

Navajo Nation Department of Diné Education



NAVAJO NATION
LIBRARY

Branch Library Plan and Design

Navajo Nation Library is requesting bids for the above-mentioned goods and/or services

April 30, 2025

Navajo Nation Department of Diné Education
Navajo Nation Library
Bid no 25-04-3652SB

Navajo Nation Branch Library Planning and Design

PROPOSAL DUE DATE: April 30, 2025 at 5pm MST
DESCRIPTION: NAVAJO NATION LIBRARY – BRANCH LIBRARY PLAN AND DESIGN
CONTACT PERSON: Donovan Pete, Community Library Manager
PHONE: (928) 871-7303

****RETURN PROPOSALS CLEARLY MARKED****

Bid no 25-04-3652SB

NNL Branch Library Plan and Design

INCLUDE COMPANY NAME AND RETURN ADDRESS ON BID PACKAGE

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal express, must be physically submitted to:

PHYSICAL ADDRESS: NAVAJO NATION LIBRARY
36 Window Rock Loop RD
WINDOW ROCK, ARIZONA 86515
ATTN: Donovan Pete, Community Library Manager

MAILING ADDRESS: NAVAJO NATION LIBRARY
P.O. BOX 9040
WINDOW ROCK, ARIZONA 86515
ATTN: Donovan Pete, Community Library Manager

I. Introduction

The Navajo Nation Library (NNL) is situated under the Navajo Nation Department of Diné Education, a department under the Executive Branch of the Navajo Nation Government. The NNL currently works with three (3) Branch Libraries spread across the Navajo Nation. The NNL also assists thirty-six (36) Community Libraries at the Chapter Houses.

II. RFP Objective

The Navajo Nation Library (NNL) is requesting proposals from qualified consultants to provide assistant to the NNL in creating a plan and design for future branch libraries that will be of three (3) different sizes to accommodate land allocation and community demand.

III. RFP Administrative Information

Contact Information

Please use the following name and email address for all correspondence with Navajo Education concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified:

Name: Donovan Pete
Email: donovanpete@nnNNL.org

Schedule of Events

RFP issue date: April 30, 2025
Bid Submission Deadline: May 16, 2025

IV. RFP Requirements

All applicable Navajo Nation laws and regulations shall govern this procurement, including the eligibility of any interested entity under consideration for a contract award. All interested entities, any awardee, and contracting party shall comply with all applicable laws, regulations, and policies governing procurement, administration, performance, payment, reporting, and any other matters related to this RSQ. Applicable laws and regulations include, but are not limited to:

- The Navajo Sovereign Immunity Act, 1 N.N.C. § 551 et seq.;
- Title 2 of the Navajo Nation Code, related to contracts;
- The Navajo Nation Privacy Act, 2 N.N.C. § 81 et seq.;
- The Navajo Nation Ethics in Government Law, 2 N.N.C. § 3741 et seq.;
- The Navajo Business Opportunity Act, 5 N.N.C. § 201 et seq.;
- The Navajo Nation Procurement Act, 12 N.N.C. § 301 et seq.;
- The Navajo Nation Procurement Rules and Regulations, resolution BFD-192-03, adopted by the Budget & Finance Committee of the Navajo Nation Council
- The Navajo Business and Procurement Act (“NBOA”), 12 N.N.C. § 1501 et seq.; and
- The Navajo Preference in Employment Act, 15 N.N.C. § 601 et seq.

V. Ownership of Documents

All documents and materials contained in this RFP are the property of the Navajo Nation. All documents submitted to the Navajo Nation by an interested entity in relation to this RFP shall become the property of the Navajo Nation, and shall not be returned to the submitting entity. All proprietary information submitted to the Navajo Nation should be marked as such, and shall be treated with confidentiality in accordance with the Navajo Nation Privacy Act, 2 N.N.C. § 81 et seq.

VI. Acceptance of Navajo Nation Requirements

Submission of a response to this RFP shall constitute the submitting entity's acknowledgement and acceptance of all requirements and conditions governing this procurement, including all Navajo Nation laws, regulations, and policies as described above; that any and all disputes arising under, related to, or in connection with this RFP and any resulting contract will be resolved under laws of the Navajo Nation; and that a submitting entity agrees to be subject to the jurisdiction of Navajo Nation courts and tribunals.

