

NAVAJO NATION DIVISION OF HEALTH

Professional Architectural, Engineering, Surveying, and Design Services for Navajo Nation WIC Facility Improvements."

RFP BID NO.: Bid no 26-07-4211DB

BID OPENING DATE: 07/15/2026 @ 8:00 AM

DUE DATE: 08/21/2026 @ 5:00 PM

Contact Person: Kyle Rockbridge, Senior Program and Project Specialist

Email: Klrockbridge@navajo-nsn.gov

Phone: 928-871-7918

RETURN ENCLOSED RE-BIDS CLEARLY MARKED TO:

DO NOT OPEN: RFP Bid no 26-07-4211DB - Professional Architectural, Engineering, Surveying, and Design Services for Navajo Nation WIC Facility Improvements

Proposal/ BID will include:

1. Most Recent W-9 and a Navajo Nation Debarment form, Proof of Insurance Coverage
2. Any and all information on services to be provided.
3. Vendor is require to visit the Sites for proper assessment.
4. Business name and Priority Status (if applicable) on proposal envelope.

ALL Proposals are to be fully completed and submitted through the Mail.

Mailing Address: Navajo Department of Health
Attn: Navajo WIC Nutrition Program
Po Box 1390
Window Rock, AZ 86515

Emailed to: klrockbridge@navajo-nsn.gov

Proposals are Due on August 21, 2026 at 5:00 PM MST

Instruction for Bidders

A. Issuing Office:

(RFP) is issued by: Navajo WIC Nutrition Program

Physical Address: Administration Bldg. 2 - #2296/ Window Rock Blvd
Window Rock, AZ 86515

Mailing Address: Navajo Department of Health
Attn: Navajo WIC Nutrition Program
PO Box 1390,
Window Rock, AZ 86515

B. Schedule of Site visits

Site Visits of the Navajo WIC Offices can be scheduled by contacting Navajo WIC Central office (See Listed below in section C)

Locations:

1. Chinle WIC office (GPS 36.153111, -109.559778),
Indian Rte 7, Chinle Chapter House Compound, Chinle, AZ 86503
2. Crownpoint WIC Office (GPS 35.697222, -108.139306)
Navajo Service Rte 9, Crownpoint I.H.S Compound, Crownpoint, NM 87313
3. Pinon WIC Office (GPS 36.101886, -110.220126)
8030 Business Loop, Pinon Chapter House Compound, Pinon, AZ 86510
4. Tuba City WIC office (GPS 36.1205663, -111.2311093)
West of Dook'osliid Business Center Main Street, Tuba City, AZ 86045
5. Tsaile WIC Office (GPS 36.311632, -109.217926)
NW Jct. of Indian Rte 12 & Indian Rte 64, Tsaile, AZ 86556

C. Inquires:

Prospective proposals may make telephone or written inquiries concerning the RFP to obtain clarification or requirements. NO inquiries will be accepted after the inquiry deadline of August 21, 2026 at 5 PM, as stated in section B.

1. Email to Central office staff:

Klrockbridge@navajo-nsn.gov
veronicaclark@navajo-nsn.gov
t.platero@navajo-nsn.gov

D. Addendum of Supplement to this Request for Proposal:

In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.

E. Proposals Submission:

Proposals must be received on or before 5 PM by Friday, August 21, 2025. The firms may either hand carry or mail in Proposals. The firms who choose to mail in proposal please allow sufficient time for delivery. To ensure delivery is made before due date. If mailed, it is recommended that proposals be sent by certified mail to address indicated on the cover sheet of the RFP. Also please send a notice of Bid submission, through email, to Contact person.

FOUR (4) copies of the Proposals are required:

The original and three copies must be delivered in a sealed envelope. The outside should be clearly marked with the ***“Navajo WIC Nutrition Program Professional Architectural, Engineering, Surveying, and Design Services for Navajo Nation WIC Facility Improvements.”***, Bid Number **(26-07-4211DB)** DO NOT OPEN, and the name and address of the firm submitting the proposal. Cost proposals to be sealed in a separate Envelope.

