



**The Navajo Nation  
Division of General Services**

**REQUEST FOR PROPOSAL  
DESIGN/BUILD PRE-ENGINEERED METAL BUILDING**

RFP NO: 25-05-3708GC

Date Issued: May 30, 2025

## INTRODUCTION

### A. PURPOSE

The Navajo Nation Division of General Services (“DGS”) requests proposals from qualified Design-Build Contractors (DBC) to provide planning and construction services for a Pre-Engineered Metal Building (PEMB) to replace the old Records Management Warehouse in Fort Defiance, AZ for the Division of General Services (“Offerors”).

### B. PROJECT LOCATION:

1. Fort Defiance, AZ.
2. GPS Coordinates: 35°44'39.7"N 109°03'12.0"W
3. Map:



The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the bid instructions is paramount, otherwise, the bid will be disqualified for non-compliance.

If there are any questions regarding this Request for Proposal call Shawnevan Dale, Division Director at (928) 871-6311 or email at [sdale@navajo-nsn.gov](mailto:sdale@navajo-nsn.gov).

The Navajo Nation reserves the right to reject any and all proposals not within the projected budget and may elect to award the contract not solely on the bid amount but on the bidder’s qualification. The due date for the proposal is **June 13, 2025**, at **5:00 pm**, MDST.

### C. PROJECT DESCRIPTION.

60’x120’x14’ Pre-Engineered Metal Building with minimum specs of:

- 60’ x 120’ x 14’ Clear Span PEMB (Design & Construction)
- Gabled Roof with 3:12 Roof Pitch
- 26 Gauge PBR Roof and Wall Panels  
Roof - 26 gauge PBR panels in White  
Wall - 26 gauge PBR panels in tan  
Trim in Brown
- 1 - 10 x10 Roll up door

- 2 – Entrance doors
- 4 – 36”x36” windows with security bars
- Spray foam insulation on walls and ceilings 2" closed cell spray foam insulation - walls and ceilings
- HVAC system
- Interior lighting
- Exterior Lighting
- Wall outlets
- Wind Load of 125 MPH
- X-Cable Bracing, LEW, REW, FSW, BSW & Roof
- Gutters and Downspouts



#### **D. SCOPE OF WORK**

1. Design PEMB with above mentioned specs.
2. Design Monolithic Slab & Footing
  - Include Electrical (If applicable) and Water/Wastewater infrastructure.
3. Construct monolithic slab suitable for PEMB with demensions of 60' x 120' x 14'
4. The Contractor shall coordinate with the Navajo Tribal Utility Authority and the Navajo Nation in regards to the site utilities. Should utility retirement become necessary, the cost shall be included in the cost proposal
5. Construct/Install PEMB (Including “office” and restrooms)
  - One (1) Prefabricated Office (12’x20’), similar to Portafab Modular Inplant Office
  - Male & Female ADA Compliant Restroom
6. Install concrete slab for parking area with bollards on southside of facility.
7. Install new fencing to secure new structure and lot with gated vehicle access.
8. Install ADA compliant sidewalk to main door.
9. Install concrete ramp for the roll up door section
10. Establish all necessary utility connections (Water, wastewater, gas, and electrical).
11. Floor Finishing
  - Commerical Epoxy Floor Coating shall be applied to entire floor.

- Heavy traffic epoxy requested.

## **E. RESPONSE FORMAT**

All proposals must include the following:

1. Proposal Organization
  - a. The Letter of Transmittal, which shall be considered an integral part of the proposal, shall be signed by the responsible individual(s) who is (are) authorized to bind the Offeror contractually.
  - b. The proposal must supply names and resumes of key personnel to be assigned to the performance of the responsibilities contemplated by the RFP. Resumes describing the qualifications of all professional personnel, excluding support staff, to be utilized in the performance of this agreement, including all subcontractors who have been identified, must show, at a minimum, the person's name, education, position, and total years and types of experience relevant to the performance of the agreement.
  - c. The Offeror must submit evidence of appropriate required insurances that will be in force at the inception of the contract and must agree to maintain such coverage throughout the term of any agreement. Such insurance must be in an amount reasonable for a firm of Contractor's size and financial condition, and shall cover the Offeror, its employees, agents, representatives and subcontractors.
  - d. A detailed description of Offeror's knowledge and experience with respect to the services to be provided.
  - e. A list of three (3) references for the Offeror's work.
  - f. A specific description of the Offeror's proposal for the delivery of the professional services contemplated by this RFP. This proposal may include a work plan, a discussion of the manner in which the personnel will be made available to provide the services and such other information as the Offeror reasonably believes necessary to explain its proposal for meeting the needs of the NN Division of General Services.
2. Fee and Cost Schedule

A detailed cost breakout for services required by this RFP. Such fees may be outlined hourly, as a percentage of the cost of any buildout, or otherwise. Offerors must sufficiently explain the details of its cost proposal for each of the services to be provided.

## **F. CONDITIONS GOVERNING THE REQUEST FOR PROPOSAL**

The liability of the Navajo Nation under a contract formed from this solicitation is contingent upon the availability of funds. Pursuant to 2 N.N.C. §223(B), all contracts shall have sufficient funds available to perform the services under this Contract. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation laws, rules, and regulations as well as applicable federal laws, rules, and regulations. The Nation further requires:

1. The DBC is required to have the following minimum insurance coverages:
  - General Liability of \$1 Million per occurrence and \$2 Million in total coverage, and

- Auto Liability with limits no less than \$1M per occurrence
  - Workers Compensation Coverage with limits of \$1M/\$1M/\$1M
  - Professional Liability of \$1 Million per occurrence and \$1 Million in total coverage,
  - Navajo Nation must be named as Additional Insured for GL, AL and WC.
  - Waiver of Subrogation for all coverage applies.
  - Additional requirements from the Navajo Nation’s Risk Management Program may apply.
2. Payment and Performance Bonds
- Contractor must be able to provide a performance and payment bond in the amount of 100% of the total price. Pursuant to 12 N.N.C. § 352(B)(3) the amounts of the PBB may be reduced by 50% of the total purchase for each bond with concurrence of the Navajo Nation’s Controller.

## **BID INSTRUCTIONS**

The proposal shall include one (1) original and three (3) duplicate copies of the following:

- Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate “FEE SCHEDULE” on the sealed envelope.

## **PROPOSAL SUBMISSION**

Sealed bid proposals shall be submitted to the Navajo Nation Division of General Services, Administration Building #1-Second Floor, 2559 Indian Route 100, Window Rock, Arizona 86515 before 5:00 p.m. (MDST) on June 13, 2025. Respondents who are expedited mailing their proposals should allow sufficient time for expedited mail delivery to ensure receipt by the time specified. Late proposals will not be accepted.

All bid proposals shall be submitted in a sealed envelope, marked, and addressed as follows:

“PEMB Project – Records Management”  
RFP #:25-05-3708GC – DO NOT OPEN”

The name and address of the bidding firm should be shown in the upper left-hand corner of the envelope.

The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a “non-responsive” classification and the proposal will be rejected. Please also include the following:

- Breakdown of cost allocation;
- Cost/expense justification and analysis to substantiate proposed pricing, if applicable.
- Please identify those items that are absolutely necessary to successful completion of the Project and the corresponding proposed pricing of those items. Please also identify all items that are optional and not necessary to the successful completion of the Project and the corresponding proposed pricing of those items.

