

Request for Proposals
FOR ADA PATHWAYS:



Tuba City Fairgrounds
Tuba City Fairgrounds Rd
Tuba City, Arizona

May 20, 2024

**To’Nanees’Dizi Local Government Request for Proposals
Tuba City Fairgrounds**

Introduction

This invitation for proposals is open to all qualified persons, firms, enterprises, organizations, and/or other entities currently certified by the Navajo Nation Regulatory Department as prioritized under Section 204 (A)(1) and (2) of the revised Navajo Nation Business Opportunity Act, et. seq., to provide professional construction of ADA pathways for the Tuba City Western Navajo Fairground.

A. Contact Person

Durann Begay, Executive Manager
To’Nanees’Dizi Local Government
PO Box 727
220 S Main Street
Tuba City, AZ. 86045
(928) 283-3284
tonaneesdizi@navajochapters.org

- B. Submission Deadline: RFP’s shall be submitted to the contact person no later than 4:00 PM DST on June 7, 2024. Any proposals received after the submission deadline will be rejected and returned unopened to the sender.

Background

The Western Navajo Fair is held on the 2nd week of October, this year’s dates are October 17-20, 2024. This event has approximately 30,000 attendees during our fair weekend. We would like to implement ADA Pathways to our fairgrounds to be compliant with ADA accessibility laws during community hosted events.

Project Goals

The scope of this project involves the installation of ADA-compliant pathways at the Western Navajo Fairground to ensure accessibility for all visitors, including those with disabilities. The pathways will be designed and constructed to meet the requirements set forth by the Americans with Disabilities Act (ADA) guidelines.

It will include an analysis of current site conditions, development recommendations, phasing priorities, and cost estimates.

Anticipated proposal components include:

1. Site Assessment:

Prior to commencement of work, a comprehensive site assessment will be conducted to evaluate the current condition of existing pathways and identify areas requiring modification or construction of new pathways. This assessment will also consider factors such as slope, terrain, existing infrastructure, existing infrastructure Right of Ways (ROW)/easements, and proximity to key facilities and attractions.

2. Design and Planning:

Based on the site assessment findings, a detailed design/site plan design will be developed in accordance with ADA regulations and guidelines. The design will include specifications for pathway width, slope, surface materials, cross slopes, turning spaces, handrails/guardrails, curbs, and other necessary features to ensure accessibility and safety for individuals with disabilities.

Design must include:

- A. ADA compliant pathways- 8' Wide concrete with turndowns , 4" in depth (6" for any heavy equipment crossing if needed) approximately 23,600 S.F./ 280-300 Cubic yards of concrete for North to South pathways. And approximately 6,630 S.F./ 80-100 Cubic yards of concrete construction at east rodeo location. (See Exhibit 1)
- B. Concrete Landing pad with turndowns for porta-johns at fairground and rodeo ground.
- C. Concrete ADA parking spaces/aisle with turndowns and approximately 40,000 S.F. of Asphalt Parking lot area at southeast entry.

3. Material Selection:

Selection of appropriate materials for pathway construction will be based on durability, slip resistance, ease of maintenance, and compliance with ADA requirements. Consideration will be given to materials such as concrete, asphalt, pavers, or other suitable options based on site-specific conditions and budget constraints. All concrete construction will be reinforced with the proper steel rebar. Wire woven mesh, rebar chairs, and any anchor systems for the guard rails or handrail systems must be installed.

4. Construction:

The construction phase will involve the following activities:

- A. Contractor shall make all coordination/arrangements to design, set-up, order, pour, and install all pathway materials.
- B. Contractor shall provide all labor and equipment needed to complete job.
- C. Clearing and preparation of the pathway area, proper compaction to meet specification including removal of obstacles and vegetation grubbing as necessary.
- D. Grading and excavation to achieve the desired pathway slope and elevation with the proper site drainage and/or any runoff
- E. Installation of sub-base materials, such as aggregate or compacted fill, to provide a stable foundation.
- F. Placement and compaction of pathway surface materials in accordance

