DINÉ COLLEGE
Request for Proposals (RFP)

PROJECT NAME: TC IT Infrastructure Upgrade Project
Project #: TC18IT0001

RFP Submitted By:

Hereinafter referred to as "Contractor": corporation☐, partnership☐, individual ☐
Native American-owned Firm? Yes☐, No ☐
State of Incorporation: _____

In submitting the RFP response to Diné College ("College"), Contractor acknowledges that:

a) Contractor has reviewed Attachments "B" 'TC IT Infrastructure Upgrade Project'.
b) Contractor understands that the Contractor will be compensated for actual costs incurred during the project subject to a not-to-exceed price;
c) Contractor possesses the financial ability and experience to complete the scope of the TC IT Infrastructure Upgrade Project and provide required construction services; and,
d) Contractor understands that the "Cost Proposal" is not the only factor that will determine the selection of the Contractor, and that the Statement of Qualifications submitted by the Contractor will also constitute part of the criteria used in the selection.

Required Information from Contractor:

NOT-TO-EXCEED COST PROPOSAL:	**$** _____
Total Number of Calendar Days to Complete Project:	_____
Contractor has completed/enclosed Attachment "A" 'Statement of Qualifications':	Yes ☐, No ☐ _____

RFP SUBMISSION BY:

Printed Name: _____
Title: _____
Mailing Address: _____
Telephone No.: _____
E-mail Address: _____
Fax No.: _____

SIGNATURE: _____ DATE: _____

RETURN RFP TO:	Mailing Address for regular mail: Diné College, Attn: Janet Benally, P.O Box C-12, Tsaile, AZ 86556 Mailing address for UPS, FedEx, Priority mail: Janet Benally, Accounting Office, Ned Hatathli Center – 6th floor Room 634, Tsaile, AZ 86556
RFP DUE:	One (1) hardcopy and Electronic Copy of the RFP responses should be returned in a **sealed** envelope to the College no later than **Wednesday, May 22nd at 12:00 p.m**.

	Facsimiles and emails will not be accepted. Sealed packages arriving via mail services or personal delivery will be accepted.
QUESTIONS:	Questions regarding the actual project may be directed to Mr. Leon Jackson, Work Ph: (928) 724-6774, Cell Ph: (928) 206-0630, E-mail: lejackson@dinecollege.edu

Additional Information:

- The College retains the right to reject any or all of the RFP responses that it receives.
- The Contractor is responsible to verify and confirm all measurements.
- **PROJECT WALK THROUGH: Friday, May 17, 2018 at 10 AM –Diné College Center, Tuba City, AZ – questions/directions contact Leon Jackson, Project Manager at 928-206-0630.**

ATTACHMENT "A"
Statement of Qualifications

(Contractor may attach documents as needed)

1. Name of Firm:	
2. State License No. (if applicable):	
3. License Expiration Date:	
4. Years Engaged Under Present Name:	
5. General Character of Work Performed by Contractor:	
Names/Titles of Key Personnel to be assigned to TC IT Infrastructure Upgrade Project:	
7. List of completed projects similar to TC IT Infrastructure Upgrade Project in past five years:	
8. Names of Clients that may be contacted as references (name, phone number, name of firm, project title):	

(Check applicable box) Current Status with Navajo Nation, State of Arizona Procurement Office, and System for Award Management for the U.S. Federal Government:

- ☐ Currently Not on Debarment Listing
- ☐ Currently On Debarment Listing

(Check applicable box) Contractor's firm is presently engaged in litigation?

- ☐ Yes
- ☐ No

ATTACHMENT "B"
TC IT Infrastructure Upgrade Project Summary

I. BACKGROUND

1. **Historical Background**. Established in 1968 as the first tribally controlled college in the U.S., Diné College is chartered and governed by the Tribal Council of the Navajo Nation. Diné College is affiliated with, and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Diné College maintains a multi-site system with campuses and centers located at six geographically dispersed sites in Arizona and New Mexico.
2. **Project Location** – Diné College Center, Tuba City, AZ.

II. PROJECT DESCRIPTION

1. The Diné College Center at Tuba City is located on Edgewater drive which runs east to west off Main Street. Tuba City Diné College Center has three buildings on site. There is an administrative Hogan, a faculty office building, and a general classroom building. The campus is rectangular in shape and the Hogan administrative center is located to the right side of the main entrance. The Faculty Office and General Classroom buildings are located north of the administrative center by approximately 1,000 feet (one thousand). The buildings are connected by a network of conduits which houses the IT related cabling which is deteriorated. This scope of work is to install new conduit, pull stations, and communications vaults to upgrade the network of conduits. The IT department will install the IT cabling and Fiber in-house. The successful contractor for this RFP will install conduit, pull stations, and communications' vault.

III. PROJECT SCOPE OF WORK

Part A – Demolition

1. Contractor will coordinate with the Information Technology department on any demolition. This project will not require the removal of the existing conduit network as the IT system cannot be interrupted during this transition.

Part B – New Construction

1. Contractor is responsible for Arizona Blue Stake, Notification to NTUA, and Notification to Arizona Public Service about the nature of the work.
2. Contractor shall coordinate with Diné College (DC) Operations & Maintenance Department (O&M) to locate all lines prior to digging.
3. Contractor is responsible to verify all measurements and pull station locations with the DC Information Technology Department contact person, Kevin Mitchell.
4. Contractor is to trench at a depth of 36 inches for the conduit runs for all locations.
5. Contractor will encounter pavement, curb and gutter during this project. Contractor is responsible to have all necessary equipment to work with the aforementioned.
6. Contractor shall repair curbs, pavement and other items related to the construction after the project's completion.
7. Contractor will install 4 inch (4") Schedule 40 PVC pipe.
8. Contractor shall install steel sleeves over the conduit in the area where the roadway exist for protection.
9. Contractor will place mule tape in all installed conduits for the length of each run

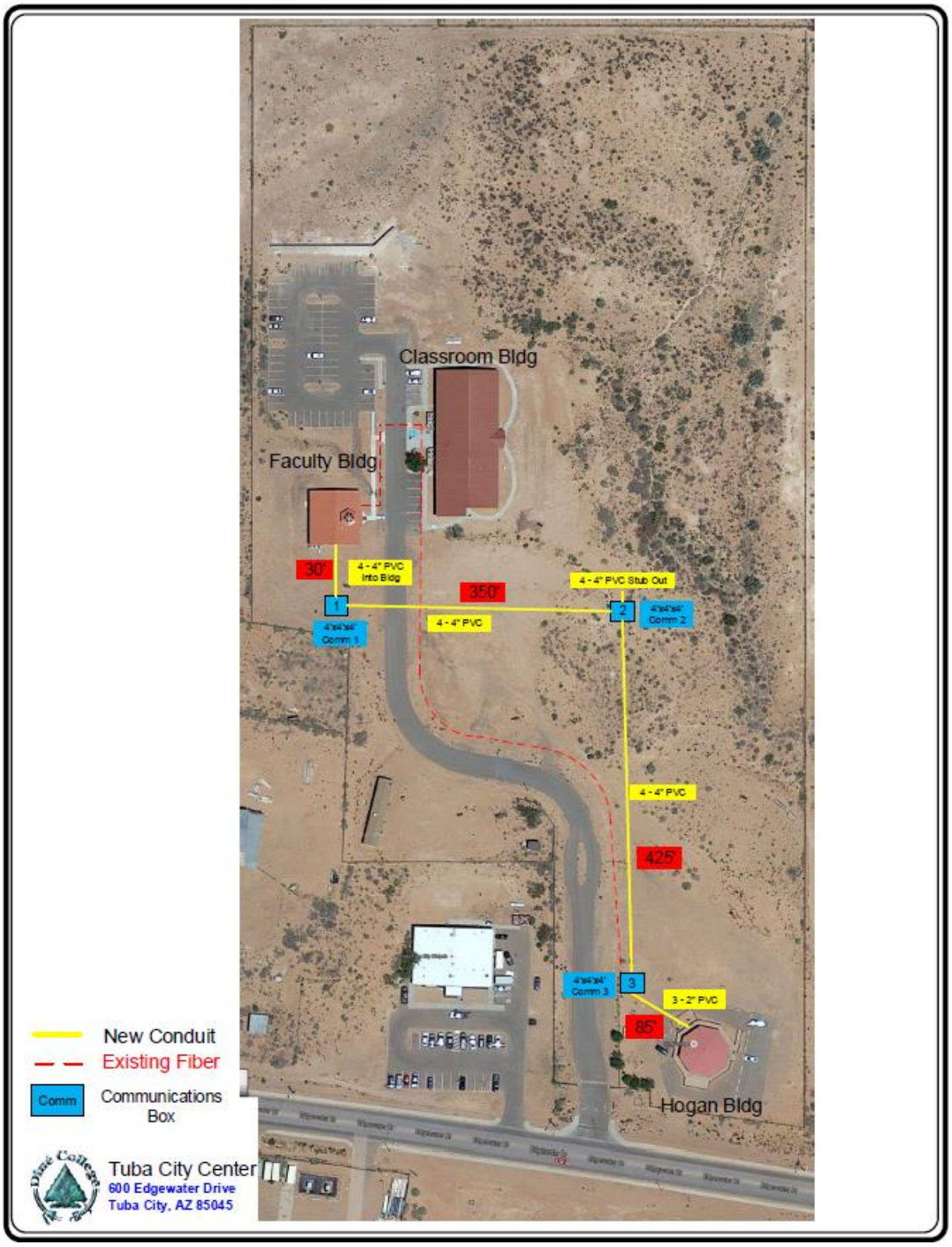
10. Contractor must coordinate with IT Department on which line to cap off in each pull stations to prevent rodents, insect or etc. from getting into.
11. Contractor will backfill the trench in six inch (6") lifts
12. Contractor will install 6" wide detectable underground warning tape "Caution Buried Fiber Optic Line Below" at least 12 inches (12") above the underground installation.
13. Contractor shall start at the Hogan and run three (3) 2 inch (2") conduits from the north side of the Hogan due north approximately eighty-five feet (85') where a pull station will be installed. Contractor shall drill into the Hogan IT Closet, seal around all openings and repair any damages which occur due to installation.
14. Contractor shall procure a 4'x4'x4' communications pull station for this location and install it. The three 2 inch conduits shall protrude into the communications vault, above grade by at least 6 inches. All communication pull station shall have ½" size gravel at the base of each, 6" below, 6" above and 6" around the exterior bottom of the pull station The IT department will identify the location of this pull station.
15. Contractor shall then trench due north from this location and install four (4) 4 inch (4") conduits to the next pull station location; approximately four hundred twenty-five foot (425') run where contractor will install another communications vault where the conduits shall protrude into. All communication pull station shall have ½" size gravel at the base of each, 6" below, 6" above and 6" around the exterior bottom of the pull station The IT department will identify the location of this pull station.
16. Contractor will install a (4'x4'x4') communications vault at this location. Four (4) four inch (4") lines will be directed west to continue to next building. The contractor will install on the north side of this vault four (4) four inch (4") conduits protruding northward and extend the four (4) lines northward by approximately six feet (6') before capping off each of the four conduits. These are for future development.
17. The contractor will, from the aforementioned location, extend four (4) four inch (4") conduits west out of the communications vault and transverse toward the western boundary of the campus. The contractor will encounter existing pavement when extending this line. The length of this run is approximately three hundred-fifty feet (350'). Contractor will consult with the IT department on the termination point of this run where the contractor will make preparations to install another communications vault.
18. Contractor will protrude all four (4) conduits at the location identified by the IT department and install another 4 foot x 4 foot communications vault. All lines protruding into the box. All communication pull station shall have ½" size gravel at the base of each, 6" below, 6" above and 6" around the exterior bottom of the pull station The IT department will identify the location of this pull station.
19. The contractor will extend to the north from this communications pull station, four (4) four inch (4") conduits approximately thirty feet (30') to the south side of the Faculty Office building.
20. Contractor will install four (4) four inch (4") conduits going toward the faculty office building for conduits into a NEMA rated communications box.
21. Contractor shall procure a (TYPE 1) NEMA rated weatherproof enclosure approximately 2'x2'x9" in size. Contractor will install the enclosure on the exterior of the faculty office building at the location identified by the Information Technology Department. This installation will be coordinated with O&M department to avoid damaging any existing electrical or other wiring inside the faculty office building exterior wall.
22. Contractor will then install conduit from the NEMA box going inside the faculty office building through the wall of the building into the space beyond the exterior wall.
23. Contractor shall intercept the conduits on the interior side of the building, and extend six (6) two inch (2") conduits inside the wall terminating above the suspended ceiling.

24. Contractor shall repair the drywall, tape, texture, and paint to match existing color with interior wall
25. Contractor shall provide AS Builts at the completion of the project (hardcopy & electronic).

IV. PROJECT TERMS & CONDITIONS

1. **Note:** The following items constitute a general description of the terms and conditions applying to the TC IT Infrastructure Upgrade Project. A more complete set of Terms and Conditions shall be included in a Contractual Agreement after the College issues a Notice of Award for this project.
2. **Native American Preference.** Preference in the award of contracts shall be given to Indian-owned economic enterprises and Indian organizations.
3. **Notice of Intent to Award.** Upon receipt and review of RFP responses, and pending the selection of a qualified Contractor, the College may issue a Notice of Intent to Award, and enter into negotiations with the selected Contractor to finalize terms and conditions related to the project.
4. **Materials Submission.** The Contractor will be required to forward material submittals to the College for final selection.
5. **Cost breakdown:** The Contractor shall furnish a cost breakdown with their RFP.
6. **Performance and Payment Bonds.** Per the Financial Policies and Procedures of the College, the Contractor will be required to provide performance and payment bonds for the project at 100% of the total contract price per bond.
7. **Contractual Agreement.** The final contract that will be used between the College and the Contractor has yet to be determined. The College utilizes a range of Agreements that may be successfully employed for this project.
8. **Notice of Award.** The College will issue a Notice of Award after terms and conditions are finalized.
9. **Notice to Proceed.** The Contractor will begin work on the project after receipt of the College's Notice to Proceed. No materials purchased by the Contractor before a receipt of the Notice to Proceed will be reimbursed by the College.
10. **Project Retainage.** Per the Financial Policies and Procedures of the College, The College will retain 10% of all construction contract payments as insurance of proper performance of the contract.
11. **Waste Disposal.** All waste and debris (solid or liquid) generated on site that is related to the project scope of work, including applicable demolition of existing structures, will be considered the responsibility of the Contractor to remove to a legal landfill. A waste disposal invoice must be presented to the College along with the Contractor's final invoice.

V. PHOTO DOCUMENTATION OF PROJECT SITE



Contractor shall procure a precast utility vault to protect and provide access to telecommunications and fiber optic utility cabling. The picture at the left is an example of the type of vault used by the College.