



**NAVAJO NATION DIVISION OF
COMMUNITY DEVELOPMENT**

**REQUEST FOR PROPOSALS
NO. CPMD 2025-05-10 (Thoreau Chapter)
ADDENDUM
BID REFERENCE #25-04-3653GC(RE-BID)**

**CONSTRUCTION SERVICES FOR
THOREAU CHAPTER HOUSE
KITCHEN RENOVATION**

Thoreau Chapter House Kitchen (Addendum)

Bid Number: 25-04-3653GC(Re-Bid)

REQUEST FOR PROPOSALS

OVERVIEW ON REQUEST FOR PROPOSAL

The Navajo Nation Division of Community Development(DCD), Capital Projects Management Department (CPMD) on behalf of the Thoreau Chapter House in Thoreau, New Mexico, invites qualified contractors to submit proposals for the renovation of its Chapter House Kitchen. This Request for Proposals (RFP) accounts for a preliminary evaluation of the offeror(s) qualifications, proposed scope of work, site knowledge, and project timeline. The Navajo Nation reserves the right not to award a contract under this RFP and may issue a new RFP for the same services at its discretion.

PROPOSAL DOCUMENTS

Proposal Documents include the Request for Proposals, the Proposal Form, Scope of Work, other proposing and contract forms including any addenda issued prior to receipt of Proposals. The Contract Documents proposed for the Work consists of the Owner-Contractor Agreement, the Conditions of the Contract (General Supplementary and other conditions), the Scope of Work and all Addenda issued prior to and all Modifications issued after execution of the Contract.

SECURING DOCUMENTS

Contract Documents will be sent out by CPMD/ Project Manager and sent by email. **No Mandatory Pre-Proposal Conference for this project.**

EXAMINATION MANDATORY

A MANDATORY site visit with the Thoreau Chapter is required for all General Contractors submitting a proposal. To schedule a visit, contact Vivinita Bennett, CSC, at (505) 905-0139. Participation in the site visit is a critical part of the proposal evaluation criteria. **Proposals will not be accepted without a signed Site Visit Acknowledgment Form.**

Before submitting a Proposal, proposers shall carefully examine the scope of work documents, visit the site of the work, and fully inform themselves as to all existing conditions and limitations, and shall include in the Proposal a sum to cover the cost of all items included in the Contract. The proposer, if awarded the Contract, shall not be allowed additional compensation because of lack of examination. Proposal submission will be considered conclusive evidence that proposer made such examination.

SCHEDULE OF RFP ACTIVITIES **ADDENDUM #1 is located at the end of the RFP.**

- | | |
|--|---------------|
| • Advertisement Date | July 11, 2025 |
| • Deadline to Submit Acknowledgement of Receipt Form | July 23, 2025 |
| • Deadline to Submit RFP Questions | July 23, 2025 |
| • Deadline for RFP Submittal | July 24, 2025 |
| • Proposal Opening Evaluations | July 25, 2025 |
| • Final Selection and Notice of Award | July 29, 2025 |

The Request for Proposals (RFP) is issued by the Capital Projects Management Department (CPMD) on behalf of the Thoreau Chapter, in accordance with Navajo Nation laws and regulations. CPMD is the sole

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entity authorized to reproduce or distribute this RFP. By participating, the Offeror agrees to maintain the confidentiality of all related materials and information, limiting access strictly to personnel on a need-to-know basis within its organization. No materials may be copied, shared, or disclosed to any external party without the prior written consent of the Owner, CPMD.

ACKNOWLEDGEMENT OF RECEIPT FORM

The Acknowledgement of Receipt Form must be signed and submitted via email to the Procurement Officer no later than **July 23, 2025**, in order to be included on the procurement distribution list. This list will be used to distribute written responses to inquiries and any applicable RFP addenda. The form must also include the email address of the designated individual authorized to receive such communications.

DEADLINE TO SUBMIT QUESTIONS

All questions regarding this RFP must be submitted in writing to the Procurement Officer no later than **5:00 PM (local time in Window Rock, AZ) on July 23, 2025**. Written responses to all submitted questions, along with any RFP amendments, will be issued in writing to all parties who have submitted a completed Acknowledgement of Receipt Form.

