000 per occurrence and in aggregate, in accordance with applicable law.
- b. **Errors and Omissions (Professional Liability) Liability Insurance** – In the amount of not less than \$2,000,000.

2. Timelines of Performance

The offeror (Architect/Engineer firm) shall perform the services expeditiously as is consistent with the professional skill and care which is ordinarily applied by architects of good standing with the New Mexico Board of Registration of Architects. Within 10 days of the award of the contract, the Architect shall provide a complete project schedule of services, that shall include allowances for periods of time required for the review and approval of submissions to the planning team and/or any agency having jurisdiction, and that shall guide the orderly progress of the work. The Architect/Engineer shall provide a continuously updated project schedule and reporting covering the entire course of the project, in a format that the planning team may require.

The Offeror shall acknowledge understanding that time is of the essence in the performance of services awarded in response to this RFP and the construction project, and that failure to meet time schedule deadlines could result in termination of the funds awarded the Navajo Nation under EDA regulations.

3. Additional Services

During the term of the agreement that may arise from this procurement, the Navajo Nation reserves the right to contract with the awarded Offerors for additional services that may be required. Such services shall be specifically identified and agreed to by the parties and shall be documented by modification to the Architect/Engineer project agreement.

4. General Requirements

This section contains information about the RFP process and conditions under which this RFP is issued and how the intended project will be completed.

It is required that all Offerors agree to be bound by the General Requirements contained in this section.

1. **Acceptance of Conditions governing the General Requirements** – Offerors must indicate their acceptance of Conditions in the letter of interest. Submission of proposal constitutes acceptance of the evaluation factors contained in this RFP.
2. **Key Staff** – Since the award is made on a quality-based evaluation process, replacement of key staff or subcontractors after award or prior to the execution of the award will not be allowed.
3. **Amended Proposals** – An Offeror may submit an amended proposal prior to the deadline of proposals.
4. **Proposal Offer Firm** – Response to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals.
5. **No Obligation** – This RFP in no manner obligates the Navajo Nation to the use of any proposed services until a valid contract is awarded and approved by the Navajo nation Government.
6. **Taxes** – The Offeror shall include all applicable taxes, including the Navajo Nation taxes.
7. **Governing Law** – Any contract or agreements with the Offerors that may result shall be governed by the laws of the Navajo Nation and other agencies.
8. Any Offerors fail to submit required documents or does not respond adequately to this RFP will be deemed non-responsive and will not be accepted.
9. The Navajo Nation reserves the right to accept and/or reject, at its sole discretion, any or all proposals, to waive any informalities whenever such rejection or waiver is deemed in the best interest of the Navajo Nation.
10. The selection of the firm will be in accordance with 15 CFR 24.36 and/or the Navajo Nation Business Opportunity Act and the selected firm shall comply with all applicable laws, rules and regulations of the Navajo Nation Business Opportunity Act, 5 N.N.C., 201 et. seq., where applicable

G. RESPONSE FORMAT AND ORGANIZATION

1) NUMBER OF RESPONSES/COPIES

Offerors may bid on the entire project, the manufacturing and warehouse facilities, and the business and incubator service center complex. Offerors shall provide five (5) identical copies of their proposal at the location specified in this RFP.

2) PROPOSAL FORMAT

The proposal shall be limited in format and length. Format will be 8-1/2" x 11" with the foldout sheets allowed up to 11"x17" in size. The length of the proposal will be limited to fifteen (15) numbered pages, printed sheet faces, of text no smaller than 10 point, and/or graphics. Materials exclude from the fifteen (15) page is limited to:

- ❖ Front cover(photos with captions on inside cover allowed)
- ❖ Divider pages (blank except for title information)
- ❖ Back cover (photos with captions on inside of back cover allowed)
- ❖ Submittal letter(one page maximum)
- ❖ Table of contents page (one page maximum)
- ❖ Certificates of insurance(include as attachments)
- ❖ All attachments labeled as B, C, D, etc.