**Proposals shall be delivered, in person, in a sealed envelope to:**

“PEMB Project – Records Management”  
RFP #: 25-05-3708GC – DO NOT OPEN”  
Attn: Shawnevan Dale, Division Director  
Division of General Services  
ADMINISTRATION BUILDING #1-2<sup>nd</sup> FLOOR  
Window Rock Blvd., Window Rock, Arizona 86515

**Or expedited mail to:**

Division of General Services  
Attn: Shawnevan Dale, Division Director  
Administration Building #1-Second Floor  
2559 Indian Route 100  
Window Rock, Arizona 86515  
“PEMB Project – Records Management”  
RFP #25-05-3708GC – DO NOT OPEN”

**BID OPENING**

The Bid Opening meeting is scheduled for June 17, 2025, at 10:00 am (MDST). The location will be at the Division of General Services, Window Rock, AZ 86515.

**EVALUATION AND CRITERIA**

Each bid must be accompanied by a letter of transmittal. The letter of transmittal shall contain the following:

1. Provide Statements of Qualifications, if applicable.
2. Identify the name, title, and telephone numbers of the person authorized to negotiate on behalf of the organization.
3. Certified dealership/vendor that meets all standards and qualifications.
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department, if applicable.
5. Required Insurance documents, i.e. Certificate of Liability Insurance.
6. Completed and signed W-9 Form.
7. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension.

The bid committee will use the following point criteria in the contract award selection process. Proposals will be evaluated to determine the best vendor.

EVALUATION CRITERIA	TOTAL POSSIBLE POINTS
<i>Priority 1 or 2 Vendor (In accordance with the Navajo Business Opportunity Act)</i> a. Priority 1 Vendor (10 pts)	10

b. Priority 2 Vendor (5 pts) c. Non-priority Vendor (0 pts)	
<i>Bid Organization</i> a. Typed proposal on 8-1/2" x 11" paper b. Binding and Indexing c. One Original bid with 3 copies	5
<i>Letter of Transmittal</i> a. Provide Statement of Qualifications b. Identifying individual(s) as specified above c. Provide completed and signed documents, Certificate of General Liability, NN Debarment and Suspension, and W-9 Form.	15
<i>Proposed Costs.</i> a. Timeframe b. Warranty c. Availability	70
<b>Total Possible Maximum Score</b>	<b>100</b>

#### **SCHEDULE OF ACTIVITIES**

#### **DEADLINES**

1.	Public Advertisement	May 29, 2025
2.	Proposals Submission Deadline	June 13, 2025
3.	Bid Opening	June 17, 2025

#### **AWARD OF BID – REJECTION OF BID**

The DGS reserves the right to accept bids all or in part. At the time of acceptance, the DGS also reserves the right to increase or decrease quantities of any item at the same price bid. The DGS reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirement.

#### **PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESS**

Preference for Navajo and Indian-owned businesses will be given under the Navajo Nation Business Opportunity Act, 5 NNC §201 et. Seq. and the Navajo Nation Procurement Act 12 NNC §303. Certification of Navajo Owned Business will be assured by a certificate held by the Navajo Business Regulatory Department.

#### **NAVAJO NATION SALES TAXES**

All work performed within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales TAX. 24 N.N.C §601 et. Seq. The Navajo Nation shall withhold from each payment to the "CONTRACTOR" 6% of the total invoice amount associated with work performed within the Navajo Nation. This account reflects the Navajo Sales Tax due on such invoice amount. This 6% shall

be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the "CONTRACTOR".

### **AVAILABILITY OF BID DOCUMENTS**

Bid Proposal documents are available on the website at [www.nnooc.org](http://www.nnooc.org) and at the Navajo Nation Division of General Services located at the Administration Building #1-2<sup>nd</sup> Floor, Window Rock, Boulevard, Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. (MDST) Monday through Friday. For more information, contact *Shawnevan Dale, Division Director* at (928) 871-6311.

### **WITHDRAWAL OF BID**

No bid proposal shall be withdrawn for 60 calendar days after the opening of the bid without the consent of the owner.

*The proposed projects is subject to the availability of funds and the RFP may be cancelled at any time. If the proposal is beyond the internally Maximum Feasible Cost, the offeror reserves the right to reissue the RFP.*



**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

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