



# REQUEST FOR PROPOSAL (RFP)

**SITE SURVEY & BOUNDARY SURVEY**

**PROJECT: CHINLE VENDOR VILLAGE**

CHINLE CHAPTER GOVERNMENT

P.O. BOX 1809

CHINLE, AZ 86503

**Proposal Submittal Deadline**

**Thursday, March 24, 2022**

**3:00 PM – MDT (Local Time)**

**Bid Number**

**CCG-2022-001**



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## 1. PROJECT SUMMARY

The Chinle Chapter Government is currently working to develop a project near Canyon de Chelly known as the Chinle Vendor Village. The project has been a focus of the Chapter since the 1980's and the Chapter now has funding secured for pre-project and design services.

The Chapter is soliciting proposals to perform survey work at the project location. The scope of services will need to meet the requirements of the Navajo Land Department and will include a site survey and a boundary survey.

## 2. RFP INFORMATION AND GUIDELINES

All proposals in response to this RFP are due no later than 3:00pm MDT, March 24, 2022.

Proposal submittals shall be submitted electronically to the Project Management firm, Kenew, LLC., to the attention of Chad Hafstrom, Principal. The email address is [chadh@kenewllc.com](mailto:chadh@kenewllc.com).

If submitting firms cannot submit the proposals electronically, a physical copy of the proposal may be submitted at the Chinle Chapter Administration located at 4600 Navajo Route 7, Navajo Nation Building 4600, Chinle, AZ by the above stated deadline. The mailing address for the Chinle Chapter is P.O. Box 1809, Chinle, AZ 86503.

Questions related to the Project and the RFP shall be directed to Chad Hafstrom, Principal, Kenew, LLC. at [chadh@kenewllc.com](mailto:chadh@kenewllc.com).

### Approximate Timeline:

Deadline for Questions	March 17, 2022
Receipt of RFP's	March 24, 2022
Evaluation of RFP's	March 24 <sup>th</sup> to March 31 <sup>st</sup>
Notice of Award	April 4, 2022
Contract Negotiations	By April 8, 2022
Commencement of Work	April 18, 2022

### **3. PROJECT DESCRIPTION**

The Vendor Village project consists of multiple structures and improvements sitting on approximately 19 acres of land located between the Chinle Holiday Inn and the entrance into Canyon de Chelly National Park. The project will house up to 50 spaces for vendors to operate, as well as a common parking lot for the tourist and vendor area. There will also be a community park component consisting of basketball courts, sand volleyball courts, playgrounds, and a walking trail. The project will also include a small amphitheater.

The project is currently in the conceptual phase. A design team will be selected in early 2022 to expand the concept into a design with construction documents. It is anticipated that the site will have earthwork and grading throughout most of the area. It is also anticipated that new underground utilities will be constructed to serve the site including water, sewer, and electricity. Two new driveways connected to the main road are also expected.

### **4. SCOPE OF SERVICES**

The Chinle Chapter Government has secured a 5-Year Land Designation Withdrawal for this area of land through the Navajo Land Department. The final land clearances and environmental studies are needed to allow the Chapter to attain full designation of the land for the Vendor Village project. The scope of services for the successful bidder will be to provide the required surveys to obtain the final release from the Land Department, including appropriate boundary surveys. The survey must include National Park Service and Navajo Trust Land; survey points, data showing differences in plots, and GPS coordinates

### **5. PROJECT SCHEDULE**

The concept of the Vendor Village project dates back to the 1980's. The Chinle Chapter is now focusing on bringing this concept to reality. The Chapter has received funding for pre-design activities that must be expensed in the Spring of 2022. The Chapter would like to have the pre-design scopes of work done as quickly as possible, with the hopes of design work beginning in June 2022. The proposers shall identify a timeline of activities for this scope of work and propose a completion date when all reports will be received.

## **6. QUALIFICATIONS**

Proposing firms shall provide proper license and provide credentials to perform this scope of work. Firms shall demonstrate an expertise in providing these services on similar types of projects. Firms must provide at least five (5) previous projects with similar scopes of work.

## **7. SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA**

The Chinle Chapter Government and Project Team will evaluate all proposals and base the potential award on the following criteria:

- Firm Experience – 25 Points: Demonstrate overall firm experience as it relates to this project, including Key Personnel experience.
- Previous Projects – 25 Points: List Three (3) projects that are similar in scope, including size, location, and complexity. Also list references for each project.
- Value and Cost – 35 Points: The Cost Proposal will be evaluated in accordance with the Navajo Nation Business Opportunity Act.
- Overall Quality of the Proposal – 15 Points: The submittal will be evaluated on its overall quality and content.

## **8. NAVAJO NATION BUSINESS OPPORTUNITY ACT**

The Navajo Nation Business Opportunity Act shall apply to this Request for Proposal. Prospective bidders are encouraged to familiarize themselves with these requirements. The Navajo Business Opportunity Act and related forms can be found at [navajobusiness.com](http://navajobusiness.com).

The Chinle Chapter Government reserves the right to waive any formalities or irregularities in the RFP. The owner also reserves the right to reject any or all bids.