SUBMISSION OF PROPOSALS

All Offeror submittals must be received no later than **4:00 PM (MST) on July 24, 2025** for review and evaluation. Submittals received after this deadline will not be accepted or considered.

Submittals must be addressed and delivered to the Navajo Nation Division of Community Development (DCD), Capital Projects Management Department (CPMD), P.O. Box 1510, Window Rock, AZ 86515 if USPS Mail, U.P.S., or FEDEX are preferred methods of delivery, if not hand delivered, to 2296 Window Rock Blvd, NN Admin Bldg. #2, 2nd Floor South, Window Rock, AZ 86515.

Proposal submittals must be **sealed** and clearly labeled on the outside of the package to indicate the Offeror's **Navajo Nation Priority status**, if applicable, along with the following statement: **"DO NOT OPEN – Submittal of Proposals, THOREAU CHAPTER HOUSE KITCHEN RENOVATION RE-BID."** Submittals sent by facsimile or any other electronic method will **not** be accepted.

OPENING OF PROPOSALS

All eligible Proposals shall be opened at the Navajo Nation CPMD Conference room on **July 25, 2025 at 2:00 pm**. All eligible proposals shall be opened in accordance with the proposal opening procedures of the Navajo Business Opportunity Act ("NBOA") at 5 N.N.C. §205 C, and a staff member of the Navajo Nation Business Regulatory Department and the Navajo Nation Office of Controller shall be in attendance at the opening of proposals.

SELECTION COMMITTEE & EVALUATION

A Selection Committee of at least three persons shall be established for this Procurement, with at least one person from CPMD, and one person from the Thoreau Chapter. The Selection Committee shall perform the review, evaluation, and ranking of all eligible Proposals, and shall determine which Proposals are Responsive and which are Non-Responsive; a Responsive determination by the Selection Committee alone shall not guarantee a Contract Award, rather, the ultimate determination of eligibility for a Contract Award and ultimate selection of an Contractor for a Contract Award shall be in accordance with the

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Navajo Business Opportunity Act, and other applicable Navajo Nation laws. Negotiations with the lowest Proposer.

STANDARD CONTRACT

The Navajo Nation reserves the right to include contract provisions based on applicable Navajo Nation, federal, state, and local laws and regulations in the final contract document.

AMENDED SUBMITTALS

An Offeror may submit an amended proposal prior to the proposal submission deadline. The amended proposal must fully replace any previous submission and be clearly identified as such in the transmittal letter. The Procurement Officer will not collate or assemble proposal documents on behalf of the Offeror.

OFFEROR'S RIGHT TO WITHDRAW PROPOSAL

To withdraw a proposal, the Offeror must submit a written request, signed by an authorized representative, prior to the proposal submission deadline. Offerors may withdraw their proposals at any time before the deadline.

PROCUREMENT OFFICER CONTACT

Leonard Hardy, Senior Programs & Projects Specialist
Capital Projects Management Department
Navajo Nation Division of Community Development
Email: leonard_hardy@nndcd.org

Ricky Begay, Project Manager
Capital Projects Management Department
Navajo Nation Division of Community Development
Email: rickyrbegay@nndcd.org

INQUIRIES, ADDENDA

Should a proposer find discrepancies in, or omissions from the scope of work-related documents, or should they be in doubt to their meaning, the offeror shall at once notify the Project Manager, Capital Project Management Department, Window Rock, Arizona, who will send a written addendum to all proposers. Neither Owner nor Project Manager will be responsible for oral instruction or information. Questions received less than 48 hours before the proposal date cannot be answered.

Any Addenda issued by the Project Manager during the time of proposing are to be included in the Proposal, and will become a part of the contract. Acknowledge Receipt of Addenda on the Proposal Form in space provided.

SUBSTITUTIONS OF MATERIALS:

Submit submittals on materials to be used to Project Manager or Owner for approval prior to install. No substitution will be considered after material submittals are submitted and approved by the Project Manager.

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COST INCURRED

The Procuring Party shall not be liable for any costs incurred by the Offeror in the preparation of a proposal or for any expenses incurred prior to the execution of a signed contract resulting from this RFP.

