

# Kayenta Township

**Building & Safety Department**



**REQUEST FOR QUALIFICATIONS  
FOR  
BUILDING CODE CONSULTANT**

**Philbert Tso, Building Official  
P.O. Box 1490 Kayenta, Arizona 86033  
928.697.8451 ext. 233**

[ptso@kayentatownship.net](mailto:ptso@kayentatownship.net)

**RFQ Issue Date: June 16, 2011  
Deadline for RFQ Submission: July 22, 2011 @ 5: 00 pm MSDT**

# REQUEST FOR QUALIFICATIONS FOR BUILDING CODE CONSULTANT

Notice is hereby given the Building and Safety Department of the Kayenta Township is seeking proposals from qualified consulting firms to provide on-call as needed administrative and field support for the Building & Safety Department. 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 "***Building Code Consultant***". RFQs will be accepted until July 22, 2011 by 5 p.m. MSDT, late and postmarked copies will not be accepted. The Kayenta Township complies with the Navajo Business Opportunity Act and Navajo Preference in Employment Act.

Seven (7) copies of the RFQ should be sent to the attention of:

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Kayenta Township  
Building & Safety Department  
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## **I. INTRODUCTION**

The Kayenta Township is seeking proposals from qualified consulting firms to assist Township staff with on-call assistance for the operation of the Building and Safety Department. The Proposal is directed toward administrative and field support with building permit issuance, plan reviews, code enforcement, and inspections. After review and evaluation of the submitted proposals, the Township evaluation panel will recommend the finalist to the Township Commission for award of a contract.

## **II. BACKGROUND**

The Kayenta Township is located on the Navajo Nation and within Navajo County, Arizona. It is an 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 regulation.

Industrial land use is at a minimum and commercial land uses account for the majority of the businesses along the US Highways 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 commerce hub for the surrounding areas. It is the gateway to the world 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 the Kayenta Volunteer Fire Department. In the past 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 earth work phase of construction began in February of this year for the Kayenta Rural Indian Hospital and the Kayenta Multi-Purpose Justice Center has begun staging on their 22 acre site also the Northeast Arizona Technological Institute of Vocational Education (NATIVE) facility is on pace to complete phase one (1) of construction by the fall of 2011.

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 of the Navajo Nation. The Township's population as of January 2010 was estimated by the United States Census Bureau to be 4,922 persons. Kayenta Township is eager to establish itself as a municipality able to break barriers and recognize its abilities to perform for the community of Kayenta, Arizona.

### **III. THE GENERAL PLAN & ZONING ORDINANCE UPDATE**

Kayenta Township has relied on conceptual master plans to place structures in areas suited for the type of use, but the Township is making strides to adopt its own zoning ordinance. The General Plan was originally adopted in 1985 and updated in 2003. The most recent revision took place in 2009 to include the Township's values and vision implementation strategies and the Community's economic and development progress over a projected twenty (20) year period.

- **Economic Development:** Focus on strategies the 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. DEPARTMENT SYNOPSIS & ADOPTED BUILDING CODES**

The Kayenta Township Building & Safety Department is the first and currently only full service municipal building safety organization on the Navajo Nation. The services provided are similar to other jurisdictions in the state along with fees charged to recover costs encountered. The department is a recognized by the International Code Council as a Governmental Member and the Arizona Building Officials as a Grand Canyon Chapter Member.

The following codes have been adopted by the Kayenta Township Commission 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 Electrical Code
- 2009 AZ Register of Contractors Workmanship Standards
- 1997 Uniform Administrative Code Tables 3A-3H Permit Fees
- 2010 International Green Construction Code

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

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

1. Maintain Department Records:
  - a. Permit Applications
  - b. Correction Notices
  - c. Approval Records
  - d. Certificate of Occupancy

2. Support Staff:
  - a. Provide as needed: plan review, inspections, and code enforcement.
  - b. Provide administrative/clerical staff as demand increases.
  - c. Provide industry instructors to educate department staff.
  
3. Department Support:
  - a. Review documents the department intends to introduce as policy.
  - b. Code Interpretation.
  - c. Assist with revenue generating ventures as a sub-consultant.

## 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 qualifications of consultant firm and each team member, and sub-consultant.
  
- ***Experience.*** The relevant and current experience of each team member detailing the team members' involvement with the projects described and the outcomes (i.e. met timeline, budget, expectations, etc.).
  
- ***Quality of Work Plan.*** The approach and direction the Consultant intends to take, 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 request and demonstration of ability to have the capacity to meet that schedule.
  
- ***Knowledge.*** Demonstrate knowledge of Navajo Nation, Federal, and local laws, rules and regulations.
  
- ***Cost.*** Provide a detailed cost schedule in relation to the services and products to be provided including a contingency amount (Township 5% sales tax applies).
  
- ***Native American Preference.*** Native American majority owned firms shall be given preference if all qualifications stated in this RFQ are adequately demonstrated.

## VII. SUBMITTAL REQUIREMENTS

1. Statement of Qualifications shall be limited to twelve (12) pages and include a cover letter/statement of interest indicating the firm's interest in the project including a brief overview of the company, history of the organization, and qualifications and experience on similar projects.
2. At least three (3) examples of projects, with similar size and scope, demonstrating your firm's successful management of the project. Commitment the consultant team, especially the project manager(s), shall remain in place for the duration of the contract.
3. A list of three (3) individuals, including their resumes, ***“Resumes shall be limited to two pages in length and will be excluded from the twelve (12) maximum pages SOQ count”*** of those who would be assigned to work on the project and their qualifications relating to the requested Scope of Services including experience in an oversight role and presentation of financial information for projects associated with.
4. Description of the firm's approach and how the firm plans to accomplish the Scope of Services outlined above including the proposed cost of providing these services. Provide separate cost categories with detailed budget addressing the following:
  - a) Administrative staff rates
  - b) Mileage
  - c) Other reimbursable items

When the contract is awarded, the Township will satisfy invoiced items on negotiated rates for completion of each task listed in the Scope of Services.

5. Identification of all available insurance coverage (e.g., Errors and Omissions, Workers Compensation, Automotive, Commercial, General, Professional Liability) the firm may possess. ***“These documents will be excluded from the twelve (12) maximum pages SOQ count”***.
6. A copy of the proposer's Navajo Business Regulatory Certificate (if applicable).
7. Any additional information you deem necessary.
8. Submit seven (7) hard copies.