

**Kayenta Township
Request for Proposals
Professional Land Surveying Services**

Scope of Work – Kayenta Township Homesite Surveying

Description: The Kayenta Township is seeking professional land surveying services to finalize the homesite leasing process to local residents of Kayenta. This will include research of existing surveys within the residential sectors of Kayenta and will coordinate with the Navajo Land Administration office and the Tuba City Agency Bureau of Indian Affairs Realty Office.

Scope of Work:

1. Meet with the delegated KTC Staff on the history of the existing residential sectors of the Kayenta Township.
2. On-site visit to view the residential sectors for homesites needing surveys. (Aerial)
3. Research other existing surveys so as to not encroach on existing boundaries of neighboring lots.
4. The surveyor is required to be certified and licensed.
5. The surveyor will provide two surveys with legal description and topographic maps of each lot surveyed totaling seventy (70) individual lots.
6. The surveyor will work with KTC, however will also coordinate with the Tuba City Navajo Land Administration Office, the Tuba City Agency Bureau of Indian Affairs Realty office, and other entities or persons of interest to complete the services requested.

End of Scope

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The Kayenta Township, a political subdivision of the Navajo Nation, is seeking proposals from qualified land surveyors to provide surveying services for homesite leasing purposes within the Kayenta Township, which encompasses approximately 3606.43 acres, more or less, in Kayenta, Navajo Nation (Arizona).

SCOPE OF THE CONTRACT

The Kayenta Township intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years-experience and history with providing the described services.
2. The Navajo Business Opportunity Act will apply.
3. Contractor must register for a Kayenta Township Business License and pay applicable taxes and fees.

REQUIREMENTS:

The respondent will furnish all requested information as specified in the RFP.

PROPOSAL CONTENT AND REQUIRED INFORMATION:

Please utilize the outline described below with two (2) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Schedule
5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; and 6% Kayenta Township Sales Tax.
7. Availability: timeliness of the proposed time schedule; and overall responsiveness to this RFP based upon information submitted by the firm.
8. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

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- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
- b. Quality of products, ability to install, and warranty services. (30 points)
- c. Project Schedule. (20 points)
- d. Navajo Preference. (5 points)
- e. Cost (separate sealed envelope). (25 points)

TYPE OF CONTRACT

The Kayenta Township will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed.

The Kayenta Township will abide by the Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act, and reserves the right to reject any and all bids and to waive any informality.

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