The Navajo Nation Procurement Act, the Navajo Nation Procurement Rules and Regulations, and the Navajo Business Opportunity Act will be followed; therefore, submitting entities must clearly mark on the outside of their statements any current priority status under the Navajo Nation Business Opportunity Act, and whether the statement contains any proprietary information.

NNL is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services.

The Navajo Nation is a sovereign government, and all contracts entered into as a result of this RFP shall comply with Navajo Nation laws, rules, and regulations; and applicable federal laws, rules, and regulations.

VII. Project Expectations

The Navajo Nation Library (NNL) may negotiate an agreement with the most responsive and responsible submitting entity, that best demonstrates the qualifications necessary to address the various requirements listed in the Scope of Work. NNL reserves the right to award any contract prior to the submission deadline or prior to the receipt of all statements, to award the contract to more than one submitting entity, or to refuse any statement or contract without obligation to either the Navajo Nation or to any submitting entity offering or submitting a statement.

VIII. Request for Proposal

To be considered for a contract in relation to this solicitation, a responding proposal must be prepared in accordance with the instructions herein. The proposal document should be prepared simply and economically, providing a straightforward description of the individual or firm's capabilities according to the instructions.

All interested parties are invited to review and respond to this Request for Proposal at their discretion.

Proposals must be submitted digitally as a PDF attachment with option to submit physical copies.

IX. Questions Prior to Submission

1. All questions must be submitted by the deadline to the Donovan Pete at donovanpete@nnNNL.org .

2. Question Titling Format

Each email submitting a question must be titled using the following email subject naming convention: "QUESTION on Bid no - Branch Library Planning and Design"

X. Submissions

Navajo Business Opportunity Act Preference

If a submitting entity is claiming NBOA preference, a currently valid NBOA preference certificate, issued by the Business Regulatory Department of the Navajo Division of Economic Development, must be included in the response submission package.

The certificate must be current as of the submission deadline listed above. Submission of an out-of-date certificate, or omission of a certificate in a submitted response claiming NBOA priority shall result in that statement being treated as a non-NBOA priority submission.

If a Joint Venture is claiming NBOA preference, the currently valid NBOA Certificate submitted must be in the Joint Venture's name.

XI. Submission Components

The following is a list of information submitting entities should include in their response submissions:

- Section 1 — Executive Summary
 - The purpose of this section is to summarize your proposal for NN Library evaluators and decision-makers. The summary should include, at minimum, key proposal elements, your vectors of competitive differentiation.
 - Section 2 — Technical Proposal Contents
 - Organizational Letter expressing your interest and a brief description of your proposed services. Include complete responses to all requirements outlined in the Requirements Specification section of this RFP. Responses are to follow the outline of the Requirements Specification herein (including companion documents, if any) and refer to each requirement being addressed. Requirements that cannot be supported in whole or in part should be identified as such. Do not reveal or make reference to proposed cost in this letter.
 - Include the following information in this letter:
 - Summary of Entity Background:
 - Submitting entity's name(s);
 - Submitting entity's physical and mailing address;
 - Submitting entity's contact information and preferred method of communication;
 - Submitting entity's legal form (e.g., sole proprietor, partnership, corporation);
 - Submitting entity's date and legal place of formation;
 - Description of the submitting entity's structure in terms of size, range and types of services offered, and clientele;
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- List of the submitting entity’s principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s)), and length of time of each officer has performed in their field of expertise;
 - Evidence of the submitting entity’s legal authority to conduct business on the Navajo Nation, evidenced by registration with the Navajo Nation Business Regulatory Department as a domestic or foreign business;
 - Evidence of the submitting entity’s established track record for providing the services that are the subject of this RFP; and
 - Any certifications and licenses of the submitting entity relevant to the project.
- Section 3 — Entity Viability Statements:
 - Whether the submitting entity, or its parent company (if any), has ever received any sanctions or is currently under investigation by any regulatory or governmental body; and
 - Whether the submitting entity, or its parent company (if any), has ever had a contract cancelled for cause.
- Section 4 — Credentials, Methodologies, Certificates, Key Staff Description:
 - Submitting entity credentials, and a list of previous accomplishments from other similar contracts completed including website addresses and address/contact information of business references;
 - Methodologies and expected key staff for the overall project; and
 - Subcontractor information, if applicable
 - Contacts and affiliations with entities in a tribal, or relevant state, local, or federal government .
- Section 5 — Product and Service Delivery
 - This section summarizes your standard fulfillment processes, including delivery schedules, response to emergency orders, disaster recovery and equipment installation, maintenance, repair, and replacement plans.