BID GUARANTEE

Bid Bond/ Bid Guarantee shall be required for all construction related contracts. Bid security shall be in an amount equal to at least ten percent (10%) of the proposal amount.

All proposals over \$ 50,000.00 shall require a 10 percent bid bond at the submittal of proposal.

PROPOSALS

Proposals must be made upon the “PROPOSAL FORM” provided, all blank spaces filled, the signature shall be longhand and the completed form shall be without alterations or erasures. Where a proposer is a corporation, proposal must be signed by the legal names of the corporation, followed by the name of State of Incorporation and the legal signature or an office authorized to bind the corporation to a contract.

Proposals shall be made out to the order of the Owner and delivered in an enclosed sealed envelope, marked “THOREAU CHAPTER HOUSE KITCHEN RE-BID, DO NOT OPEN”, shall bear the name of the proposer and the proposer’s address as it appears in the Navajo Nation Business Regulatory Source List- Latest Edition. Provide Navajo Nation Business Regulatory priority number assigned to the firm on OUTSIDE of the envelope.

Proposer agrees to commence work on this Project on or before the date specified in the Notice-to-Proceed and to show evidence he is able to complete the work fully within 365 consecutive calendar days thereafter.

All proposals shall remain firm for a period to approval of the Navajo Nation 164 contract approval process. Contractor shall be beginning construction within thirty (30) days after the contract NN164 approval.

Proposals may not be modified after submittal. Proposers may withdraw proposal at any time before the proposal opening, but may not resubmit them. No proposal may be modified or withdrawn after the proposal opening.

All applicable permits, deposits, fees, federal, state, and tribal taxes shall be included in the proposal. The Owner reserves the right to reject any or all proposals or to waive any informalities in any proposals.

RANKING SHEET FOR GENERAL CONTRACTORS

For Contractor proposals, proper objective criteria for the determination of responsive proposals must be listed, and all contractors who submitted proposals must be ranked accordingly. Proposals shall be opened in accordance with the Navajo Nation Procurement Act and Regulations and the Navajo Business Opportunity Act (NBOA), 5 N.N.C. § 201 et seq. The contractor selected for the contract must be as least minimally qualified (i.e., a responsive proposal) and should be a Priority No. 1 or No. 2 certified firm. If

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no Priority 1 or Priority 2 firms have submitted a responsive proposal, then the non-Navajo firm selected must have the lowest price of all responsive proposals submitted by non- Navajo firms.

No.	Ranking items	Evaluation Criteria	
1	Site Visit conducted and verified through a signed Site Visit Confirmation Document.	20	
2	Response to Proposal Criteria	15	
3	Business Priority Number One	10	
4	State License required in the State of Project Location.	5	
5	List of Sub-Contractors	5	
6	Current W-9 Form	5	
7	Certification of Debarment and Suspension	5	
8	For proposals exceeding \$50,000, a bid security equal to 10% of the proposal amount is required.	5	
9	Addendum – where required	5	
10	Cost Proposal		25
	Base Proposal	\$	
	Alternative Proposal	\$	
	Total Cost of Proposal	\$	
Total Score		100	

The Proposal Committee will use the following evaluation criteria to assess all submitted proposals and determine the most qualified contractor for the contract award. Proposals will be reviewed based on overall alignment with project requirements. The total possible score is 100 points.

Notice of Award – CPMD will notify the finalist in writing of the final selection.

WAIVER OR LIENS

The Contractor is responsible for the payment of all bills for labor and materials furnished by, or to, any subcontractors and himself on this Project, and the Contractor shall also deliver to the Owner a Waiver of Liens in duplicate form, himself and each of his Subcontractors, if any, and at such time he shall certify he is submitting such lien waivers for all subcontractors involved.

COMPLIANCE WITH LAWS AND REGULATIONS

Attention of proposers is called to the existence of statutes and regulations relative to safety of workmen, hours of work, workmen's compensation insurance, prevailing rates of pay, preference for a prohibition of certain types of labor, anti-discrimination against labor, and other particular statutes and regulations affecting the proposed work, as well as all pertinent regulations, rules and ordinances of the municipality in which the work is to be done.