- with the approved design by owner.
- G. Installation of edge restraints, curbs, or ramps where required to maintain pathway integrity and prevent erosion.
 - H. Construction of transition areas between different surfaces or elevations to ensure smooth and continuous access to meet the minimum ADA slopes of ¼" to 1 requirement.
 - I. Installation of detectable ADA warning surfaces at intersections and other designated areas to alert individuals with visual impairments.
 - J. Installation of handrails, guardrails, and other safety features as specified in the design plan.
5. **Quality Assurance:**
Throughout the construction process, regular inspections will be conducted to ensure compliance with design specifications, ADA requirements, and relevant building codes. Any deviations or issues will be promptly addressed
 6. **Signage and Markings:**
ADA-compliant signage and markings will be installed along the pathways to provide directional guidance, identify accessible routes, indicate accessible entrances, and communicate other important information to visitors.
 7. **Project Completion:**
Upon completion of construction, a final inspection will be conducted to verify that all work has been performed in accordance with the approved design and specifications. The pathways will be formally handed over to the Western Navajo Fairground management, along with any relevant documentation, maintenance guidelines, and warranties.
 8. **Maintenance**
A maintenance plan will be provided to ensure the long-term upkeep of the ADA pathways, including regular inspections, repairs, and necessary modifications to address wear and tear, environmental factors, and changing accessibility needs.
 9. **Project Timeline and Deliverables:**
The project timeline will be outlined in a detailed schedule, including milestones for design approval, procurement of materials, construction activities, inspections, and project completion. Progress reports will be provided regularly to the Western Navajo Fairground management to track project status and ensure timely delivery of all deliverables.
 10. **Budget and Cost Estimates:**
A comprehensive budget will be developed based on the approved design and scope of work, including itemized cost estimates for materials, labor, equipment, permits, and any other project-related expenses. Efforts will be made to optimize cost-effectiveness while maintaining quality and compliance with ADA standards.
 11. **Communication and Coordination:**
Effective communication and coordination will be maintained throughout the project between all stakeholders, including the Western Navajo Fairground management, design consultants, contractors, regulatory agencies, and other relevant parties. Regular meetings, progress updates, and open channels of communication will facilitate collaboration and problem-solving to ensure project success.

Project Process

The project will be completed, generally, as follows:

- A. Meet with staff to develop and finalize a detailed work plan and schedule which at minimum will establish meeting and presentation schedules and clarify roles and responsibilities of both staff and consultant teams.
- B. Review all available background materials, historical documents, maps, site

- plans and other relevant information relating to the project.
- C. Perform site reviews and investigations, including a walk through with staff members.
- D. Review Survey Data and meet with stakeholders, including local chapter officials and managers in the development of the grounds.
- E. Meet with the TNDLG to review findings to date and identify their vision for the proposal.

The Consultant shall:

- A. Prepare a proposal with related narrative text, maps and visuals
- B. Furnish all itemized material listing as well as project phasing strategy, including labor, materials and equipment to perform the work as described and services in connection with the project in accordance with the requirements, criteria and instructions contained within this document.
- C. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the completion of the work, including but not limited to, the disciplines of Planning, Architecture, Engineering and Landscape Architecture as needed.
- D. Provide contractual arrangements, project submittal and design in accordance with recognized criteria, regulations, manuals and other applicable standards; and otherwise successfully provide all of the services required under this Request for Proposals.
- E. Be evaluated on staff experience, prior building, prior planning, include gantt charts, availability, financial stability, Navajo preference, and understanding of scope.
- F. Packet must include the following: Sealed Proposal, Statement of Qualifications, Name of Person responding to RFP, Name, Title, Phone numbers of persons authorized to negotiate on behalf of organization, certification of eligibility, completed & signed w-9,
- G. Commence work promptly after issuance of a contract agreement with the To’Nanees’Dizi Local Government.
- H. Make site visits as necessary for analysis, observation, data collection and documentation of existing conditions
- I. Review available existing information, plans and data provided by the To’Nanees’Dizi Local Government.
- J. Receive input from various stakeholders.

Proposal Submission Requirements

Submissions should be submitted electronically in a PDF Format via email):

- Firm name, address, telephone number and contact person. Identification of primary office location where work will be performed. A one-page statement of interest in and qualifications for this project.
- Brief history of the firm.
- Identification of one project leader to serve as the primary contact. Identification of other key personnel as project team members, including detailed resumes.
- Discussion of the firm’s specific abilities to provide the required professional services and qualifications related to the project requirements.
- Examples of specific knowledge and expertise related to this type of project.
- References of other municipalities for which the firm has provided similar professional services (minimum two references). Reference information must include:
 - Name of municipality
 - Project name
 - Contact person
 - Address
 - Telephone number

- Firm's key personnel assigned to the referenced project
- Copy of similar reports prepared for the project. (may be electronic only)
- References of other municipalities for which the firm has provided similar professional services (minimum two references). Reference information must include:

Description of the Selection

Process

RFP's and interviews will be evaluated on various criteria including, but not limited to, the following:

- Overall qualifications of the firm relative to this particular project
- Technical competency of the personnel assigned to the project
- Samples of similar work projects
- Past records of performance as determined from all available information to include contacting former clients
- The ability to complete to work within the proposed project schedule
- Capability and experience in engaging the public in the planning process
- Demonstrated history of creativity in the planning process
- Communication skills with staff and boards
- Quality of the proposal
- Overall costs and fees to be charged

Submittal of Work

Final submittal of documents for the proposal shall include (Submissions should be submitted electronically in a PDF Format via email):

- Contractor/Vendor qualifications:
 - Bonded
 - Licensed
 - Certified by the Navajo Nation Regulatory Department
 - Insurance
 - W-9 documents
- Breakdown of Cost
- Total Cost
 - Must only include Tuba City Sales Tax (6%), DO NOT INCLUDE NAVAJO NATION SALES TAX
 - Must register with Tuba City Tax Office
- Anticipated schedule of all deliverables and completion dates.

Exhibit A:

Legend

- Pathways
- Parking Areas

Legend

- ⦿ Polyline
- ⦿ Polyline [D881]0
- ⦿ WNF
- ⦿ WNF Electric Lines