The following are required contents of the sections of the proposal:

1. **Proposal Organization** – All pages in the body of the proposal shall be numbered except for those specifically excluded from the page count. The body of the proposals shall be organized and tabbed in the following order, which corresponds to the evaluation criteria:
 - Cover Letter
 - Specialized Design and Technical Competence (Tab 1)
 - Evidence of Understanding of the Scope of Work (Tab 2)
 - Capacity of Capability (Tab 3)
 - Past Record of Performance (Tab 4)
 - Familiarity of Site Location (Tab 5)
 - Navajo Nation, New Mexico, and Arizona Produced Work (Tab 6)
 - Attachments (Tab 7)
2. **Cover Letter** - (One page maximum) The submittal letter shall identify the Offeror as follows:

- Identify the name and title of the person(s) authorized to contractually obligate the Offeror for the purpose of this RFP and the contract;
- Identify the names, titles, and telephone numbers, fax and e-mail address of persons to be contacted for clarification questions regarding this RFP;
- Be signed by a person authorized to contractually obligate the Offeror;

3. **Specialized Design and Technical Competence:**

- Vision/mission and business philosophy.
- Brief history of the firm in New Mexico and other states.
- Specific examples of best practices utilized by firm.
- List of project team and how they provide value to this project.
- Provide examples of highly successful aspects of projects similar to this project, completed by the firm submitting this proposal.

4. **Evidence of Understanding of the Scope of Work:**

- Understanding the key project elements.
- Challenges that might be expected, based on type of project, including environmental conditions, project location, site, or other factors.
- Possible creative management approaches.
- Please be informed that Offerors are not asked to provide design solutions but merely to give Offeror opportunity to express professional observations, based on the scope of work and site visits.

5. **Capacity and Capability:**

- Information regarding project team's past capability to meet schedules, meet budgets and meet project administration requirements.
- Indicate relationship of the firm's/project team's current work load to the projected workload of this project, and personnel in the firm's office.
- Indicate key personnel to be assigned to this project, their specific roles, experience and background.
- Indicate the relationship of the workload of this project to other current projects.

6. **Past Record of Performance:**

- Information on the last ten (5) completed construction projects to include owner's project budget, final construction cost estimate, bid price including accepted alternates, total number and cost of change orders.
- Please explain any challenges and how the Offeror handled these issues, give examples of projects over the last six (3) years on which there have been claims or disputes alleged to have arisen by errors and omissions of the firm and explain the nature of the dispute, and the outcome.

7. **Familiarity with Site Location:**

- Provide information relative to the project's location and members of the project team can respond to issues at the site.
- Indicate previous projects completed in the close vicinity of this project.
- Provide references for Navajo Nation projects and related projects in other states.

8. **Navajo Nation Produced Work:**

- Navajo Nation's goal is to support Navajo owned businesses. Indicate the volume of work to be produced by Navajo Nation firms, and indicate the number of Navajo based employees that will be part of the project team.

9. **Debarment/Suspension status:**

- Complete and sign the blank form included as attachment to the RFP, which requests certification on debarment/suspension status. Include this form as attachment to proposal.

H. SUBMISSION OF PROPOSALS

Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposals and shall be included in a sealed envelope. The envelope shall be addressed to the Navajo Nation, Eastern Business Development Office, 211 East Historic 66, Churchrock, New Mexico, 87311. **The following information shall be provided on the front cover of the envelope, including on any carrier's (FedEx, UPS, etc.) envelope, if possible:**

- **PROJECT TITLE (indicate individual project name)**

If the Proposal is sent by mail, the sealed envelope shall have the notation **"SEALED PROPOSAL ENCLOSED"** on the face of the envelope.

Proposals received after the date and time for receipt of Proposal **WILL BE RETURNED UNOPENED**. The Offeror shall assume responsibility for timely delivery of proposals at the Eastern Business Development Office, including those proposals submitted by mail. Late delivery by the U.S. Postal Service or any commercial carrier will not be an excuse for late delivery of proposal. **Oral, fax, or email proposals are invalid and will not be considered.**

1. Offerors Representation

- Each Offeror, by submitting a proposal, represents that he/she has read and completely understands the RFP and associated documents.
- Based the proposal upon the requirements described in the RFP.

2. Simplicity of Preparation

Proposals should be prepared simply and economically, providing a straightforward concise description of the Offeror's capability to satisfy the requirements of the RFP.

3. Specifications

Offerors are expected to meet or exceed the RFP specifications in their entirety. Each proposal and project bid shall be in accordance with the specifications.

I. EVALUATION

The owner will establish an evaluation committee to formally review and evaluate all proposals. The evaluation committee will use an evaluation criteria set forth to evaluate all proposals. The evaluation committee reserves the right to establish an evaluation panel comprised solely of Division of Economic Development employees if it determines that such approach is in the best interest of the Navajo Nation. Any evaluation committee or panel will generate recommendations based on the evaluation criteria set forth, which will be the presented to the committee or panel for final selection and award of the contract.

J. EVALUATION FACTORS

Each offeror is encouraged to respond to the following factors that will be used to evaluate best qualified firm to perform the work of this RFP.

A. Statement of Qualifications: The offeror shall describe the general capacity of the respondent to conduct the appropriate areas of architectural design assistance and the specific assignment of the individuals with the background and skills to conduct the project. The offeror shall provide narratives that address the following:

- 1) **Past Performance and Relevant Experience:** The offeror shall provide an overview of the firm, its mission, history, philosophy and general operating mode. The offeror shall provide a summary of a minimum of three projects completed within the last five (5) years that show a mix of projects similar in size and scope of the work in this RFP. The offeror must provide names of key individuals to contact in order to determine the adequacy of a firm's past performance. The offeror shall provide a minimum of three (3) letters of reference.
- 2) **Index of Key Personnel and Consultants:** The offeror shall identify the key individuals who will be providing the services, including their credentials, a description of their proposed role and the skills they bring that are appropriate to this project. The offeror shall provide a brief description of each consultant and/or engineering firm to be used in the execution of this project. Each consultant shall name its key personnel and relevant qualifications proposed for use in this project.

Each consultant shall identify primary member and its qualifications and experience relate to this project; which individual will perform each aspect of the work; and each consultants' experience shall be identified and related to work similar to the work of this RFP.

- 3) **Oral Presentation and Interview:** The last factor is to measure the quality of the Offeror's oral presentation and interview with the selection team. The factor will be measured on response to selection teams written questions. The factor will be scored for the Offerors selected to participate in the interviews.

K. EVALUATION PROCESS

The evaluation process will follow the following format listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The selection team may contact the Offerors for clarification of the response.
3. Responsive proposals will be evaluated on the factors described above, based on the materials presented in the responses and any additional information gathered to validate representation contained in the proposals. The responsible Offerors with the highest scores will be selected as finalists Offerors and invited to participate in presentation and interviews.
4. Points awarded from the oral presentations will be added to the previously-assigned points to attain final scores. The responsible Offeror whose proposal is most advantageous to the Navajo Nation will be recommended for contract award.

The final determinant in selection of the Offeror and granting of a contract award is conclusion of contract negotiations satisfactorily. In the event the selected finalist Offeror and the Navajo Nation are unable to reach contract agreement, the Navajo Nation reserves the right to terminate negotiations and initiate contract discussion with the next most favorable Offeror.

L. ATTACHMENTS

The following documents are attached as part of the Request for Proposals, and are to be considered and addressed in the Offeror's response.

Attachment A – Insurance Coverage Documents

Attachment B – State Registrations/Certificates

Attachment C - Debarment/Suspension Status Form

Attachment D – Navajo Nation Certification and/or Indian Preference Certification

Attachment E – Standard Form 330 – Architect Engineering Qualifications