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1. Preference: In performing the work, the Contractor shall comply with all applicable laws, rules, and regulations of the Navajo Nation, including without limitation, the Navajo Preference in Employment Law, 15 N.T.C., Section 601 et seq. (the "NPEA") and the Navajo Nation Business Preference Law, 5 N.T.C., Section 201, et seq. (the "NNBPL"). The terms and provisions of the NPEA and NNBPL are specially incorporated in, and become a part of, the contract and breach by the Contractor of any terms and provisions of such laws shall constitute a breach of this agreement and provide grounds for the suspension or termination of the Agreement of other appropriate remedy as specified in the NPEA and NNBPL.
2. Labor Standards: In accordance with the policy of the Navajo Nation to Pay Pre-determined rates on Tribal Contract Construction, the determined wage scale of the contract work provides that all labor and mechanics employed by the project be paid wages at rates not less than those prevailing. A current wage is available from Navajo Nation Office of Labor.

CONTRACTOR'S LICENSE

If the services proposed are ones for which licensure by the State of New Mexico or another agency is required, state license or membership number (e.g., Professional Architect, Professional Engineer, General Contractor) shall be provided. Contractor shall have and maintain a State Contractor's license throughout the project.

The Owner or their authorized representative, interprets the intent of this section to be for the regulation of the conduct of those engaged in the business of contractor so as to discourage certain bad practices which might be indulged into the detriment of the public and to protect the Navajo Nation against unscrupulous and unqualified persons purporting to have the capacity, knowledge, and qualifications of a Contractor.

ACCESS TO RECORDS

The Owner may, within 10 days written notice shall have access to all books, records, and papers of the Contractor and Subcontractors pertinent to their contract for a period of not less than three years after completion of the project.

RIGHT TO WAIVE MINOR IRREGULARITIES

The Selection Committee reserves the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all the otherwise responsive proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. The right is at the sole discretion of the Selection Committee.

TERMINATION

The Owner may, within 10 days written notice to the Contractor, terminate the contract documents for any of the following reasons:

1. The Contractor defaults in performance of any provisions under the contract.
2. The Contractor fails to carry out the construction in accordance with the provisions of the contract.

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In such event, the Owner may assume the responsibility of performing the terminated work, by contract or otherwise, and may take possession of and utilize in completing the work such material, appliances, plant and equipment that may be on the site of the work. Damages, if any, are to be determined in accordance with General Conditions and Supplementary Conditions. Final payment to the Contractor for unpaid work, if any, will be made on the basis of the submission of a final periodical estimate by the Contractor. The final payment due, if any, will be subject to the documentation of the claimed work.

The Contractor may on 30 days written notice to the Owner, terminate the contract with the Owner before the specified completion date when for a period of 30 days after a progress payment is due, through no fault of the Contractor, the Owner fails to make payment.

INSURANCE REQUIREMENTS

Insurance – The Offeror shall be required to procure and maintain, during the life of the Contract, adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (RMP). Such insurance shall be verified by a Certificate of Insurance prior to the execution of the Contract and shall name the Navajo Nation as an additional insured. The Offeror must include a provision for a two- day written notification to the CPMD Procurement Officer if a policy has been materially changed or canceled.

At the time of award, the selected Contractor or “offeror” shall furnish one copy each of Certificates of Insurance required for each copy of the Agreement, which shall specifically set forth evidence of all coverage required once determined by the RFP, naming the Navajo Nation as an Insured.

1. The Navajo Nation should require the following minimum insurance requirements:
 - a. Commercial General Liability coverage, ISO CG 0001 Form or equivalent with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate;
 - b. Auto Liability minimum limit of \$1,000,000 per accident and should include non-owned autos;
 - c. Workers’ Compensation coverage with statutory benefits and Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
 - d. **The Navajo Nation shall be named as additional insured for general and auto liability coverages only.**

Approval of insurance: Even though a “Notice to Proceed” may have been given by the CPMD, the “offeror” and subcontractors(s) shall not begin work under this Contract, or solicitation until the required insurance has been obtained and the proper Certificate of Insurance (or insurance policies) has been filed with CPMD. Neither approval nor failure to approve certificates, policies, or insurance by the CPMD shall relieve the Contractor or subcontractor(s) of full responsibility to maintain the required insurance in full force and effect.

