

Kayenta Township
Development Services Department



REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ESTABLISHING A BUILDING SAFETY DIVISION

Philbert Tso, Building Official
P.O. Box 1490
Kayenta, Arizona 86033

ptso@kayentatownship.net

RFQ Issue Date: August 12, 2010
Deadline for RFQ Submissions: August 31, 2010 @ 3:00 pm

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ESTABLISHING A BUILDING SAFETY DIVISION

Notice is hereby given that the Development Services Department of the Kayenta Township is seeking proposals from qualified consulting firms to provide administrative support for establishing a Building Safety Division. Under the direction of the Building Official, the consulting firm is expected to perform responsible, professional work in the assistance as described in this Request for Qualifications (RFQ). Each proposal must be submitted in a sealed envelope and clearly marked RFQs will be accepted until August 31, 2010 by 3 p.m. late and postmarked copies will not be accepted. The Kayenta Township complies with the Navajo Business Opportunity Act and Navajo Preference in Employment Act.

Seven (7) copies of the RFQ should be sent to the attention of:

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Development Services Department
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Email: ptso@kayentatownship.net

I. INTRODUCTION

The Kayenta Township is seeking proposals from qualified consulting firms to assist Township staff with establishing a Building Safety Division. The Proposal is directed toward administrative support in developing, preparing, and filing of legal documents associated with a municipal Building Safety Division. After review and evaluation of the submitted proposals, the Township will recommend the finalist to the Township Commission for award of a contract.

II. BACKGROUND

Township Characteristics:

The Kayenta Township is located on the Navajo Nation and within Navajo County, Arizona. It is a quasi-independent governmental entity under the Navajo Local Governance Ordinance. The Township has a land area of 3,606 acres. The majority of overlay districts within the Township is occupied with residential dwelling units. These dwelling units have not been constructed with any type of regulation.

Industrial land use is at a minimum and commercial land uses account for the majority of the businesses along the US Highway 163 and 160 corridors. The Highways represent the Township's commercial district with regional travel routes connecting adjoining states, and communities. Kayenta serves as a regional hub for the surrounding area. It is the gateway to the world renowned Monument Valley, a Navajo Nation park. Major facilities located in Kayenta Township include Kayenta Unified School District, Kayenta Community School, Bureau of Indian Affairs, Kayenta Chapter, Indian Health Service, Navajo Nation Police and Kayenta Volunteer Fire department. In the last few years, the Kayenta Township has seen much growth. In 2002, the Hampton Inn was completed, followed by Sonic, Airport Improvements, Animal Control, Streets Improvements and Napa Auto Parts. The completed design and anticipated construction phase for the Kayenta Hospital moving forward as planned. The Judicial District has secured project funding and is also moving forward into the construction phase this year.

The remaining land area is devoted to parks, public facilities, roadways, and other infrastructure. The Township is surrounded by largely undeveloped land under the local jurisdiction of the Kayenta Chapter of the Navajo Nation. The Township's population as of January 2000 was estimated by the United States Census Bureau to be 5,280 persons. Kayenta Township is eager to establish itself as a municipality to break barriers and recognize its abilities to perform for the community of Kayenta, Arizona.

III. THE GENERAL PLAN AND ZONING ORDINANCE UPDATE

Township of Kayenta has relied upon a neighboring municipality's Zoning Ordinance. The Township is ready to adopt its own zoning code. The General Plan was originally adopted in 1985 and updated in 2003. The most recent revision took place in 2009 it included the Township's values and vision implementation strategies and the Community's economic and development progress over a projected twenty (20) year period.

- **Economic Development:** Focus on strategies the Township can implement to improve the economic vitality of its commercial and industrial areas and attract new development.
- **Sustainability:** Identify opportunities for sustainable development that are consistent with Township cultural values and available resources.

IV. ADOPTED BUILDING CODES/REFERENCES

The following codes have been adopted by the Kayenta Township Commission and shall be referenced with policies, the awarded consultant enacts in place.

- 2006 International Building Code
- 2006 International Residential Code
- 2006 International Mechanical Code
- 2006 International Plumbing Code
- 2005 National Electrical Code
- 2009 AZ Register of Contractors
- 1997 Uniform Administrative Code Tables 3A-3H Permit Fees

V. SCOPE OF SERVICES

The Scope of Services listed below serve as a minimum guide:

1. Creating Legal Documents:
 - a. Permit Applications
 - b. Correction Notices
 - c. Approval Tags
 - d. Certificate of Occupancy
2. Permit Sector:
 - a. Intake of building permit applications.
 - b. Coordinate and educate Township Departments with their role in permit process.
 - c. Establish a permit fee schedule.
 - d. Issue building permits.
3. Public Record Retention:
 - a. Implement municipal record keeping constant with Navajo County's requirements.
 - b. Introduce Building Safety software, the department utilizes in the future.
4. Support Staff:
 - a. Provide as needed plan review/inspection services (Township has ICC certified inspector/plans examiner on staff).
 - b. Provide administrative staff as demand increases.

VI. SELECTION PROCESS

The Township will use the following process to select the consultant team for the Building Safety program:

- ***Qualifications of Project Team.*** The qualifications of consultant firm and each team member, and sub consultant.
- ***Experience.*** The relevant and current experience of each team member detailing the team members' involvement with the projects described and the outcomes (i.e. met timeline, adoption, etc.).
- ***Quality of Work Plan.*** The approach to be taken by the Consultant including the scope of services and deliverables.
- ***Comprehensiveness.*** Ability to provide comprehensive, clear and concise answers to the information requested by the RFQ.
- ***Schedule.*** Proposal of an effective timeline allotting reasonable time ranges per task and demonstration of ability to meet project schedule.
- ***Knowledge.*** Demonstrate knowledge of Navajo Nation, Federal, and local laws, rules and regulations.
- ***Cost.*** Provide a detailed "Not To Exceed" cost quotation in relation to the services and products to be provided including a contingency amount.
- ***Native American Preference.*** Native American majority owned firms shall be given preference if all qualifications stated in this RFQ are adequately demonstrated.

VII. SUBMITTAL REQUIREMENTS

1. A cover letter/statement of interest indicating the firm's interest in the project including a brief overview of the company, history of the organization, and qualifications and experience on similar projects.
2. At least three (3) examples of projects, with similar size and scope, demonstrating your firm's successful management of the project. Commitment the consultant team, especially the project manager(s), shall remain in place for the duration of the contract.
3. A list of the individuals, including their resumes, of those who would be assigned to work on the project and their qualifications relating to the requested scope of work including experience in an oversight role and presentations of financial information.

4. Description of the firm's approach and how the firm plans to accomplish the Scope of Services outlined above including the proposed cost of providing these services. Provide separate cost categories with detailed budget addressing the following:
 - a) Administrative staff rates
 - b) Mileage
 - c) Other reimbursable items

If a contract is awarded, the Township will pay on a percentage completed for each phase of the Scope of Services.

5. Identification of all available insurance coverage (e.g., Errors and Omissions, Workers Compensation, Automotive, Commercial, General, Professional Liability) the firm may possess.
6. A copy of the proposer's Business Registration Certificate.
7. Any additional information you deem necessary.
8. Submit seven (7) hard copies.

Questions and Proposal submittals shall be addressed to:

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