Response to the Scope of Work Outlined above

- Cost Proposal Contents
 - Costs must be submitted in a separately sealed envelope for hard copy submissions, and should include detailed breakdown of costs for each of the following line items/matrices:
 - Consulting fees,
 - Software fees,
 - Any additional proposed fees (e.g.: warranty or travel expenses), and
 - (6%) Navajo Nation Sales Tax for services incurred on the Nation.
 - Page Limits- Each submitted statement is limited to a maximum of seventy-five (75) pages, including text and/or graphic material. A currently valid NBOA Certificate, cover email/letter accompanying each submission, a table of contents, and any divider pages are exempt from this page count.
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REQUIREMENTS SECTION

Scope of Services:

1. Examining in detail the present and future public library facility needs required by present and anticipated public library programming, keeping in mind that library buildings are to be planned for a 20-year population projection;
 2. Recommend library facility reorganization and renovation that meets the identified needs, service levels, and goals of the Library.
 3. Develop a minimum of three (3) conceptual design for sites that could host one of the following:
 1. 8,000 sq. ft, must include:
 - Collection Area: 2,200 sq ft
 - Knowledge Center/Stacks: 1,000 sq ft
 - Children's Area: 1,000 sq ft
 - Closet/Storage: 100 sq. ft
 - Periodicals: 100 sq. ft
 - Public Area: 2,000 sq. ft
 - Reading/ Study Area 800 sq. ft
 - 2 Meeting Spaces: 500 sq. ft (250 sq. ft per)
 - Conference Room: 500 sq. ft
 - Computer Cluster: 200 sq. ft
 - Technology/Computer Lab Area: 400 sq. ft
 - Administrative Area: 980 sq. ft
 - 4 offices: 600 sq. ft (150 sq. ft per)
 - IT/Networking Office: 180 sq. ft
 - Utility Room: 70 sq. ft
 - Kitchenette: 125 sq. ft
 - Building Facility: 2,420 sq. ft
 - Facilities Maintenance Office: 100 sq. ft
 - Bathroom: 300 sq. ft
 - Mechanical Room: 400 sq. ft
 - Storage: 400 sq. ft
 - Loading Dock: 400 sq. ft
 - Mechanical Room: 550 sq. ft (8% of total used sq. footage)
 - Public Area: 687 sq ft (corridors, hallway, etc., 10% of total used sq. footage)
 2. 18,000 sq. ft, must include:
 - Collection Area: 6,054 sq ft
 - Knowledge Center/Stacks: 2,000 sq ft
 - Children's Area: 2,000 sq ft
 - Closet/Storage: 150 sq. ft
 - Teen Zone: 1,254 sq ft
 - Periodicals: 800 sq ft
 - Public Area: 4,300 sq ft
 - Reading/Study areas: 900 sq ft
 - 4 Meeting Spaces: 800 sq ft (200 sq ft per)
 - 2 Conference Rooms: 1,000 sq ft (500 sq ft per)
 - MakerSpace: 600 sq ft
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- Lounge Area: 400 sq ft
 - Outdoor Patio: 600 sq ft
 - Tech Area: 800 sq ft
 - Storage Area: 400 sq ft
 - Administrative Area: 1,700 sq. ft
 - Large Office: 200 sq ft
 - 3 Small Offices: 450 sq ft
 - Big Conference Room: 600 sq ft
 - Admin Facility Center (printer, copier, toner, print supplies): 100 sq ft
 - Kitchenette: 400 sq. ft
 - IT/Networking Area: 200 sq ft
 - Eatery: 1,000 sq ft
 - Kitchen: 400 sq ft
 - Café: 600 sq ft
 - Building Facility: 3,746 sq ft
 - Bathroom area: 200 sq ft
 - Loading Dock: 800 sq ft
 - Mechanical Room: 1,220 sq. ft (8% of total sq ft usage)
 - Public area for stairs, corridors, hallways: 1,525 sq ft (10% of total sq ft usage)
 - 3. 45,000 sq. ft, two story building – if necessary, must include:
 - Collection Area: 13,500 sq ft
 - Knowledge Center/Stacks: 4,500 sq ft
 - Children’s Area: 4,000 sq ft
 - Closet and storage area: 400-500 sq ft
 - Teen Zone: 2,500 sq ft
 - Archives/Special Collection: 2,000 sq ft
 - Periodicals: 1,000 sq ft
 - Public Area: 15,400 sq. ft
 - Reading/ Study Area: 2,000 sq. ft
 - Auditorium: 5,200 sq. ft
 - 5 Meeting Spaces: 2,500 sq ft (500 sq ft per)
 - 4 Conference Rooms: 2,400 sq ft (600 sq ft per)
 - MakerSpace: 1,000 sq ft
 - Lounge Area: 700 sq ft
 - Computer Cluster: 400 sq. ft
 - Furniture Storage: 800 sq ft
 - Technology Center: 1,200 sq. ft
 - Computer Lab: 800 sq. ft (Each computer station required 75 sq. ft)
 - Audio station: 200 sq. ft (10 sq. ft per chair)
 - Visionary hub: 200 sq. ft (10 sq. ft per chair)
 - Eatery: 4000 sq. ft
 - Café: 800 sq. ft
 - Kitchen 500 sq. ft
 - Dining Area: 686 sq. ft
 - Storage: 500 sq ft
 - Documents room: 175 sq ft
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- Administrative archives: 325 sq ft
 - Supplies Area: 100 sq ft
 - Administrative Area: 4,873 sq ft
 - Large office: 200 sq ft
 - 2 small offices: 200 sq ft (100 sq ft per)
 - 2 executive offices: 900 sq ft (450 sq. ft per)
 - Reception desk 80 sq. ft (Reception area at main office Stuckeman building is 18 ft x 12 ft)
 - Reception seating area 200 sq.ft
 - Big conference room 600 sq. ft (Big conference room next to jury space 45 ft x 14 ft)
 - 2 Small conference rooms 500 sq. ft
 - Admin Facility Center (printer, Copier, fax center) 60sq. ft
 - File Area: 144 sq. ft
 - IT/Networking Center: 200 sq. ft
 - Building Facility: 10,714 sq. ft
 - Facilities Maintenance Office: 150 sq. ft
 - 2 Restroom Areas: 600 sq. ft (300 sq ft per)
 - Janitorial Supplies Room: 300 sq. ft
 - Waste Refuse Area: 800 sq. ft
 - Loading dock: 1,200 sq ft, area 25 feet high for truck deliveries/clearance
 - Mechanical Room: 3,273 sq ft
 - Public Area (Stairs, Corridor, etc): 4,091 sq. ft (10% of total gross area)
4. Provide detailed cost estimates of proposed renovations, including architectural, engineering, construction, furniture, fixtures, equipment and other related costs.
 5. Provide recommended timeline and implementation sequence for proposed changes.
 6. Provide a site analysis space needs assessment and the project design to include an elevation drawing, site plan, and floor plan for the proposed project;
 7. Address the library's ability to maintain and sustain library operations following completion of this project, i.e., building maintenance, expanded costs for utilities, staffing, maintaining a larger collection;
 8. Address how the library will provide access for people with disabilities;
 9. Address and remediate any safety issues found inside and outside the library;
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SUBMISSIONS

