



**KAYENTA TOWNSHIP COMMISSION**

**Request for Proposals:**

**Fire Department Drive Way Repair and Chip & Seal**

PROPOSAL DUE DATE: June 16, 2023

CONTACT PERSON: Kurt Claw, Public Works Manager

PLEASE RETURN ALL RESPONSES TO:

Mailing Address: Kayenta Township Commission  
Attn: Olivia Jones, Town Manager  
P.O. Box 1490  
Kayenta, Arizona 86033

Physical Address: Kayenta Township Commission  
1/4 Mile North on Hwy 163  
Kayenta, Arizona 86033

**Clearly Mark Confidential: "RFP - DO NOT OPEN"**

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**I. INTRODUCTION.**

The Kayenta Township Commission (“Commission”), the governing body of the Kayenta Township (“Township”), a home-rule political subdivision of the Navajo Nation, is issuing this Request for Proposals (“RFP”) for internal audit services from interested firms who have experience in the scope of work, meet the minimum qualifications set forth in this RFP, and who are not disbarred or otherwise ineligible under applicable law. This RFP, any contract negotiations, and finalization of a contract shall be carried out by Township management and staff.

**II. BACKGROUND**

The Commission is the governing body of the Township, a “home-rule” municipality located on Navajo tribal trust lands in Kayenta, Navajo County, Arizona. The Navajo Nation is a federally recognized Indian tribe with reservation lands covering a large area of Arizona, Utah, and New Mexico. The Commission and Township share in the sovereign aspects of the Navajo Nation and in its various governmental privileges and immunities. The Commission was first established in 1985 by the Navajo Nation Council as a “pilot project” for local governance. Since 2003, after codification of its plan of operation by the Council, the Commission has had broad authority and responsibility to govern for the welfare of Township and its residents, including the inherent authority to enact such ordinances, rules and regulations as it deems in the best interest of the Township. *See* 2 N.N.C. §§ 4081-4086 (2005); *Kayenta Township Comm’n v. Ward*, 9 Nav. R. 481, 486 (Nav. Sup. Ct. 2011) (the broad grant of power to KTC under Title 2 of the Navajo Nation Code includes the power to exercise all inherently governmental functions); *Kayenta Township Comm’n v. Ocean Properties Ltd.*, No. KY-CV-058-2013, slip op. at 7, 11 (Kayenta Dist. Ct. Dec. 4, 2013) (confirming the Commission’s authority to adopt and enforce local ordinances).

**III. PROJECT SUMMARY AND DESCRIPTION**

The Kayenta Township will receive bids from qualified businesses/companies to provide a replacement for Fire Department Driveway and a Chip Seal, Fog Coat, pre and post-pavement cleaning, pavement marking placement, and all incidental items related thereto to complete the work on various roads within the Kayenta Township boundaries. Supplier(s) must be licensed and insured and have specific experience and qualifications in the area identified in the solicitation.

**IV. SCOPE OF WORK/SERVICES**

A. Objectives.

- Fire Department Driveway Replacement must accommodate fire department apparatus. Replace existing asphalt on the driveway with concrete that must support the imposed load of fire apparatus weighing at least 75,000 pounds. 3,382 ft<sup>2</sup> at a depth of 8”4500 PSI concrete with #7 rebar at 12" on center each way at the existing slope.

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- Chip Seal aggregate shall be delivered to two project locations as follows:
  - (1) Folgers Lane: 0.51 miles - From Hwy 163 intersection to Hwy 160 intersection.
  - (2) BIA Route 59-1: 5,259 ft - From cattle guard to the end of the rodeo ground boundaries.

B. Engagement Procedures. As set forth in subsection (A), next above, procedures conducted by the selected firm will include the following:

- Roadway Reconditioning, obtained from the shoulder and back slope of the existing route.
- Subgrade Preparation, the top 6 inches shall be compacted to 95% of the maximum density.
- Aggregate Base Coarse Delivery and Placement of ABC
- 1.50 miles
- 2948 Tons
- Double Chip Seal, 7920-foot length by 20-foot uniform width
- Fog Seal application, 7920-foot length by 20-foot uniform width
- Permanent Signage placement, Two (2) - Type R2-1 (30mph), 24"x30" (Conventional). Pavement Markers, non-plowable for 7920ft
- This work involves furnishing and applying water to control dust caused by work and public traffic. reconditioning ditches, shoulders, roadbeds, aggregate surfaces, or the entire road.
- Applying an emulsified asphalt fog seal. Emulsified asphalt is designated according to AASHTO M 140 or AASHTO M 208.
- Applying a single or double course chip seal. Asphalt binder is designated according to AASHTO M 320, and emulsified asphalt is designated according to AASHTO M 140 or AASHTO M 208.
- The Contractor shall only chip seal one half of the street at a time and use arrow boards to direct traffic when Chip sealing due to bus traffic and traffic volume. The Contractor shall also have several flaggers available and on-site when sealing to assist in traffic control.
- The haul will be partly on primitive earth roads, a mechanic must be available to keep trucks in workable condition.
- The contractor shall supply all utilities, including but not limited to water, power, and fuel, for the work designated in the task order. Water for construction shall be the responsibility of the contractor.

**V. MINIMUM QUALIFICATIONS**

- The selected firm shall have an outstanding record of performance and timeliness in the

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execution of previous contracts for the Scope of Work, as confirmed by at least three professional references.

- The firm shall have specific experience and established qualifications in the Scope of Work, above.