PERFORMANCE AND LABOR BONDS

The submitting Party shall provide a Performance Bond to guarantee such Party’s full performance of all duties under the Contract for the Project. Generally, the Performance Bond must be in a dollar amount equal to one-hundred percent (100%) of the final Contract awarded to the Selected Contractor; however, a lesser Bond amount of fifty percent (50%) shall be allowed if the Selected Contractor (in addition to providing a 50% Performance Bond amount) either (1) provides an irrevocable Letter of Credit for fifty percent (50%) of the Contract amount, or (2) agrees to a retainage of fifty percent (50%) of the Contract amount. The Performance Bond must be provided by a state-licensed or state-registered surety or bonding company.

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The submitting Party shall also provide a Payment Bond to cover all of its obligations and liabilities to any and all subcontractors, suppliers, laborers, and other persons or entities that will be performing work on the Project or providing materials for the Project. The Payment Bond must be in a dollar amount sufficient to cover all such obligations and liabilities, and must be provided by a state-licensed or state-registered surety or bonding company.

Submitted proposals need not initially include the required Bonds; however, such Bonds must be provided prior to final Contract Award, and any Party not providing such Bonds in a timely manner may be Disqualified - at CPMD' or the Navajo Nation's sole discretion; for purposes of this provision, a "timely" submission of such Bonds (i.e., deadline for submission) shall be determined by CPMD.

Scope of Work

Thoreau Chapter House Renovation Re-Bid
By Leonard Hardy, Ricky Begay, and Vivinita Bennett
Navajo Nation Capital Projects Management Department
Field-verify all equipment prior to ordering and installation.

PROJECT DETAILS:

- Project Location: Thoreau Chapter House in Thoreau, NM.
- Renovation: CPMD met with the Thoreau Chapter President and CSC to plan the project, draft a Scope of Work, and identify necessary equipment for this project.
- Scope of Services Requested: Kitchen Renovation and Equipment Installation.

SCOPE OF WORK:

BASE BID

- 1. Building Material Removal**
 - a. Roof Area Above Kitchen



- i. Inspect the roof to locate moisture intrusion points and assess damage to the attic and interior ceiling.
- ii. Remove all moisture-damaged materials, including roof covering and underlayment.
- iii. Remove damaged insulation and sheetrock from the building interior.
- iv. Remove all visible mold.
- v. Transport and dispose of all waste at a certified disposal facility.

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b. Kitchen Ceiling

- i. Remove three existing light fixtures, associated light switches, and one heat detector.



c. Wall Behind Three-Compartment Sink (Northeast Corner)

- i. Remove sheetrock from floor to ceiling, 7 feet wide from the northeast corner.
- ii. Remove damaged batt insulation and other deteriorated materials.
- iii. Remove all visible mold.
- iv. Remove all plumbing components, including valves, supply lines, waste lines, and floor drain.
- v. Transport all removed materials to a certified disposal site.

2. Building Renovation

a. Roof

- i. Identify and repair all damaged areas to prevent future moisture intrusion.
- ii. Where required, install new sheathing, underlayment, and metal roofing to match existing roof type and color.



b. Interior Ceiling (Kitchen)

- i. Replace damaged sheetrock with new material matching the existing thickness; tape and texture the repair.
- ii. Paint the entire kitchen with two coats of white paint.
- iii. Provide and install new vinyl base molding.
- iv. Provide and install three new 12" x 48" LED light fixtures and associated light switches.

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- c. Wall Behind Three-Compartment Sink
 - i. Install new batt insulation and mold-resistant sheetrock; tape, texture, and paint with two coats.
 - ii. Install Fiberglass Reinforced Plastic paneling behind the sink area for added durability.



- d. Floor
 - i. Remove existing vinyl flooring and install new vinyl floor tiles as specified. Final color and style shall be selected by the Owner.

- e. Exit/Emergency Lighting
 - i. Provide and install new exit light fixtures with integrated emergency lighting and battery backup.
 - ii. Install required mounting with green lettering.
 - iii. Provide and install one new heat detector.
- f. Electrical Receptacles
 - i. Install new GFCI-type receptacles at all existing kitchen receptacle locations.

