

# Building Safety Department

Kayenta Township

PO Box 1490 Kayenta, AZ 86033

RFQ Issued Date: 6-19-14

Deadline for RFQ Submissions: Thursday July 3, 2014 at 3:00 pm

Notice is hereby given that the Development Services Department of the Kayenta Township is seeking proposals from qualified consulting firms to provide administrative support for establishing a Building Safety Division. Under the direction of the Building Official, the consulting firm is expected to perform responsible, professional work in the assistance as described in this Request for Qualification (RFQ). Each proposal must be submitted in a sealed envelope and clearly marked RFQ's, will be accepted until June 27 2014 by 3 pm. Late and postmarked copies will not be accepted.

Seven copies of the RFQ should be to the attention of:

Gabriel- Community Development Director

Kayenta Township

Development Services Department

PO Box 1490

Kayenta, AZ 86033

gyazzie@kayentatownship.net

## I. Introduction

The Kayenta Township is seeking proposals from qualified consulting firms to assist the Township staff with establishing a Building Safety Division. The Proposal is directed toward administration support in developing, preparing and filing of legal documents associated with a municipal Building Safety Division. After review and evaluation of the submitted proposals, the township will recommend the finalist to the Township Commission for award of the contract.

## II. Background

### Township Characteristics

**The Kayenta Township is located on the Navajo Nation and within the Navajo County, Arizona. It is a quasi-independent governmental entity under the Navajo Local Governance Ordinance.**

The Township has a land area of 3,606 acres. The majority of overlay districts within the Township is occupied with residential dwelling units. These dwelling units have not been constructed with any type of regulations.

Industrial land is at a minimum and commercial land uses account for the majority of the businesses along the US highway 163 and 160 corridors. The Highways represent the Township's commercial district with regional travel routes connecting adjoining states and communities. Kayenta serves as a

regional hub for the surrounding areas. It is the gateway to the renowned Monument Valley, a Navajo Nation Park. Major facilities located in Kayenta Township include Kayenta Unified School District, Kayenta Community School, Bureau of Indian Affairs, Kayenta Chapter, Indian Health Service, Navajo Nation Police and Kayenta Fire Department. In the last few years, the Kayenta Township has seen much growth. In 2002, the Hampton Inn was completed, followed by Sonic, Airport Improvements, Animal Control, Streets Improvements and Napa Auto Parts. The Kayenta Hospital and the Judicial District are currently under construction.

The remaining land area is devoted to parks, public facilities, roadways and other infrastructure. The Township is surrounded by largely undeveloped land under the local jurisdiction of the Kayenta Chapter House of the Navajo Nation. The Township population as of January 2000 was estimated to be 4,922 persons. Kayenta Township is eager to establish itself as a municipality to break the barriers and recognize its abilities to perform for the community of Kayenta, Arizona.

### **III. The General Plan and Zoning Ordinance Update**

Township of Kayenta has relied upon a neighboring municipality Zoning Ordinance. The Township is ready to adopt its own zoning code. The General Plan was originally adopted in 1985 and updated in 2003. The most recent revision took place in 2009 it included the Township's values and vision implementation strategies and the Community economic vitality of its commercial and industrial areas and attract new development progress over the next 20-year period.

**Economic Development**- Focus on strategies and Township can implement to improve the economic vitality of its commercial and industrial areas and attract new development.

**Sustainability**-Identify opportunities for sustainable development that are consistent with Township cultural values and available resources.

### **IV. Adopted Building Codes/References**

The following codes have been adopted by the Township and shall be referenced with policies, the awarded consultant enacts in place.

- 2006 International Building Code
- 2006 International Residential Code
- 2006 International Mechanical Code
- 2006 International Plumbing Code
- 2005 National Electric Code
- 2009 AZ Register of Contractors
- 1997 Uniform Administrative Code Tables 3A-3H Permit Fees

### **V. SCOPE OF SERVICES**

The Scope of Services listed below serves as a minimum guide:

1. Creating Legal Documents:
  - a. Permit Applications
  - b. Correction Notices
  - c. Approval Tags
  - d. Certificate of Occupancy
2. Permit Sector
  - a. Intake of building permits applications
  - b. Coordinate and educate Township Departments with their role in permit process.

