

**REQUEST FOR PROPOSAL FOR LICENSED CIVIL ENGINEERING  
SERVICES FOR THE DESIGN AND PLANNING OF A DOMESTIC  
WATER TANK AT NTU CHINLE CAMPUS  
RFP-2022-4**

Inquiries for proposal and procurement information should be directed to:

**Arlena Benallie  
Director, Chinle Site Campus  
Phone: Arlena: (928) 882-3139  
Email: [abenallie@navajotech.edu](mailto:abenallie@navajotech.edu)**

Completed proposals can be emailed to [finance@navajotech.edu](mailto:finance@navajotech.edu) or mailed to address below, it must be received no later than **5:00 p.m. on July 8, 2022.**

**Shawna Ramone, Purchasing Coordinator  
Finance Office  
Navajo Technical University  
P.O. Box 849  
Crownpoint, New Mexico 87313  
Email: [sramone@navajotech.edu](mailto:sramone@navajotech.edu)**

Proposals must be received by the date and time specified. Late proposals will be disqualified. In order to be considered for selection, the firm must submit a complete response to the RFP. Incomplete proposals may not be considered if the omissions are determined to be significant.

**The proposals must be submitted as:**

- A. One (1) original, and two (2) copies of the proposal.**
- B. One (1) original, and two (2) of the Cost (Fees) Proposal.**
- C. One (1) Electronic Flash Drive of the Proposal**
- D. Priority I & II needs to be specified on the outside of proposal packet**

The Cost Proposal must be submitted in a **sealed envelope**, which specifies on its face the name of the firm and must clearly be marked, **Bid for Licensed Civil Engineering services for the designing and planning of a domestic water tank at the Chinle NTU Campus.** Proposals received after the date and time specified shall be returned unopened.

The Navajo Technical University reserves the right to reject any and all proposals submitted, to waive any informalities or irregularities and to re-advertise in its best interest, and to request additional information from all purposes. The advertisement for proposals does not commit Navajo Technical University to award a contract nor to pay any costs incurred for the preparation of proposals. Any contract awarded will be awarded to the firm, who, based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both qualifications and cost.

**Navajo Nation Business Opportunity Act (NN Title 5, Chapter 2) and Indian Preference (25 C.F.R. 1000.52) will be applied.**

In compliance with this request for proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Bidder:

\_\_\_\_\_  
Name & Address of Firm

\_\_\_\_\_  
By: Please Print Name

\_\_\_\_\_  
Signature: In ink

\_\_\_\_\_  
Title:

\_\_\_\_\_  
FEIN:

\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
FAX Number:

\_\_\_\_\_  
Date:

## I. General Information

### A. Purpose

The purpose of this Request for Proposal is to plan for the Foundation Design and infrastructure of a water tank and filters for purifying the domestic water for Navajo Technical University (NTU) at the Chinle campus in Chinle, Az. NTU has a master plan that includes a 19 phase development, the development will happen over several years and the water tank must be able to support all future developments. All campus developments are also never finished with the University growing and many curriculum changes and adding new programs, therefore flexibility must also be considered and planned for.

The projected number of students attending the Chinle Campus is estimated at 1,500 to 3,000 potential students in the future once the full build out is completed. The location currently has two existing buildings that are now occupied and both buildings totaling 26,000 sq ft.

The University had recently added four additional modular units; these units are currently not occupied with plans of adding an additional 6 modular units and 10 mobile homes and 5 RV parking areas onto the property by May 2022 totaling an estimated average of 26,000 (+-) ft.<sup>2</sup>.

In addition to the new modular units the University is projecting to develop additional facilities totaling an estimated average up to 250,000 ft.<sup>2</sup> within the next 5 to 6 years. The University also has plans for additional developments to include faculty/staff housing, dormitories and student housing and other development to make Chinle NTU a complete college branch campus with all amenities to position itself as a high quality educational campus.

The water tank and everything needed to supply water and meet the operations must be built with the extra capacity of future developments.

