

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**RFP BID NUMBER: 23-310-3150GC**  
**CONSTRUCTION PROJECT MANAGEMENT SERVICES**  
**FOR CONSTRUCTION OF SINGLE-FAMILY HOMES**  
**ON THE NAVAJO NATION**  
**NAVAJO NATION FISCAL RECOVERY FUND OFFICE**  
**October 25, 2023**

**1. GENERAL**

The Navajo Nation Fiscal Recovery Fund Office requests Request for Qualifications (RFQ) from qualified Firms to provide Construction Project Management (PM) Services for building of single-family homes and/or modular homes on the Navajo Nation. This will be a task Order type of Contractual Services. Submitting Firms must be listed on the current Navajo Nation Division of Economic Development Business Regulatory Department Source List. This is for PM Services to end June 30, 2026. The RFQ is subject to: Navajo Nation Procurement Code 12 NNC Sec. 301 to 371. NN Procurement Code NNC 5 NNC Sec 201 to 215. This project is also subject to all provisions of the Navajo Business and Procurement Act, 12 N.N.C. §1501 et seq. The selected firm shall comply with all provisions of the Navajo Preference in Employment Act at 15 N.N.C. § 601 et seq.

**2. BACKGROUND**

The Navajo Nation Fiscal Recovery Fund (NNFRF) Office is a clearinghouse at minimum, educate the public on NNFRF matters; coordinates, facilitates and implements NNFRF responsibilities assigned to OPVP or the Executive Branch; ensures expeditious review of NNFRF eligibility determinations and other NNFRF matters by Executive Branch programs and offices; ensure Navajo Nation compliance with Fiscal Recovery Funds provisions of American Rescue Plan Act (ARPA) and Navajo Nation laws and regulations by all entities receiving NNFRF funds; facilitates and expedites the expenditure of all NNFRF funds; ensures the timely completion and implementation of NNFRF funds; ensures the completion and implementation of NNFRF authorized projects and services; and assists/supports Office of the Controller in monitoring the expenditure of NNFRF Funds and submitting timely and accurate ARPA reports to the federal government.

### **3. SCOPE OF WORK**

Scope of Services is to provide Construction Project Management (PM) Services in the building of single-family homes and/or modular homes on the Navajo Nation. As the owner's representative oversee the transport and assembly modular houses to sites across the Navajo Nation. Ensure Builder follows the Architectural Plans provided by Owner. Project Management services will include monitoring site grading, constructing house foundations, constructing the flooring systems, installing the electrical wiring systems, installing the interior plumbing, placing walls, placing interior walls, placing roofing, connecting water lines, connecting homes to the electrical grid, constructing septic tank and drain field systems. Ensure Builder complies and stays on approved Project Schedule. Project Management firm will need to provide Architectural and Engineering recommendations when issues and problems arise. Selected Project Manager will need to work with delegated inspection firms to complete each house and correct any punch list items. This is for a Multi-Year PM Services to end June 30, 2026. Projects could be CHID Housing, Navajo Veterans Administration and Navajo Nation Delegate Regional Housing Projects. All potential contractors must adhere to the Professional Services Contract and the AIA 141 Contract.

### **4. REQUIREMENTS OF THE FIRM IF CONTRACT AWARDED**

If awarded a contract, the Firm should be prepared to comply with the following:

- a. Comply with all applicable Federal, Compliance and Reporting Requirements-State and Local Fiscal Recovery Funds, September 20, 2022 Version: 5.0 (As Amended)
- b. Selected firm shall comply with all provisions of the Navajo Preference in Employment Act at 15 NNC. § 601 et seq. and NBOA (5 NNC§ 201 et seq) The selected firm shall contact the Navajo Nation's SOURCE List of firms to be given priority in Firms' selection of Subcontractor for this project. The selected firm and any subcontractors will be subject to Federal Procurement Standards and Compliance and Reporting Requirements-State and Local Fiscal Recovery Funds, September 27, 2023 Version: 5.2. Firms in ARPA CMAR roles cannot also be ARPA project management roles.

### **5. RFQ PROCESS**

- a. The full Request for Qualifications (RFQ) will be publicly advertised in the local newspapers and on the Navajo Nation Fiscal Recovery Fund Office at [www.frf.navajo-nsn.gov](http://www.frf.navajo-nsn.gov).
- b. RFQ Due Date is: All sealed RFQ must be received at the Navajo Nation Fiscal Recovery Funds Office, No Later than 3:00 P.M. (MST), November 28, 2023, Attn: Max Bighorse, Navajo Nation Fiscal Recovery Funds office. Any proposals received after this date and time will not be considered. RPQ must be Logged In and Time Stamped by the FRF Office Personnel. Request for Qualifications (RFQ) must be signed by an official agent or representative of the company

submitting the proposal. Proposals must be clearly labeled “AMERICAN RESCUE PLAN HOUSING CONSTRUCTION PROJECT MANAGEMENT (PM) SERVICES BID # 23-10-3150GC” INSTRUCTIONS TO OFFERORS TO VISIBLY MARK ON THE OUTSIDE OF THE PROPOSAL PACKAGE, IF APPLICABLE, THE OFFERORS’S PRIORITY STATUS UNDER THE NAVAJO NATION BUSINESS OPPORTUNITY ACT. IT IS THE RESPONSIBILITY OF THE OFFEROR TO IDENTIFY THEMSELVES AS CERTIFIED UNDER THE NAVAJO NATION BUSINESS OPPORTUNITY ACT.