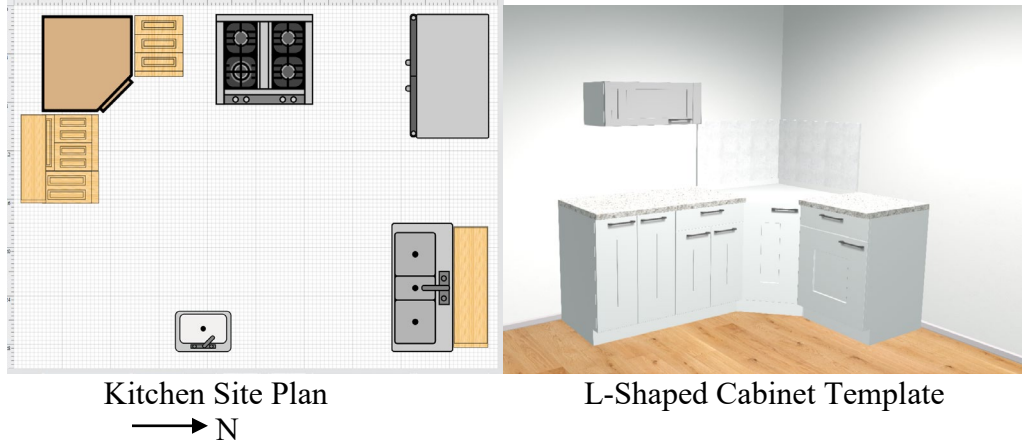
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ALTERNATE PROPOSAL

1. Kitchen Equipment Installation

Note: Perform on-site field measurements prior to ordering to confirm space availability and proper fit.



a. New Equipment to be Provided and Installed

- i. L-Shaped Base Cabinet in the south-west corner, (field-verify location and dimensions). Cabinet and Countertop materials must be durable, non-porous, and easily cleanable. Include a Lazy Susan in the corner section. The entire Cabinet structure must be fully enclosed.
- ii. Medium sized Stainless Steel Three-Compartment Sink, with two drainboards (field-verify location and dimensions).
 - Provide and install new supply and drain lines, new valves, and a new two lever faucet with extended spouts.
 - Install indirect drainage in compliance with code requirements.
- iii. Two Overhead Cabinets, (field-verify location and dimensions). One Cabinet to be placed above the south Base Cabinet and the other above the Three Compartment Sink.
- iv. Type K Fire Extinguisher with wall-mount bracket.

QUALITY ASSURANCE

Ensure that all work meets local building codes and regulations. Regular inspections will be conducted to ensure the quality and safety of the installation.

CONCLUSION

The successful completion of this renovation project will provide Thoreau Chapter with a fully functional kitchen for meetings and events. Clear communication and adherence to the defined scope of work will ensure the project is completed on time and within budget.

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SUBMITTAL REQUIREMENTS/EVALUATION

1. GUIDELINES

The following guidelines shall be adhered to by offerors for consideration in the selection process of offeror to perform the services for the project described. Proposals, which do not include all of the listed information may be considered incomplete and non-responsive and may not be considered by the selection committee.

2. MANDATORY SUBMITTAL REQUIREMENTS

- a. Site Visit Acknowledgement Form Signed by Chapter.
- b. Response to Proposal Criteria
- c. Business Priority Number
- d. Proof of General Contract Licensing
- e. List of Sub-Contractors
- f. Navajo Nation Certificate of Debarment and Suspension
- g. Current IRS W-9, completed and executed
- h. For proposals exceeding \$50,000, a Bid Security equal to 10% of the total proposal amount is required.
- i. Addendum – where required
- j. Cost Proposal in a separate Sealed Envelope labeled: THOREAU CHAPTER HOUSE KITCHEN RENOVATION ADDENDUM RE-BID COST PROPOSAL

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**Thoreau Chapter House Kitchen Renovation
Site Visit Acknowledgement Form**

Project Title: Thoreau Chapter House Renovation
Project Location: Thoreau, NM
Chapter/Community: Thoreau Chapter

This letter serves as formal documentation confirming that a site visit was conducted at the above-referenced project location on the date indicated. The purpose of the site visit was to:

- Visually assess the existing conditions of the facility and surrounding area.
- Identify potential challenges, hazards, and access limitations.
- Collect technical information relevant to the planning and execution of the renovation project.
- Collaborate with project stakeholders and site representatives to initiate and define the preliminary Scope of Work (SOW).