The successful bid must include:

- Review master plan to determine the size of tank for water storage
- Collaborate and work with NTUA for standards and requirements
- Plan for a Booster Pump and station
- Water service/ water flow pressure
- Fire Suppression
- Fire Hydrant
- Determine the best equipment, sizing, and height of the water tank
- Fire line
- Determine the ground elevation for tank
- Provide a complete detailed geotechnical investigation to understand the soil properties for the site location. This is important for the foundation of the water tank to resist any settlement and overturning.

The selected firm will be a nationally recognized company with extensive experience in designing and planning water tank systems for more than 5 projects in the commercial industry. The successful bidder will also provide documentation of a history of successful completed projects included in the bid.

One vendor per bid and the vendor must bid on all components. The term of the contract is at the sole discretion of the Board of Trustees of the College.

**B. Anticipated Schedule of Events**

The timetable for this RFP is presented below:

<u>Activity</u>	<u>Target Date</u>
Issue Request for Proposal	May 16, 2022
Proposals due by 5:00 P.M. MST	July 18, 2022
Selection/Recommendation	TBD
Approval and Award of Contract	TBD

**I. University Narrative and Background**

Navajo Technical University is a tribal technical university established in 1979 and chartered by the Navajo Nation. The main campus of the University is located in Crownpoint in Northwest New Mexico with an instructional branch in Chinle, Arizona. The design project referenced in this proposal will be located at the Chinle, Arizona site. The University prepares Navajos and other students with a quality technical and vocational education, associate degrees, baccalaureate degrees, graduate degrees, certificates, or community education in a higher learning setting. With a current enrollment of roughly 1,400 students at the main campus and at its satellite sites in Chinle and Teec Nos Pos, Arizona and Kirtland, Church Rock, and Zuni, New Mexico, the University is in a unique position to transition students directly into the workforce; it addresses the higher education needs of the Navajo Nation in an immediate and comprehensive manner. Navajo Technical University is accredited by The Higher Learning Commission (HLC) and is a member of the American Indian Higher Education Consortium (AIHEC).

**II. Scope of Services**

The Scope of Work/Services is as follows:

- 1) Design and infrastructure of a water tank and filters for purifying the domestic water with capability of future expansion

- 2) A schematic design pipeline to distribution to include pipeline alignments, utility infrastructure and building components.
- 3) The selected firm will be required to cooperate and coordinate with NTUA and/or other consultants by NTUA or NTU. The design will be reviewed by NTUA
- 4) The selected firm will be required to cooperate and coordinate with NTU owner's representative and team
- 5) Develop a comprehensive plan for water and wastewater
- 6) Booster Pump and Station
- 7) Water storage facility to be determine by the comprehensive study
- 8) Record drawings
- 9) Fire Suppression
- 10) Fire Hydrant
- 11) Determine the ground elevation for tank
- 12) Provide a complete detailed geotechnical investigation to understand the soil properties for the site location. This is important for the foundation of the water tank to resist any settlement and overturning.
- 13) Provide and complete a topographical survey and site layout, if needed. Must review the existing master plan prior to any additional surveys beforehand.
- 14) Perform an engineering analysis to prepare preliminary and final design, design report, drawings and specifications and must provide a cost estimation, construction schedule, and provide all documents using the design guidelines and criteria from regulatory agencies to meet the standards, regulations, permits, codes to NTUA and the Navajo Nation Environmental Protection Agency.
- 15) Perform a Mechanical and structural analysis to ensure the project will meet and support the maximum loads
- 16) Water tank is to be tied in with existing water system and to pressurize water flow to all existing and future buildings

### III. Proposal Requirements

**The proposals must be submitted in two parts:**

- A. One (1) original, and two (2) copies of the "Bid for the Foundation Design and infrastructure of a water tank and filters for purifying the domestic water for Navajo Technical University" proposal.**
- B. One (1) original of the Cost (Fees) Proposal.**

The Cost Proposal must be submitted in a **sealed envelope**, which specifies on its face the name of the firm and must clearly be marked, "**Bid for the Foundation Design and infrastructure of a water tank and filters for purifying the domestic water for Navajo Technical University**". Proposals received after the date and time specified shall be returned unopened. In order for your proposal to be considered, it must include the following:

A. Bidder's Requirements

1. Clearly identify the approach and the philosophy for the desired outcome of the design of the intended project.
2. Provide a listing of the design team and expertise and years of each team members experience
3. Demonstrate and share previous experience with projects of this scope within the past 5 years
4. Proposal must include a minimum of five (5) references including contact name, position title, address, phone number for all individuals who are knowledgeable of the quality of the engineering design of the bidder.
5. The bidder must also show evidence of expertise with the use of BIM and must provide information and documentation of how the bidder incorporated this method with other projects

B. Cost (Fees) Proposal – Attachment A

1. A separate cost proposal is required.
2. The University requires a detailed billing statements, if applicable, which shall include, but are not limited to the following items:
  - Schematic Design
  - Design Development
  - Pre-construction Services
  - Engineering and Design Fees

IV. Preparation of Proposal

- A. Consultants interested in submitting a proposal or have questions regarding the required services, the contents of proposal, the selection or any other requirements, these questions should be directed to the following individual:

Arlena Benallie  
Phone: Arlena: (928) 882-3139  
Email: [abenallie@navajotech.edu](mailto:abenallie@navajotech.edu)

- B. The bidding firm is expected to examine this Request for Proposal (RFP) carefully, understand the terms and conditions for providing the pertinent information, and respond completely. Each bidder shall submit proposals containing all information required by the RFP.
- C. Failure to respond to all portions of this RFP may result in the bidder's submission being deemed non-responsive. Proposals must be signed by an officer or principal of the Consultant; however, they may be signed by an agent if accompanied by written evidence of authority.
- D. **The proposals must be submitted in two parts:**
1. **One (1) original, and two (2) copies of the "Bid for the Foundation Design and infrastructure of a water tank and filters for purifying the domestic water for Navajo Technical University" proposal.**

**2. One (1) original of the Cost (Fees) Proposal.**

The Cost Proposal must be submitted in a **sealed envelope**, which specifies on its face the name of the firm and must clearly be marked, **“Bid for the Foundation Design and infrastructure of a water tank and filters for purifying the domestic water for Navajo Technical University”**. The listed proposal requirements will be accepted at the address stated below or hand delivered at location specified in Section VIII, Part E. **by no later than 5:00 P.M., Thursday, July 8, 2022. Proposals received after this time and date specified will not be considered.**

**ATTACHMENTS:**

**ATTACHMENT A: W-9 FORM**

**ATTACHMENT B: DEBARMENT FORM**

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**or**

<b>Employer identification number</b>									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

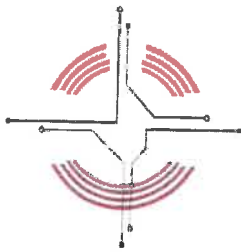
## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

- Form 1099-INT (interest earned or paid)





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**NAVAJO TECHNICAL UNIVERSITY**

ESTABLISHED 1979

**ATTACHMENT B – DEBARMENT**

**FOR A TERM CONTRACT FOR PROFESSIONAL CONSULTING OR CONTRACTUAL SERVICES FOR NAVAJO TECHNICAL UNIVERSITY**

***Certificate for Non-Suspension or Debarment***

Navajo Technical University is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from participating in Federal, State or New Mexico, or Navajo Nation funded contracts. Covered transactions include procurement contracts for goods or professional services in any amount and all non-procurement transactions. This certification is required for all bidders on Navajo Technical University to be awarded and all non-procurement transactions.

The CONTRACTOR hereby certifies that its firm and its principles are not currently suspended or debarred from bidding on any Federal, State of New Mexico, and Navajo Nation funded contracts.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(Signature Line, Authorized Representative)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(Date)

**SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 20\_\_\_\_**

\_\_\_\_\_  
**Notary Public**

**My Commission Expires** \_\_\_\_\_

\_\_\_\_\_  
NAVAJO TECHNICAL UNIVERSITY • PO BOX 849 • LOWER POINT RD. STATE HWY. 371 • CROWNPOINT, NEW MEXICO 87313  
PH# (505)786-4100 • FAX# (505)786-5644

WWW.NAVAJO TECH.EDU