

Request For Proposal Navajo DOT – Remodel Finance Center

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting proposals for the NDOT – Remodel Finance Center.

The Request for Proposal process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm shall have all required items specified under the Scope of Work.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting February 2, 2026, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.481.2018 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org> or from the Navajo OOC website <https://nnooc.org/>.

General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a cubicle-style system to remodel the Finance Center located at the Navajo DOT Complex in Tse Bonito, including but not limited to the following:

The Navajo Division of Transportation (Navajo DOT) is seeking qualified vendors to furnish, install, configure, and commission a fully integrated, cubical system, for a total of 10 staff, 1 manager, 1 receptionist, and 8 regular staff cubicles.

- c. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	February 2, 2026
2.	RFP Prebid Meeting <i>(Required)</i>	February 9, 2026
3.	RFP Submittal Deadline	February 17, 2026
4.	Evaluation of RFP & Firm(s)	February 18, 2026
5.	Final Selection of Firm(s)	February 19, 2026

- d. PRD Prebid Meeting will be held at the Navajo DOT Complex in Tse Bonito, NM on February 9, 2026, at 11:30am, please see the Navajo DOT - Front Desk Staff to in.
- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP after February 9, 2026, after Prebid Meeting.
- f. Proposal Submittal Deadline – Proposal shall be physically submitted to the following address by February 17, by 4:00 PM (Mountain Daylight Savings Time):

Navajo Division of Transportation
ATTN: Evans Bennallie
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED. Such proposals will be un-rated, and firms submitting them will be considered non-responsive.

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposals shall be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY*.”
- j. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – Navajo DOT is not liable for any costs incurred by the firm(s) prior to issuance of a Service Contract.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Service Contract. Failure of the firm to accept these obligations may result in cancellation of the Service Contract. No percentage of the Service Contract will be paid to the vendor for items, firm will be obligated to have all products up front without Navajo DOT issuing out a partial payment.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Service Contract – Navajo DOT shall award the Service Contract to the top-rated firm. Upon selection, the firm will be notified, upon Navajo DOT acceptance of the proposed bid and estimates (fee proposal, etc.) provided by the firm(s), a Service Contract will be issued. The contract shall be effective from the executed date of the Service Contract between the Navajo Nation and the firm.

- o. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the purchasing documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501 et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.
- p. Taxes – All work tangible items and services provided 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.).
- q. Insurance – The Navajo Nation requires the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker’s compensation; professional liability errors and omissions liability; etc.
- r. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Proposal Submission

- a. Proposal shall be submitted in a sealed envelope clearly marked:
 - i. **“DO NOT OPEN RFP # 25-12-3957SB: NDOT – Remodel for Finance Center”**
 - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) original and three (3) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The RFP proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
 - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Proposal Cost.
 - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
 - v. **Firm shall have a SAM.GOV ID listed on proposal for Compliance purposes.**

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate Proposals received in accordance with the following criteria. Proposals which fail this check will be considered non-responsive and will be unrated.
 - i. Proposal is received by the required deadline date and time.
 - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

D. Award of Contract

- a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified with a Notice of Intent Letter sent to the selected firm.
- b. The Navajo DOT will issue a Notice to Intent to the firm upon execution of the approved Service Contract. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Service Contract.

SECTION 3 – Scope of Work

The contractor shall provide all labor, materials, tools, and supervision necessary to remodel an existing room to support up to ten (10) staff workstations using cubicle-style furniture, 1 manager cubical, 1 receptionist desk, and 8 regular staff cubicles. The remodel shall include electrical and low-voltage cabling, utilizing existing circuits, panels, and cable pathways where feasible. Final workspace layout will be determined by the contractor in coordination with the owner.

3.1 General Requirements

- Conduct a site visit to verify existing conditions, electrical capacity, and cable routes.
- Coordinate work with building occupants to minimize disruption.
- All work shall comply with local building codes, and safety standards.
- Maintain a clean and safe work area throughout the project.
- Contractor is responsible for protecting existing infrastructure and finishes.

3.2 Electrical Scope

- Utilize existing electrical circuits and panel capacity; no new service or panel upgrades are included.
- Provide and install electrical outlets sufficient to support 10 cubicle workstations (standard office load).
- Install additional duplex outlets as required for shared equipment (printers, monitors, small peripherals).
- Route electrical wiring through existing conduit, raceways, or cable trays where available.
- Label all new electrical connections at panel and outlet locations.

- Test and verify all electrical connections prior to acceptance.

3.3 Low-Voltage / Data Cabling

- Install structured cabling to support data and voice connectivity for up to 10 workstations.
- Utilize existing cable pathways and telecommunications rooms.
- Terminate all data cables at designated patch panels and workstation locations.
- Label and test all data drops in accordance with TIA/EIA standards.
- Coordinate with Navajo DOT IT staff prior to final termination if required.

3.4 Workspace Layout & Cubicle Coordination

- Contractor shall develop a proposed cubicle layout based on room dimensions and code requirements.
- Layout must allow for safe egress, ADA considerations (if applicable), and proper spacing.
- Coordinate outlet and data drop placement with the final cubicle arrangement.
- Cubicle furniture procurement is included unless otherwise specified.

3.5. Finishes & Minor Construction (If required)

- Core drilling, wall penetrations, or surface-mounted raceways as needed for cabling.
- Patch, seal, and restore any disturbed surfaces to match existing finishes.
- Ceiling tile removal and replacement as required for cabling access.

7. Testing, Documentation & Closeout

- Test all electrical outlets and data connections for proper operation.
- Provide as-built documentation showing outlet and data drop locations.
- Submit a final walkthrough with the owner prior to project closeout.
- Remove all debris and unused materials from the site.

8. Exclusions

- New electrical panels, transformers, or circuit additions.
- Furniture, cubicle systems, or workstation equipment.
- Network switch configuration or IT equipment installation.
- HVAC modifications unless explicitly added by change order.

9. Acceptance Criteria

- All electrical and data services are operational and tested.
- Work meets applicable codes and owner standards.
- Room is ready for cubicle installation and staff occupancy.

The hardware listed above shall require an extended warranty of 5 Years if not already listed within the table above.

SECTION 4 – Proposal Content and Evaluation Criteria

- A. Qualification of the Firm. Proposal shall specifically address and affirm the following:
 - a. Letter of Interest that indicates why your firm should be selected to provide the Remodel for Finance Center proposal to Navajo DOT.
 - b. Evidence of Insurance, such as Professional Liability Insurance, Workers Comp, etc.
- B. Navajo Business Opportunity Act (NBOA)
 - a. The Navajo DOT will follow Navajo Business Opportunity Act, 5 N.N.C. § 201 et seq; Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% Navajo owned and controlled business entity
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+), Other Native American's that own and control all or a majority of the business activities

SECTION 5 – Rating System on Evaluation Criteria

- A. Description of the components provided in Section 4 – Proposal Content and Evaluation Criteria.
- B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of RFP	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted	60 Points
D.	5 Year warranty on parts and labor	10 Points
E.	Three References	15 Points
Total Points		100 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

End of Request for Proposals - RFP # 25-12-3957SB

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**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