Following this site visit, a preliminary Scope of Work was developed and documented. This scope outlines the anticipated work items, renovation requirements, and site-specific considerations.

Organization: _____

Date: _____ / _____ / _____

Signature: _____

Chapter's Signature: _____

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PROPOSAL FORM

TO : THE NAVAJO NATION
Herein after called "OWNER"

The undersigned, having examined the proposed Contractor Documents titled:

THOREAU CHAPTER HOUSE KITCHEN McKINLEY COUNTY, NEW MEXICO

Having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment and appliances, and to perform operations necessary to complete the Renovation Work. The aforementioned Work will be identified as "Base Proposal", for the stipulated sum in both words and figures. **(In case of discrepancy, the amount in words will govern.)**

BASE PROPOSAL: _____
_____ (\$_____).

Where additional funds are available, the listing from the scopes of work as alternate proposals shall be added and presented here.

Alternate Proposal: _____
_____ (\$_____).

Number of Calendar days; ____365____ from issue of a Notice to Proceed.

Proposers acknowledge receipt of the following Addendum(s):

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

I understand the Owner reserves the right to reject this proposal, but that this proposal shall remain open and not be withdrawn.

If written acceptance of this proposal is mailed or delivered to the undersigned after the date for opening of this proposal, the undersign will accept and return the Letter of Acceptance to the Owner in accordance with this proposal as accepted and will also agree and deliver to the Owner proof of Insurance coverage proposal delivery in the mail of the notification of acceptance of this proposal.

Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.

IMPORTANT NOTICE: If proposer or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; of a partnership, give name

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of firm and names of all individuals, co-partner composing of firms; if proposer or other interested person is an individual, give first and last names in full.

Licensed in accordance with an act for the registration of contractors and with License Number _____, in the State of New Mexico.

SIGN HERE:

SIGNATURE OF PROPOSER: _____

NOTE: If proposer is a corporation, set forth the legal name(s) of the corporation together with the signature of the officers authorized to sign contracts on behalf of the corporation. If proposer is a partnership, set forth the name(s) of the partnership.

BUSINESS ADDRESS:

TELEPHONE NUMBER:

DATE OF PROPOSAL:

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ATTACHEMENT A

EXHIBIT A-ACKNOWLEDGEMENT OF RECEIPT FORM

CAPITAL PROJECT MANAGEMENT DEPARTMENT OF COMMUNITY DEVELOPMENT

In acknowledgment of receipt of this Request For Proposals (RFP), the undersigned agrees that he/she has received a complete copy.

The acknowledgment of receipt should be signed and returned to the project manager, prior to submitting a RFP proposal. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror's written questions and the Agency's written responses to those questions, as well as, RFP amendments, if any are issued. The following name and address will be used for all correspondence related to the RFP.

Firm WILL or WILL NOT (circle one) submit a proposal.

FIRM: _____

REPRESENTED BY _____

TITLE: _____

PHONE NO.: _____

E-MAIL: _____

FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____

SIGNATURE: _____

DATE: _____

Return Form To:

Leonard Hardy, Senior Programs & Project Specialist (Email:
leonard_hardy@nndcd.org)

Ricky Begay, Project Manager (Email: rickyrbegay@nndcd.org)

Capital Project Management, Department of Community Development

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ATTACHEMENT B

NAVAJO NATION CERTIFICATION

Regarding Debarment, Suspension, and Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Thoreau Chapter House Kitchen (Addendum)

Bid Number: 25-04-3653GC(Re-Bid)

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name	Name of individual signing on Applicant's behalf (print)
Applicant Address	Title of individual signing on Applicant's behalf
Applicant Address	Signature of individual signing on Applicant's behalf
Applicant Address	Date

ATTACHEMENT C

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Thoreau Chapter House Kitchen (Addendum)

Bid Number: 25-04-3653GC(Re-Bid)

ATTACHEMENT D

AFFIDAVIT OF RESPONSIBILITY FOR SUBCONTRACTORS

for Indefinite Delivery / Indefinite Quantity On-Call Professional Planning, Architectural, Engineering, and Project Management Services for the Navajo Nation Division of Community Development located in Window Rock, Arizona of the Navajo Nation.