Late Receipt of Proposals: Late Proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo WIC Nutrition Program Central office in Window Rock, AZ, prior to date and specified time.

- F. Rejection of Proposals:** The Navajo WIC Nutrition Program will reserve the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

- G. Proprietary Information:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “Proprietary”.

- H. Response Material Ownership:** All material submitted regarding this, RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph G above. The Purchasing Services Department has the right to use all system ideas

presented in reply RFP, subject to limitation in paragraph I (Below) Disqualification or non-selection of a proposal or BID does not eliminate this right.

- I. Special Instruction:** Offerors are to visibly make the outside of proposal package regarding the offeror's priority status under Navajo Business Opportunity Act. If you have any question's please call Navajo Business Regulatory at (928) 871-6544.
- J. Incurring Costs:** The Navajo Nation Purchasing Services Department and Navajo WIC Nutrition Program is not liable for any cost incurred by the proposal prior to issuance of a contract.

Respondent Requirements

Facility Overview:

The Navajo WIC Nutrition Program has various clinics/office across parts of the Navajo Nation. We have been assisting Navajo families across the reservation for more than 50 Years. Our Offices, for exception of 3, have fences around the Office. The physical addresses of the warehouses are listed below:

Navajo WIC Nutrition Program Clinics:

Physical Location:

1. Chinle WIC office, Indian Rte 7, Chinle Chapter House Compound, Chinle, AZ 86503 (GPS 36.153111, -109.559778)
Building information: Utilities on Site, Open area with modular building on either side with 10-30 feet of space,
2. Crownpoint WIC Office, Navajo Service Rte 9, Crownpoint I.H.S Compound, Crownpoint, NM 87313 (GPS 35.697222, -108.139306)
3. Pinon WIC Office, 8030 Business Loop, Pinon Chapter House Compound, Pinon, AZ 86510 (GPS 36.101886, -110.220126)
4. Tuba City WIC office, West of Dook'osliid Business Center Main Street, Tuba City, AZ 86045 (GPS 36.1205663, -111.2311093)
5. Tsaile WIC Office, NW Jct. of Indian Rte 12 & Indian Rte 64, Tsaile, AZ 86556 (GPS 36.311632, -109.217926)

The contract will be to provide Professional Architectural, Engineering, Surveying, and Design Services for Navajo Nation WIC Facility Improvements.

SCOPE Of Work

The purpose of this contract is to develop comprehensive existing-condition assessments, engineering evaluations, conceptual designs, cost estimates, and construction-ready bid documents for the following projects:

1. Tuba City WIC Parking Lot Improvements
2. Tuba City WIC Office Renovation
3. Pinon WIC Wastewater (Septic System) Improvements
4. Pinon WIC Water Line Extension and Improvements
5. Pinon WIC Office Renovation
6. Crownpoint WIC Wastewater Improvements
7. Crownpoint WIC Water Line Extension and Improvements
8. Crownpoint WIC Office Renovation
9. Chinle WIC Office Renovation
10. Chinle WIC Building Re-Leveling and Structural Improvements

The selected firm shall perform site investigations and collect all necessary information required for project design and future construction procurement, including but not limited to:

- Existing conditions assessments
- Site surveys and topographic surveys
- Utility location verification and mapping
- Boundary surveys
- Environmental and drainage evaluations
- Structural assessments
- Building measurements and floor plan development
- Mechanical, electrical, and plumbing assessments
- Water and wastewater system evaluations
- Soil investigations and percolation testing where required
- ADA accessibility assessments
- Preliminary and final construction cost estimates

The consultant shall prepare conceptual designs, engineering reports, construction drawings, technical specifications, bid packages, and permitting documentation necessary to support future construction solicitations.

Deliverables shall include a comprehensive WIC Facilities Master Plan identifying project priorities, recommended improvements, estimated construction costs, and implementation schedules for each facility.

The intent of this procurement is to establish a complete planning and design package that will allow the Navajo Nation WIC Program to solicit competitive construction bids and pursue future funding opportunities for facility improvements.

