

REQUEST FOR PROPOSALS
Bid Number: 26-06-4195SB

Date: July 1, 2026

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Chinle Outpatient Treatment Center Structural Evaluation Construction Drawing Project

Project Schedule:

Advertisement of RFP	7/13/2026 – 7/24/2026
On site pre-bid meeting	7/28/2026 10 am MDT
Location: Chinle Outpatient Treatment Center	
<i>For directions please call (928) 674-2190</i>	
Requests for Information Due Date	8/11/2026 @ 5:00 pm MDT
Bid Due Date	8/27/2026 @ 5:00 pm MDT

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Frank Roanhorse, Project Manager – DBMHS/NDOH at frank.roanhorse@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (one [1] original and three [3] copies) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Sharon Belone, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following: (Please note that the US Postal Service does not deliver mail to this physical address, please consider hand delivery, Fed Ex or UPS services.)

BID #26-06-4195SB NNDBMHS
CHINLE OUTPATIENT TREATMENT CENTER
STRUCTURAL EVALUATION CONSTRUCTION DOCUMENT PROJECT
DO NOT OPEN-BID PROPOSAL

List your NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a Small Project Contract/professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of ten (10) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. The onsite pre-bid meeting is a requirement/ mandatory.
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include resume and references.
3. Scope of Work
4. Product Specifications including cut sheets (if any).
5. Design (detailed plan depicting problem solving and recommendations).
6. Schedule, including proposed site visits
7. Copies of Business Licenses and certifications, including: **(Navajo Business Opportunity Act- NBOA Priority Status)**.
 - a. Navajo Business Regulatory- Priority Status (1, 2 or Non-Navajo)
 - b. Navajo Business Regulatory- Registration
 - c. Navajo Business Regulatory – Certificate of Good Standing (This will be required upon DBMHS recommendation for award processing.)
 - d. Navajo Business Regulatory – Certificate of Authority (1st year) or a Certificate of Good Standing (following 1st year).
 - e. Navajo Nation Certification regarding Debarment and Suspension.
 - f. Affidavit of Non-Collusion
 - g. Certificate of Liability Insurance (Review by Risk Management)
 - h. W-9 Certificate

- i. Navajo Tax Commission- Registration and Clearance
 - j. Bid Bond
- 8. Project Sub-contractor Listing, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
- 9. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
- 10. Compliance: 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.
- 11. All proposed Contracts are subject to legal review by the Navajo Nation Department of Justice. Any discrepancies will need corrections prior to proceeding to contract implementation

VII. EVALUATION PROCESS (pre-qualifying process)

- 1. Evaluation Criteria
 - a. Qualifications, credentials, and minimum ten (10) years' work experience. This includes the capabilities to provide all requested services. (25 points)
 - b. Quality of products, ability to install, problem solving and recommendations, and warranty services. (25 points)
 - c. Project Schedule. (20 points)
 - d. **Cost (separate sealed envelope).** (30 points)
- 2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
- 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Chinle, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize an appropriate American Institute of Architects (AIA) Project Contract for professional services for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Frank Roanhorse, Project Manager for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Roanhorse's email address is frank.roanhorse@navajo-nsn.gov

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional services (AIA) contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional services (AIA) contract will provide all other legal and contractual obligations, terms, and requirements of this project.

1. The Navajo Nation reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The Navajo Nation reserves the right to request clarification of information submitted, and to request additional information from a proposer.
3. A proposal in which the proposer attempts to impose conditions which would modify requirements of the solicitation of limit the proposer's liability to the Navajo Nation shall be rejected as non-responsive.

XIV. OTHER

DBMHS Chinle OTC Structural Evaluation Construction Document Project
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services Chinle Outpatient Treatment Center main building, identified as C012-118, located in Chinle, Arizona, is seeking a qualified Structural and Civil Engineering Firm to conduct a structural analysis of our buildings sinking floor and fixes, and provide full set of construction documents (CD) to correct any deficiencies.

Building Description:

- The building is described as an approximate 16,961 sq. ft. site built, slab on grade with an average 16' (high) CMU walls.
- It consists of a main entry into a vestibule and into a large area housing a check in station and a circular monitoring (Nurse's Station type) furnishing arrangement.
- Covered by a hexagon shaped covering approximately 23' high. The hexagon shaped central structure also houses offices, small conference and class rooms, restrooms, a mechanical and housekeeping rooms, dining, kitchen and nurse's office with exam room.
- A southeast wing serves as an administrative wing with 8 offices, staff restrooms, a break room.
- A southwest wing houses five (5) bedrooms (for two (2) beds each) with restrooms and showers, a day room and a laundry room.

- The northwest room is an approximate 4,900 sq. ft. gym (26' high), with a rubberized floor with access to a weight room and an office. An additional room in between the gym and the southwest wing serve as a Mechanical room housing the fire riser, hot water heaters and tools.
- Another additional room in between the gym and the northeast wing serves as an extension to the kitchen with an office, walk in freezer, dishwashing area and pantry storage.
- The northeast wing houses four (4) bedrooms (one [1] with four [4] bed capacity) with restrooms and showers, a day room, and a laundry room.
- See Exhibit "A" – as built building document (large file available by request- specific sheets).

Problem Statement:

In 2008, it was reported that an interior water break wasn't discovered until days later with water levels reaching 12" to 16" high. Reported corrections included replacing the flooring and wall sections to eliminate possible mold issues. The water presumable penetrated the floor and into the sub-soil directly underneath the building. In an attempt to provide positive drainage away from the exterior of the building, in-house staff installed a sidewalk around the exposed areas of the exterior perimeter. Cracks where the sidewalk meet the building is evident as there doesn't seem to have had expansion joints properly installed. This with the ground movement and blowing sand in Chinle upheaved the sidewalks that circumvented the positive drainage away from the building back into the building wall.

Scope of Work:

1. Licensed Civil Engineering Firm to provide Civil design services including geotechnical services
2. Review and analyze existing conditions and survey.
 - a. Report from Rock Gap Engineering team and construction record drawings, and further testing and/or services of all components throughout the Chinle building exterior in relation to drainage, retention ponds and any other work deemed necessary to safeguard the building from water penetration.
 - b. Preparation of a Stormwater Pollution Prevention Plan (SWPPP) for review by the Navajo Nation EPA.
3. Survey services of interior building elevations to determine areas which have sunk and or heaved upwards.
 - a. A complete set of construction documents that the Navajo Nation can bid out for general contractor to correct the problems. Work specifications to include:
 - i. Survey (Topo 1' contour mapping);
 - ii. Utility mapping of underground utilities;
 - iii. Hydrological calculations storm runoff volumes (for retention basin verification);
 - iv. Grading design and construction documents;
 - v. Conceptual site plan depicting retention ponds;
 - vi. Stormwater retention basins (lined with impermeable geosynthetic material);
 - vii. Entrance catch basin;
 - viii. Storm drains @ entrance catch basins (8-12" Dia, Length?);
 - ix. Site grading; and
 - x. New sidewalks (as needed).
4. Structural engineering assessments and testing of all components throughout the Chinle building. Develop a set of construction documents to correct the foundation, re-design, re-enforce the sinking slab.

5. A comprehensive and thorough structural engineering report, recommendations and construction documents that the Navajo Nation can use bid out for general contractor to fix/construct the foundation. Including:
 - a. Slab Survey;
 - b. Soil testing below the slabs;
 - c. New geotechnical report;
 - d. Slab leveling;
 - e. Structural repairs;
 - f. Core area beam bearing;
 - g. Wall repairs;
 - h. Lip at gym door (floor) at the hallway;
 - i. Other (as deemed necessary).
6. Construction Administration Services and Contractor Procurement Services.
 - a. Assist with the advertisement development, advertising and bid submittal assessments and RFI's (Requests for information).
 - b. Provide technical assistant to the NN DBMHS on any project related technical issues while work is being completed.
 - c. Provide reports and closeout documents at the end of the project.
7. Travel to Chinle, Arizona for five (5) onsite meetings for one (1) an onsite pre-bid visual assessment to determine your proposal submittal, three (3) for ongoing inspections and project meetings and one (1) for final inspection.
8. Costs to be broken down by trade hourly rates, travel, testing, material, equipment, and Navajo Nation Tax @ 6%.

Notes: An October 7, 1996 geotechnical evaluation report is available as well as construction drawings.

Excerpt from construction drawing "Structural Notes" and "Foundation":

Soil report by ATL Job No. 198029 The subsoil at bottom of slabs should be over excavated at least 30 inches and replaced with non-expansive granular soils per soils report recommendations. All foundation work to be performed under the inspection and testing by a qualified soils engineer. Foundations are to be 80 KSI Steel Helical Piers system types, SS150 (1-1/2", 35 KIP capacity) as manufactured by Arizona Helical Piers corporation or approved equivalent. Piers are to be driven to a minimum 15 feet below existing site grade as recommended by the soils report. Footings and grade beams shall bear on firm undisturbed soil at 2'-6" minimum below natural or finish grade, whichever is lower. Allowable soil bearing 1,500 P.S.F. Excavations for foundations shall be inspected by a soil Engineer to verify assumed allowable soil bearing and low settlement and swell potential, and to make any additional recommendations.

End Scope of Work