XII. Hard Copy Submissions

Each interested party must submit four (4) complete copies of their response, attached to their cover letter submission. NNL will not merge or otherwise manipulate any documents in a submitted statement.

XIII. Digital Copy Submissions

Each interested party have the option to submit a digital copy through PDF attachment with cover letter submission. NNL will not merge or otherwise manipulate any documents in a submitted statement.

Any PHYSICAL or DIGITAL submitted statement not in conformance with the format outlined below may, at the sole discretion of the NNL, be disqualified.

XIV. Submission Titling Format

Each hardcopy submission envelope must be labeled using one of the following naming conventions, as applicable:

- “ NBOA __ 1 or 2 Preference- Submitting Entity Name, Statement for Bid no Integrated Library System and Discovery,” if the submitting entity is claiming NBOA preference.
 - To corroborate the submitting entity’s claim of NBOA Preference, a copy of a currently valid NBOA Certificate must be included as the second sheet, behind the cover letter, labeled with the following naming convention: “ CERTIFICATE – Submitting Entity Name, Bid no 25-04-3652SB Branch Library Plan and Design.,” or
- “Submitting Entity Name, Bid no 25-04-3652SB Branch Library Plan and Design,” if the submitting entity is not claiming NBOA preference.

All hardcopy or digital submissions must be accompanied by a cover letter, and the body of the cover letter should include the following information:

- The submitting entity’s identifying information – name, physical and mailing address, organizational structure type (corporation, individual, etc.).
 - If the submitting entity is a joint venture, all identifying information for each individual entity making up the joint venture must be provided; and the name, title, and signature of the person(s) duly authorized to execute a contract on the submitting entity’s behalf.
- Proposals must be received by 5:00 P.M (MDT) on May 1, 2025. Hard copies should be mailed or delivered to the following address:

PHYSICAL ADDRESS: NAVAJO NATION LIBRARY
36 Window Rock Loop RD
WINDOW ROCK, ARIZONA 86515
ATTN: Donovan Pete, Community Library Manager

MAILING ADDRESS: NAVAJO NATION LIBRARY
P.O. BOX 9040

WINDOW ROCK, ARIZONA 86515
ATTN: Donovan Pete, Community Library Manager

Packages responding to this solicitation must be clearly marked on the outside of the package (including a return address) in the following manner:

SOLICITATION RESPONSE FOR Bid no 25-04-3652SB

NNL Branch Library Planning and Design

The responding hard copy package must contain four (4) separately sealed proposals and four (4) separately sealed cost estimates, each clearly labeled as to their contents and including the submitting individual or entity's name on the outside.

DIGITAL COPY: donovanpete@nnNNL.org
NNL Branch Library Plan and Design
ATTN: Donovan Pete

Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

XV. Corrections or Amendments to a Submitted Response

Correction or amendment of a previously submitted response is allowed, provided that any correction or amendment is received before the submission deadline listed above. Any corrected or amended documents must be a complete replacement of a previously submitted response, and clearly identified as such. NNL will not merge or otherwise manipulate any documents in a submitted response.

XVI. Withdrawal of a Submitted Response

Any submitting entity may withdraw its statement prior to the submission deadline listed above. A written notice of withdrawal must be submitted to the email or mailing address listed above, in the same manner as the statement submission, and signed by the duly authorized representative of the withdrawing entity.

XVII. Navajo Nation Disclosures

The Navajo Nation reserves the right to waive any informalities or irregularities in the Request for Proposal or to reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

The Navajo Nation is a sovereign government and all contracts entered into as a result of this solicitation shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et seq., the Procurement Act, 12 N.N.C § 301 et seq., and all other applicable laws, rules, and regulations. Nothing herein shall be construed as a waiver of the Navajo Nation's Sovereign Immunity.

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of good and services of this project. The Professional Services Contract will provide all other legal and contractual

obligations, terms, and requirements of this project. A template can be found at <https://www.nnooc.org/PurchasingSection.html>.

XVIII. EVALUATION PROCEDURES AND SELECTION CRITERIA:

- A. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
- B. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
- C. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NNL. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NNL Library Manager may elect to evaluate the RFP solely.
- D. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

Criteria	Context	Points
Presentation of response	Completeness Clarity of Presentation Organization of Presentation Understanding NNL Objectives	1-10 points
Statement of Qualifications	List of three (3) Client References	1-20 points
Technical Requirements	Project Description Projected Accomplishments	1-20 points
Project Management	Project Management Experience Schedule/Project Plan Staff Related Experience Education – Credentials	1-20 points
Navajo Nation vendor, Priority 1 or 2		1-10 points
Cost of Service		1-20 points
		Total possible points = 100

XIX. PRIORITY ONE OR TWO: Bidders will be required to mark on the outside of the sealed proposal package, their priority status under the Navajo Nation Business Opportunity Act. This is the bidder’s responsibility to identify themselves as certified.

XX. STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations because of a proposal submitted in response to the RFP.

XXI. TAX: All appropriate taxes should be included in the cost of service including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Nation Sales Tax at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N. C §§601 et seq., and the Navajo Nation Sales Tax Regulations §§ 6.101 et seq., as amended from time to time, except that work performed within the To’Nanes’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C § 150 et seq.

XXII. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

XXIII. ATTACHMENTS

Navajo Nation Certification Regarding Debarment, Suspension, and Contracting Eligibility

W-9 Form