Pricing:

The selected firms pricing will be fair and based on all work perform with the overall goal to obtain proper information to allow a proper Request for proposals to issued for Phase 2: construction.

Payments:

- a. Invoice will be provided to the Senior Program and Project Specialist at klrockbridge@navajo-nsn.gov, and a copy will be sent to Program Manager 2 at veronicaclark@navajo-nsn.gov
- b. Understand that facilities maybe operational or closed as needed during the contract period.
- c. Ensure service costs such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed.
- d. All invoices should include the 6% Navajo Nation tax and 6 % for Tuba City, Arizona.
- e. Contract is subject to available funding.

Navajo Nation Business Regulatory Policies and Regulations will apply and Navajo Nation Procurement Policies and Regulations will be enforced. Navajo Nation Business Regulatory can be reached at (928)871-7362 and Navajo Nation Purchasing Department can be reached at (928)871-6316, to answer any questions about these policies.

Acceptance of Proposal Content: The contents of the selected proposal will become contractual obligation if the acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Department and Navajo WIC Nutrition Program reserves the right to pursue appropriate legal action in the above set of circumstances.

Acceptance Time: The Navajo Nation Department of Health- Navajo WIC Nutrition Program intends to make a vendor selection within five (5) days after the closing date for receipt of proposals.

Award of BID: Upon Selection, a contract document will be prepared and sent to the firm and the proposal submitted by the firm will become part of the contract. The Navajo Nation is not bonded to enter a Contract under RFP and may issue a subsequent RFP for the same services.

Joint Proposals: Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP.

Evaluation Procedures and criteria:

1. A review committee will review and will judge the Proposal received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare to provide any additional information the team feels necessary for a fair evaluation of proposal.
2. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.
3. The sole objective of the review team will be to select the proposal that is most responsive to the need of the Navajo WIC Nutrition Program. The specification in this RFP represents the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP the review Committee will select and recommend the proposal who best meets this objective.
4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as state below.

Proposal Qualifications (30%):

- Organization letter and Qualifications, Implementation plan & Schedule, copies of licenses, certifications.

Project Detailed (20%):

- Detailed information on approach to scope of work providing methodology with description services.

Project Schedule (10%):

- Schedule and Proposed time frame of services

Credentials and Past Performance (10%):

- Licensures of Business
- 1 year of Past performance with Navajo Nation Govt.
- Detailed resume and experience

Cost (30%):

- Separate Sealed Envelope

5. Cost /Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differentia, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed cost will be evaluated not only to determine if the estimate is reasonable, realistic, and cost effective, but also to determine the offerors' understanding of the program and ability to organize and perform the contract. Cost/Price factors will not be numerically weighed and scored.

Proposed Cost: (To Be Sealed in a separate Envelope) show cost for overall proposal with NN Tax included with detailed cost and attachment to be with proposal packet.

- Attachment called "Purchase Price", that's under scope of work.

Standard Contract: The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered as a result of RFP's shall comply with Navajo Nation Law, rules and regulations. Navajo Procurement Act, 12 N.N.C. Subsection 301, and applicable federal law, rules and regulations, 45 C.F.R. part 98.41 (c) (4-5) (Health & safety requirements) regarding building and physical premises safety. 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 construed as a waiver of the Navajo Nation's sovereign Immunity.

Return of Proposals: The Navajo Nation has no obligation to return any Proposals received in response to this RFP.

Terms:

The terms of the Contract will be approximately nine (9) Months, August, 2026 to, April 2027. This contract will be negotiable; however, it will require mutual agreements between both Navajo WIC Nutrition Program and selected contractor.

Billing and Payments:

Billing and payment shall conform with all Navajo Nation Procurement procedures. In order to receive timely payment, Vendor are obligated and have the responsibility to present invoices in a timely and accurate manner. An original and/ email copy of the vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

**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 <i>Specific Instructions</i> 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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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 ☐	
	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:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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

Consultant/Project Name

Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date