

Request for Proposals - Instructions to Bidders - Bid Form Navajo Special Diabetes Project – Modular Office Building at Kayenta & Chinle

Project Information

- **Location:** Chinle, Arizona – Chinle Chapter House Tract
Kayenta, Arizona – Kayenta Chapter House Tract

- **Description:** This project consists of the installation of a total of two ea. 76' x 29'-8" doublewide modular office buildings. The buildings being installed concurrently; one within the Chapter House Tract in Kayenta, Arizona and the other within the Chapter House Tract in Chinle, Arizona. The modular buildings are being fabricated off site by others and are tentatively scheduled to be delivered to the sites in the September, 2010. Prior to delivery, site prep and foundation stem walls are to be completed and after building installation the various finishes and utility hook-ups will need to be completed. The purpose of these instructions to bidders is to provide additional detail (in addition to the information contained within the construction drawings) needed for subcontractors to substantiate the costs for their respective trade work. **See Exhibit A below for Scope of Work Packages. At their own discretion, subcontractors may provide bids for multiple trades.**

- **Plans:** Site plans, schematic foundation drawings, and modular building shop drawings are available on our web site at www.trowtiere.com. Once at our web site go to the "Projects" header and the click on "Current Projects." Scroll down to locate this project and open the links to the drawings.

- **Bid Date:**
 - Bids will be received until **12:00 p.m. on Thursday, August 12, 2010**
 - Submit your proposal and clarifications along with our completed bid form attached at the end of this document
 - Bids can be faxed to 480-834-5718 or emailed to jalbert@trowtiere.com
 - Subcontractors can bid on any number of the scope packages outlined in our instructions to bidders below. If you choose to bid on multiple trades, please provide a separate price for each trade.
 - If the bidders have any questions pertaining to the bidding documents, bidders are to call TrowTiere Precision Construction, LLC. at 480-834-5717. TrowTiere project contact during bidding is either Jack Albert, Pete Trowbridge, or Sean Marceau.

- **Warranty:**
 - Two-year material and workmanship warranty applies to this project in addition to any manufacturer warranty

- **NPEA, Davis-Bacon, and General Administrative Requirements**

Navajo Business Regulatory Wages

This project will be subject to minimum labor wage rates mandated by the Navajo Business Regulatory Department. Wage rates are attached (see attached exhibit B). In your proposal, please verify you have priced your labor in accordance with these requirements. Please note that all subcontractors will be required



to submit to TrowTiere certified payroll reports substantiating the wage rates paid on the project. All employees working on this project have to be paid weekly and certified payroll reports have to be submitted via fax and regular mail to TrowTiere on a weekly basis as a condition precedent to distribution of progress payments for work performed.

Navajo Preference in Employment Act

This project is subject to the Navajo Preference in Employment Act (“NPEA”). The NPEA establishes standards for construction projects on the Navajo Nation. The Office of Navajo Labor Relations (“ONLR”) monitors this process. All subcontractors on this project are subject to the requirements of ONLR. The requirements are as follows:

- A. Give preference in employment to enrolled members of the Navajo Nation:
 1. Advertise all job vacancies in at least one newspaper and radio station serving the Navajo Nation.
Note: All job announcements and advertisements shall specify a Navajo employment preference policy statement.
- B. Establish written necessary qualifications/job descriptions for each employment position in their work force, a copy of which shall be proved to applicants or candidates at the time they express in such position.
- C. Use non-discriminatory job qualifications and selection criteria in employment. Any Navajo applicant or candidate who demonstrates the necessary qualifications for an employment position.
 1. Is to be selected by the employer in the case of hiring, promotion, transfer, upgrading, recall, and other employment opportunities with respect to such position;
 2. To be retained by the employer in the case or the reduction-in-force affecting such class of position are laid off, and
 3. Among of pool of applicants or candidates who are solely Navajos, the Navajo with the best qualifications is to be selected or retained.
- D. Provide a fringe benefit plan that does not discriminate against Navajos in terms of coverage due to Navajo cultural or religious traditions or beliefs.
- E. File with the ONLR a written Navajo Affirmative Action Plan (Statement). An employer-sponsored cross-cultural program shall be an essential part of the affirmative action plans required by the NPEA. Such program shall primarily focus on the education of non-Navajo employee, including management and supervisory personnel, regarding the cultural and religious traditions or beliefs of Navajos, and their relationships to the development of employment policies with accommodate such traditions and beliefs.
- F. Maintain a safe and clean working environment free of prejudice, intimidation, and harassment.
- G. Not penalize, discipline, discharge, nor take any adverse action against any Navajo employee without a written notice showing just cause. This notice shall be given to the employee at the time of the adverse action.
- H. Post in a conspicuous place on its premises a Navajo preference policy notice.
- I. For each Subcontractor to be utilized on the project, the ONLR will require the following information (This information is to be provided by subcontractor to TrowTiere in accordance with the following):
 1. **Subcontractor Manpower Projection Report** A list of all classifications and number of workers that will be required. This shall be submitted two weeks before start of work.
 2. **Job Description** for each classification, listing experience, tool requirements, etc.
 3. **Name of Individual** who will conduct the interview and hiring
 4. **Employer Interview Report** shall be submitted with the first certified payroll report
 5. **Weekly Manpower Report** shall be submitted with each week’s certified payroll report
 6. **Certified Payroll Report** shall be submitted with each week’s manpower report
 7. **Navajo Affirmative Action Statement** shall be submitted two weeks before start of work
 8. **Location** of office and telephone number(s)

9. **Name of Individual** designated as contact person at the job site.
10. **List of Key Personnel** the contractor anticipates on bringing to the job site. These positions are usually the project superintendent and/or an individual with signatory authority. The subcontractors will be required to justify other positions not normally considered “key” personnel
11. **Job Summary and Duration** of the Project.

- **Insurance Requirements:**

Prior to mobilization all subcontractors are required to provide insurance to protect themselves from claims under workmen’s compensation acts; claims form damages because of bodily injury including personal injury, sickness or disease or death of any employees; and from claims for damages because of injury to or destruction to tangible property including loss of use resulting therefrom; and form claims arising out of the performance of the work caused by any errors, omissions, or negligent acts for which he is legally liable.

The insurance required by the above paragraph shall have limits of not less than \$1,000,000 per occurrence for general liability and auto liability of not less than \$500,000.

The insurance required by the above paragraph shall include contractual liability insurance applicable to the Subcontractor’s obligations.

Certificates of insurance acceptable to TrowTiere shall be submitted to TrowTiere prior to the commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled, reduced, restricted, or limited until at least thirty (30) days prior written notice has been given to TrowTiere.



EXHIBIT A

Navajo Special Diabetes Project – Modular Office Buildings at Kayenta & Chinle

Subcontractor Trades – Scopes of Work:

(note: scope descriptions apply to both sites)

01300 - Surveying:

1. Provide survey for layout of building corners with 2 ea. 10' offsets per building corner and a benchmark for finished floor elevation at both project sites.

02300 - Earthwork:

1. Excavate foundation to a depth of 36" below proposed building finished floor elevation at both sites. Include 5' blowup around perimeter of building for total pit size of 40' wide x 86' long x 36" deep. Construct 10' long earth ramp into pit for concrete contractor to use as access to drive backhoe down into the pit. Bottom of pit is to be 100% flat and compacted.
2. Export any and all spoils not needed to achieve finished grades. Stockpile remaining spoils as needed for backfill around perimeter of building after building is installed at location as directed by TrowTiere Project Superintendent.
3. During pit excavation at the Kayenta site, the subcontractor will be responsible for demolition and removal from site existing concrete strip footings that were utilized for a previously installed building. See Sheet C00-1 Site Survey plan for size and quantity of existing footings.
4. Temporarily demobilize from sites after initial excavation mobilization.
5. After modular buildings have been installed at each site remobilize to backfill and fine grade around perimeter of building. Backfill around perimeter of building shall be performed in lifts not exceeding 12" in depth, while maintaining 90% compaction.
6. Grade area around building in accordance with civil design to ensure water flows away from the building. See civil plans for additional information.
7. For the Kayenta site, dirt spoils generated from the pit excavation can be spread on site at the direction of TrowTiere's superintendant. At Chinle, the earthwork subcontractor will need to haul off and dispose of all spoils.

03300 – Concrete and 04200 – Masonry:

1. At each site, construct foundation system consisting of continuous 24" wide x 12" deep footings around perimeter of building (220 lf each site) with 3-course solid grouted masonry stem wall. Continuous footings are to have 1 ea. #5 bar continuous in middle of footing with min. 48" overlap at splices and a #5 vertical every 48" on center. Masonry stem wall is to have 1 ea. #5 continuous horizontal bar at top and bottom course. Additionally, at the modline between the two modular sections, a 12" deep x 18" wide continuous concrete strip footing with 3 ea. #4s in top and bottom with min. 48" overlap at splices will be placed. Please see Schematic Foundation Plan for plan, details, sections, and reinforcing requirements for the foundation system.
2. Concrete subcontractor shall provide a backhoe and operator to excavate continuous footings in pit. The earthwork subcontractor will provide a ramp for the concrete subcontractor to use to get the backhoe down into the pit (as indicated in section 02300 – Earthwork above).
3. Spoils generated from footing excavation are to be removed from the pit by concrete subcontractor and stockpiled nearby as directed by TrowTiere Project Superintendent. Pit is to be maintained, flat and clean.
4. After excavating footings subcontractor is to add moisture to the subgrade and compact the footing subgrade with a whacker or other similar compactor to 95% compaction prior to placement of concrete.
5. **Note:** The Schematic Foundation Plan includes a General Note calling for 2,000 p.s.i. concrete. With your bid, please provide an option price to upgrade to 3,000 p.s.i. concrete for all foundation concrete.
6. Provide concrete mix design to TrowTiere for approval prior to placement of footings.
7. After building installation and completion of exterior finishes by others, subcontractor will need to install sidewalks at both sites as shown on the plans. Sidewalks to receive a broom finish. Subcontractor will need to

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provide sub-grade preparation and compaction for the sidewalks. After stripping forms, subcontractor is to rake adjacent dirt to create neat, clean finished appearance.

8. Pour concrete collars at double cleanouts for sanitary sewer line at each site.

05010 – Gutters and Downspouts:

1. Furnish and install 26 gauge steel downspouts at both buildings.
2. Each building will require 152 LF of gutter to be installed at each 76' long eave with a downspout for both sections of gutter.
3. All material to be painted by subcontractor. Provide color selections for owner approval.

07900 – Joint Sealants:

1. Provide sealant at all exterior doors and window locations shown on modular building shop drawings.
2. Concrete sidewalk expansion joints

09225 – EIFS (exterior insulated finish system):

1. Furnish and install full EIFS system at building exterior.
2. Subcontractor to install EIFS system in accordance with manufacturer details and specifications but system should include the following at a minimum:
 - Furnish and apply Tyvek paper barrier to the building's OSB sheathing
 - Furnish and install flashing membrane at all doors and windows
 - Furnish and install ½" thick polystyrene over Tyvek
 - Furnish and install 4 oz. mesh along with application of base coat
 - Provide an integrally colored top coat with sand type finish. (Kayenta color is to match Ultra Kote 2768D "All Spice" and Chinle color is to match Ultra Kote 2738P "Sombrero Tan")
 - Subcontractor to provide draw down of the integrally colored EIFS for approval of color and finish. Please note that Owner has already made color selections based on Ultra Kote color chart. Should subcontractor choose a different manufacturer color will need to match Ultra Kote color selection

15400 – Plumbing:

1. Furnish and install 4" ABS waste line manifold under modular building at both sites. In the modular building all plumbing fixture waste lines have drops to the underside of the building. All drops are to tie into the new manifold. Subcontractor will extend manifold line to exit building foundation stem wall through a sleeve.
2. Provide double cleanout outside building envelope and make final connection to site piping.
3. From double cleanout tie 4" waste line to existing underground waste line per NTUA specifications. Assume existing underground waste lines are within 10' of the building envelopes.
4. Both sites have domestic water meters located within 15' of the new buildings. Extend existing underground water piping from existing meter to outlet stubbed from new modular buildings. See water line schematic on modular building shop drawings for location of inlet.
5. Building equipment requiring gas piping will have stubs to the under floor of the modular units. Subcontractor will be required to connect all of the under floor stubs and extend piping under crawlspace of building to NTUA meter located as shown on drawings. Please refer to modular building shop drawings for location of gas fed equipment. Both buildings will have two exterior mounted gas pack HVAC units, a gas fed water heater, and a gas range.

16000 – Electrical

EXHIBIT A – PAGE 3

1. NTUA will utilize existing dip poles with pole mounted transformer. See MEP site plans for each site for location of existing poles. Electrical subcontractor is to include extending conduit and conductors down pole to meter and continuing underground to new building loadcenters.
2. Electrical subcontractor is to include meter housing and CT enclosure per NTUA standards. NTUA will set meter in subcontractor provided meter housing.
3. Include UFER in building foundation and grounding of building frame and water piping.
4. Include ground rods & grounding for service entrance section in accordance with NTUA requirements.
5. Furnish and install 4" underground conduit for future telecommunications. See MEP Site plans for locations.

17290 – Temporary Fencing

1. At Chinle furnish and install 150 LF of temporary construction fencing configured as directed by TrowTiere site superintendent. Fencing is to be on stands and 2 ea. 10' wide access swing gates provided.
2. At Kayenta furnish and install 400 LF of temporary construction fencing configured as directed by TrowTiere site superintendent. Fencing is to be on stands and 2 ea. 10' wide access swing gates provided.
3. Both sites will require fencing to be in places for approximately 2 months.

17370 – Final Clean

1. Provide final clean of both facilities at the end of construction. Both buildings are approximately 2,225 SF. Cleaning to include the following:
2. Clean both sides of every window with Windex or similar ammonia based cleaner.
3. Dust and wipe window blinds at every window.
4. Wipe down all laminated surfaces including countertops, faces of cabinets, and insides of cabinet drawers.
5. Wipe down all vinyl wallpaper to remove dust.
6. Mop hard surface flooring and vacuum carpeting
7. Wipe down all rubber wall base to remove dust and dirt
8. Wipe down all doors and door hardware to remove dust and dirt.
9. This is to include cleaning of all windows, carpeting, restroom fixtures, etc.

00000 – Miscellaneous Trades Package

1. Install shipped loose door at Kayenta only
2. Install wall thru-wall ac units at both sites

BID FORM

The undersigned bidder has carefully examined the Bid Documents and these Instructions to Bidders and will provide all necessary machinery, tools, apparatus, and other means of construction and do all the work and furnish all material called for the work scope(s) proposed upon.

Surveying:	\$ _____
Earthwork:	\$ _____
Concrete:	\$ _____
Gutters & Downspouts	\$ _____
EIFS:	\$ _____
Joint Sealants:	\$ _____
Plumbing:	\$ _____
HVAC:	\$ _____
Electrical:	\$ _____
Misc. Items:	\$ _____

Date: _____
Name of Bidder: _____
Signature of Bidder: _____
Address of Bidder: _____

Phone # of Bidder: _____
Fax # of Bidder: _____
Email Address of Bidder: _____

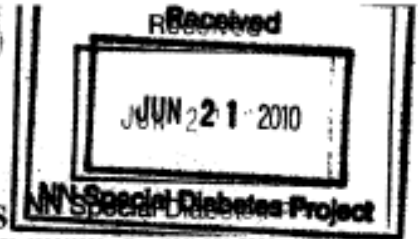
EXHIBIT B

Navajo Special Diabetes Project – Modular Office Buildings at Kayenta & Chinle
Wage Rates



**THE
NAVAJO
NATION**
OFFICE OF NAVAJO LABOR RELATIONS

Post Office Box 1943 • Window Rock, (Navajo Nation) Arizona 86515 • Tel (928) 871-6800/6801 • Fax (928) 871-7088



Dr. Joe Shirley, Jr.
Navajo Nation President

Ben Shelly
Navajo Nation Vice-President

June 14, 2010

AD10-24890

Betti Delrow, Acting Program Manager III
NAVAJO NATION SPECIAL DIABETS PROJECT
Po Box 1390
Window Rock, Arizona 86515

RE: OFFICE MODULAR COMPLEX BUILDING

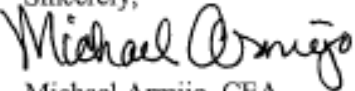
Dear Ms. Delrow:

The Office of Navajo Labor Relations (ONLR) received your request for prevailing wage rates for the above reference project. Please find attached the revised ONLR wage rates which are applicable to the building construction.

Pursuant to the NPEA Section 607(B)(1) "...In all cases where construction is contemplated for which prevailing wage rates have not been set, the contract letting entity shall submit to ONLR a written request for a project prevailing wage scale. Such request shall be submitted not less than 60 days prior to the scheduled date for bid solicitation and shall include detailed information on the anticipated construction classifications, nature' of the project and completion plans...."

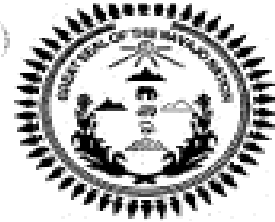
The ONLR respectfully requests that the Navajo Nation Special Diabetes Project review the requirements of the Navajo Preference in Employment Act (NPEA) before any work begins. If a Pre-Construction Conference is scheduled, the Fort Defiance ONLR Office at (928) 871-6800 is to be notified and a representative will explain the applicable laws to the general contractor and subcontractors, where necessary.

Should you have any questions, contact our office at (928) 871-6800. Thank You.

Sincerely,

Michael Armijo, CEA
OFFICE OF NAVAJO LABOR RELATIONS

ATTACHMENTS

OFFICE OF NAVAJO LABOR RELATIONS
PREVAILING WAGE



Wage Decision Number: ONLR10-0095B

Date Issued: June 11, 2010

BUILDING CONSTRUCTION

Building Construction includes the construction, rehabilitation, and repairs of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment, or supplies.

OFFICE MODULAR COMPLEX BUILDING NAVAJO NATION SEPCIAL DIABETES PROJECT

Effective January 1, 2010

Trade Classifications:	Hourly Rate:
Asbestos Worker	\$ 18.27
Brick Layer/ Block Layer	\$ 15.77
Boilermaker	\$ 24.00
Carpenter	\$ 15.63
Cement Mason	\$ 16.83
Drywall Hanger	\$ 16.59
Drywall Finisher/Taper	\$ 14.66
Electrician	\$ 19.71
Ironworker	\$ 18.63
Laborer	\$ 12.50
Lather	\$ 14.66
Painter	\$ 15.63
Plasterer	\$ 16.11
Plumber/Pipe Fitter	\$ 21.39
Rofer	\$ 16.00
Sheet Metal Worker	\$ 20.91
Soft Floor Layer	\$ 16.04
Sprinkler Fitter	\$ 23.56
Tile Layer/Setter	\$ 16.59
Truck Drivers:	Hourly Rate:
Dump Truck	\$ 15.14
Flatbed Truck	\$ 14.90
Water Truck	\$ 16.00
Equipment Operators:	Hourly Rate:

Backhoe	\$ 18.75
Broom	\$ 16.36
Bulldozer	\$ 19.00
Crane	\$ 19.71
Front End Loader	\$ 17.00
Motor Grader	\$ 17.00
Paver	\$ 16.87
Roller/Compactor	\$ 16.63
Scraper	\$ 16.75
Trencher	\$ 16.75

The rates listed above are required minimum ONLR Prevailing Wage Rates. Contractors may pay rates above these rates. The ONLR Director will add wage rates for unlisted classifications needed for work only after review and approval. Overtime is one and one-half times the basic rate for hours worked over forty hours in one week. Foremen will receive an additional \$2.50 per hour. **Where federal funds are involved, the Davis-Bacon rates apply.** Other exceptions may apply in accordance with the *Navajo Preference in Employment Act (NPEA)*, Section 7(E). Apprentices must be enrolled in a recognized apprenticeship program as required by Section 7(A)(6) of the NPEA. The appropriate apprenticeship program as outlined by the NPEA Section 7(E)(7) will govern wage rates for such apprentices. These wages apply only to the **OFFICE MODULAR COMPLEX BUILDING** construction projects.

APPROVED:


 Reynold R. Lee, Director

6-11-10
 Date

cc: Annabelle Henderson, Labor Compliance Officer, Chinle ONLR Office
 Delight Butler, Labor Compliance Officer, Kayenta ONLR Office

REVISED 1/1/2010 marmijo