- c. Establish a permit fee schedule.
  - d. Issue building permits
- 3. Public records on file:
  - a. Implement municipal record keeping constant with Navajo County requirements
  - b. Introduce Building Safety software, the department utilizes in the future.
- 4. Support Staff:
  - a. Provide on call plan review/ inspection service (Township has ICC certified inspector/ plans examiner on staff)
  - b. Provide administrative staff as demand increases

## VI SELECTION PROCESS

The Township will use the following process to select the consultant team for the Building Safety program:

- **Qualifications of Project Team.** The qualification of the consultant firm and each team member and sub consultant.
- **Experience.** The relevant and current experience of each member of the detailing the team members involvement with the projects described and the outcomes (i.e. met timelines, adoptions, etc.)
- **Quality of Work Plan.** The approach to be taken by the Consultant including the scope of services and deliverables
- **Comprehensiveness.** Ability to provide comprehensive, clear and concise answers to the information requested by the RFQ.
- **Schedule.** Proposal of an effective timeline allotting reasonable time ranges per task and demonstration of ability to meet project schedule.
- **Knowledge.** Demonstrated knowledge of Navajo Nation, federal, local laws, rules and regulations.
- **Cost.** Provide a detail Not to Exceed cost quotation in relation to the services and products to be provided including a contingency amount.
- **Native American preference.** Native American majority owned firms shall be given preference in all qualifications stated in this RFQ are adequately demonstrated.

## VII. FORMAT REQUIREMENT

1. **Cover letter.** A cover letter providing basic consulting information including proposed Project Management contact information, introduction and brief description demonstrating understanding of the Township of Kayenta
2. **Table of Contents**
3. **Submittal of Seven (7) copies**
4. **Work Plan.** A description of the consultant's philosophical and organizational approach to the project. This portion of the proposal should describe how the consultant proposes to capture the essence of the Township's vision and translate them into goals, objectives and policies. It should also indicate how the final products will be organized, formatted and presented in a user friendly document
5. **Scope of Services.** Detailed Scope of Services providing detail information on all of the work task required to establish the Building Safety Division.
6. **Qualification.** Information on the firms qualifications and experience. Projects performed by key staff members that are no longer with the bidder's firm shall not be listed among the references. The information should be brief and include the following:
  - a. General firm information including the firm size, years in business, organizational chart, number and position of each proposed team member and the number and size of current projects being work on by the firm and any sub-consultants

b. Identification, qualification and experience of all persons to be assigned to the project team organization including sub-consultants, the assignments of responsibilities, and the percentage of time that each team member is envisioned to devote time to this project.

c. Three most important project references that the proposed project team member has completed, detailing specific task work on, implementation, outcome (met timeline, etc.) and any innovative and unique concepts incorporated into the projects.

7. **Commitment.** Commitment that the consultant team, especially the project manager(s), remain in place for the duration of the contract.

8. **Schedule.** A proposed schedule detailing the total length of time necessary to prepare the Building Safety Division's ability to provide the community with a milestone service never performed on the Navajo Nation.

9. **Cost.** Provide separate cost categories with detailed budget addressing the following:

a) Administrative staff rates

b) Mileage

c) Other reimbursable items

If a contract is awarded, the Township will pay on a percentage completed for each phase of the Scope of Services.

10. **Insurance.** Identification of all available insurance coverage (e.g., Errors and Omissions, Workers Compensation, Automotive, Commercial General, Professional Liability) the firm may have.

11. Any additional information that would reflect the bidder's ability to provide the services described in this RFQ.

Questions and Proposals submittals shall be addressed to:

Phillip Clark

Building Inspector II

Development Services Department

Township of Kayenta

PO Box 1490

Kayenta Az, 86033