**VI. SPECIAL REQUIREMENTS**

Experience with indigenous groups, tribes and/or tribal enterprises is desirable but not required. The Company recognizes Navajo and Indian preference in contracting selection and specifically complies with the requirements of the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 *et seq.* As applicable, preference will be given to firms on the Source List of Certified Navajo Businesses kept by the Navajo Nation Business Regulatory Department, Division of Economic Development, that meet the minimum qualifications of this RFP.

Proposals by any firm that has been disbarred or is otherwise deemed ineligible under the Navajo Business and Procurement Act, 12 N.N.C. § 1501 *et seq.*, or other applicable law, including without limitation the Ethics in Government Law, 2 N.N.C. § 3741 *et seq.*, shall not be considered.

**VII. PROJECT TIMETABLE**

Proposals are required to be submitted no later than June 16, 2023 at 5:00 p.m. (DST). The Commission nonetheless retains the right to accept late submissions, in its sole discretion, subject to compliance with applicable law. The following schedule shall apply, unless otherwise modified by the Township, in accordance with applicable law:

Issuance of RFP:	May 26, 2023:
Proposals Due:	June 16, 2023 @ 5:00 p.m. (DST)
Selection of Successful Firm:	June 20, 2023
Commencement of Services:	TBD

Termination of Contract and Deliverables shall be in accordance with Contract terms.

**VIII. GENERAL CONDITIONS**

A. Limitations. This RFP does not commit the Commission to award a contract, to pay any costs incurred in the preparation of the RFP or contract in response to this request, or to procure or contract for services or supplies. The Commission expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The Commission reserves the right to withdraw this RFP at any time without prior notice. Further, the Commission reserves the right to modify the RFP schedule described above.

B. Award. The Commission may ask RFP finalists to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be

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required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. The Commission also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. Modifications to RFP Requirements. Any changes to the RFP requirements will be made by written addenda by the Commission and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation. No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the Commission shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expenses. Pre-contractual expenses, ***which are not chargeable to the Commission***, are defined as expenses incurred by proposers and the selected firm in: preparing proposals in response to this RFP; submitting proposals to the Commission; negotiations with the Commission on any matter related to proposals; other expenses incurred by a contractor or proposer prior to the date of award of any agreement. In any event, the Commission shall not be liable for any pre-contractual expenses incurred by any proposer or selected firm. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. The Commission shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature Authority. The proposal will also provide the following information: name, title, address and telephone number of an individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an officer or principal authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period. Execution of the contract is expected by June 26, 2023.

G. Term. The initial period of the contract will be for the duration of the project, with the option to extend the contract upon agreement and execution by the Parties of an amendment in writing.

## **IX. PROPOSAL CONTENT AND ORGANIZATION**

A. Transmittal Letter. The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter needs to be prepared to accompany all copies of the technical and cost proposals.

B. Table of Contents. A listing of the major sections in the proposal and the associated page numbers.

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C. Introduction. In this section, the firm should demonstrate an adequate understanding of the contractor's role and relationship with the Commission.

D. Technical Approach. This should include:

1. A brief description of the firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the Services.
2. A brief description of the firm's experience with similar organizations and similar work.
3. An organizational chart depicting the individuals or team proposed by the firm, a summary of their qualifications including requisite certifications, and experience of each member proposed to provide services.

E. Consultant Staff. The Proposal shall describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager shall be designated, and an organizational chart showing the manager and all project staff shall be included.

F. Consultant Qualifications and References. The Proposal shall include a list of references for similar clients, in accordance with the minimum requirements set forth herein.

G. Cost Proposal. **The cost/bid portion of the Proposal shall be packaged separately** from the rest of the Proposal and shall describe in detail flat rates, hourly rates, reimbursement of expenses, etc. Prior to opening the rest of the Proposal, the cost/bid portion of the proposal shall be reviewed by the Township to determine whether it is at or below the maximum feasible cost for the Services. **Failure to package the cost/bid portion of the Proposal separately shall render the Proposal non-responsive.**

H. Number of Copies. Interested firms shall provide four (4) bound copies and one (1) unbound original (suitable for reproduction) of the firm's Proposal. All copies should be sealed and should indicate on the outside whether the firm is on the Source List of Certified Navajo Businesses and, if so, whether the firm is Priority #1 or #2.

I. Submittal. The Proposal should be hand delivered or submitted via courier (e.g., Federal Express, UPS) to:

Kayenta Township  
Attn: Olivia Jones, Town Manager  
P.O. Box 1490  
Kayenta, AZ 86033

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**X. PAYMENT SCHEDULE**

Payments shall be made in accordance with the contract terms.

**XI. CONTACT PERSON**

The successful firm will report directly to the Town Manager, Olivia Jones, and any questions about the RFP should be directed to Kurt Claw, Public Works Manager at (928) 697-8451, or to [kclaw@kayentatownship-nsn.gov](mailto:kclaw@kayentatownship-nsn.gov).



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**XII. ATTACHMENT APPENDICES**

**APPENDIX A: SCOPE OF WORK 1 - MAP**



Location: Intersection of Hwy 163 and Folgers Ln



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**APPENDIX B: SCOPE OF WORK 2 - LOCATION 1 MAP**

Location: Route 59-1: From cattle guard 1 to cattle guard 2





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**APPENDIX C: SCOPE OF WORK 2 - LOCATION 2 MAP**

Location: Folgers Ln: Intersection Hwy 163 (next to the Fire Dept.) to Intersection Hwy 160 (next to Sonic Drive-In Diner)