- c. Physical Address of the Navajo Nation Fiscal Recovery Fund Office: Beacon Road, (Window Rock Airport – Trailer 1) Window Rock, Arizona 86515.

Mailing address of the Navajo Nation Fiscal Recovery Fund Office is: P.O. Box 2469, Window Rock Arizona

Questions can be forwarded to Max Bighorse, [mlbighorse@navajo-nsn.gov](mailto:mlbighorse@navajo-nsn.gov), Phone: 928-270-8456.

- d. This project is subject to all provisions of the Navajo Business and Procurement Act, 12 N.N.C. §1501 et seq.
- e. The selected firm shall comply with all provisions of the Navajo Preference in Employment Act at 15 N.N.C. § 601 et seq. The selected firm shall contact the Navajo Nation’s Source List of firms to be given priority in Firms’ selection of subcontractors for this project.
- f. Request for Qualifications Packet Requirements: Each company shall submit the following documents as applicable to be considered as responsive.
- Cover Letter (1 page) Signed by President/CEO/Partnerships
  - Cover Sheet of Proposal Packet
  - Below Items will be 20 Pages Limit
  - Qualifications to meet scope of work and capacity requirements of the undertaking. This shall include the size of the business, office location from which the service is being performed, and a list of project personnel and equipment available.
  - Proof of Qualified Personnel to handle and implement this type of single-family home construction projects and/or modular home construction.
  - Prior projects performed in delivering and setting up modular single-story and/or traditional frame single-family homes, this includes names of prior and current clients and number of years operating in the field. Previous work similar to the scope of work herein is preferred.
  - Name and contact information for three professional references
  - Indicate and list any pending legal actions.

- Provide Navajo Completed - Nation Certification Debarment, Suspension, and Contract Eligibility Form
  - Provide Certificate of Good Standing with Navajo Nation Business Regulatory Department
  - Provide current copy of completed IRS Form W9
  - Completed Navajo Nation Certification Regarding Debarment, Suspension and Contracting Eligibility
  - Outsourcing Statement: if your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Any proposals that call for outsourcing or subcontracting work must include a name and description of the organization being contracted.
- g. A total of 5 Requests for Qualifications (RFQ) will be submitted plus 1 Original RFQ (Total of 6 RFQs)
- h. Fees: Fees will be Negotiated after award of the Qualified Firm.
- i. RFQ Evaluation & Award: Evaluation of proposals will be conducted from December 4, 2023 through December 8, 2023.
- j. All potential contractors must accept the attached format for SERVICES CONTRACT BETWEEN THE NAVAJO NATION AND \_\_\_\_\_ with no revisions.

## 6. EVALUATION AND SCORING OF RFQ

- a. Experience in project management in constructed of single-family modular homes and traditional framed single-family homes. Obtain 3 Customer reviews/testimonials on Firm's performance from past projects. **20 Points**
- b. Firm's Professional Registrations and Licenses in Architecture, Mechanical Engineering, Electrical Engineering, Structural Engineering in Arizona, New Mexico of Utah. **20 Points**
- c. Proposal Content, Neatness, Organization Chart, Experience, Cover Letter, How Firm will approach this project, **20 Points**
- d. Experience working on Navajo Nation Projects especially in the Project Management in building of single-family traditionally built homes and/or modular homes. Capacity and Manpower to handle large scale projects. Provide Navajo Completed - Nation Certification Debarment, Suspension, and Contract Eligibility Form. Provide Certificate of Good Standing with Navajo Nation Business Regulatory Department **10 Points**
- e. Having Financial Capacity to handle a federal single Audit as required by ARPA. Provide documentation to meet strict deadlines for large scale projects with current staffing levels. **10 Points**
- f. Technical Qualifications of Key Personnel. Resumes. BIOD **20 Points**
- g. A total of **100 Points** Possible

**7. TERMS AND CONDITIONS**

- a. Nothing in this RFP is intended to or shall have the effect of waiving any privileges or immunities afforded. The Navajo Nation including, but limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges
- b. The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall comply with the Navajo Nation Laws, Rules, and Regulations, includes the Navajo Preference in Employment Act- and applicable federal laws, rules and regulations.