State of _____) ss.
County of _____)

Affiant: _____, being first duly sworn hereby deposes and says:

1. that he/she is the _____ of _____, the Business Entity that has
owner, partner, officer, representative, agent company, firm, partnership, etc.
2. submitted to the Navajo Nation a Proposal, Statement of Qualifications (SOQ) or Bid for the above-named Project;
3. that he/she is authorized to represent said Business Entity for purposes of the declarations set forth herein and that all such declarations are made on behalf of said Entity and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
4. that, if said Entity is selected for a Contract Award from the Navajo Nation, said Entity shall serve as the Prime Contractor under such Contract, and as of the date of signature below said Entity intends to use the subcontractors listed on "Exhibit A" attached hereto, in its performance under such Contract for the above-named Project;
5. that none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the Federal Government, any State Government, the Navajo Nation, or from any other Tribal Government in the U.S.;
6. that none of the subcontractors listed are the subject of any imminent debarment or suspension, or any other imminent determination of ineligibility from the Federal, any State, Navajo Nation, or other Tribal Government;
7. no such subcontractors are currently, or have been within the past ten (10) years, under any criminal indictment or under any civil complaint or charge by the Federal, any State, Navajo Nation, or other Tribal Government, for fraudulent activities, forgery, falsification, theft, bribery, destruction of records, obstruction of justice, receiving stolen property, or other offense related to the receipt or administration of a government contract;
8. no subcontractors have had a contract with such Government terminated, either for cause or convenience
9. that the Entity named in Line 1 herein shall assume all legal responsibility for the work of all such subcontractors on the Project, and shall perform all subcontractors' duties as necessary, or shall replace any subcontractor as necessary, in order to guarantee successful completion of all Contract duties for the Project;
10. that all statements set forth herein, and in said Proposal/SOQ/Bid submitted to the Navajo Nation, are true.

Affiant acknowledges and agrees that, if any statement herein is determined to be false or misleading, such will be grounds for immediate termination of the subject Contract or Agreement with the Navajo Nation, and that the Navajo Nation may pursue appropriate legal remedies related to such termination and any false or misleading statements.

signature of Affiant: _____

printed name of Affiant: _____

title of Affiant: _____

name of Business Entity: _____

type of Entity (LLC, Partnership, etc.): _____

address of Business Entity: _____

Business Entity's EIN: _____

NOTARY:

Subscribed and sworn to before me this _____

day of _____, 20____.

Notary Signature _____

My commission expires _____, 20____.

Thoreau Chapter House Kitchen (Addendum)
Bid Number: 25-04-3653GC(Re-Bid)

ADDENDUM #1
JULY 15, 2025

PROJECT TITLE:
THOREAU CHAPTER HOUSE KITCHEN
RENOVATION

This Addendum shall form part of the Contract Documents and modifies the Request for Proposals.

Procurement Project Packet – The project has a revised Schedule of RFP Activities to be used for project proposals. The Scope of Work has not been changed.

SCHEDULE OF RFP ACTIVITIES

- | | |
|--|-----------------|
| • Advertisement Date | July 11, 2025 |
| • Deadline to Submit Acknowledgement of Receipt Form | August 4, 2025 |
| • Deadline to Submit RFP Questions | August 4, 2025 |
| • Deadline for RFP Submittal | August 5, 2025 |
| • Proposal Opening Evaluations | August 6, 2025 |
| • Final Selection and Notice of Award | August 11, 2025 |

The deadline for RFP submittals has been extended. All proposals must now be received by **August 5, 2025, at 4:00 PM MST** at the Navajo Nation Division of Community Development, Capital Projects Management Department in Window Rock, Arizona. The mailing and physical addresses are provided in the RFP document.

Thank you for time and patience,
Ricky Begay, Project Manager
Capital Projects Management Department
(928)871-6740

ACKNOWLEDGEMENT:

When submitting your proposals, please provide signature and enclose this document.

Submitted By:

Firm Name: