

**REQUEST FOR QUALIFICATIONS (RFQ) RFP**  
**BID NUMBER: 25-01-3549LE**  
**CONSTRUCTION MANAGER AT RISK (CMAR)**  
**CONSTRUCTION OF SINGLE-FAMILY HOMES ON**  
**THE NAVAJO NATION VETERANS**  
**ADMINISTRATION OFFICE**  
**January 09, 2025**

**1. GENERAL**

The Navajo Nation Veterans Administration Office requests Request for Proposal (RFP) from qualified Firms to provide Construction Manager at Risk (CMAR) services to build single-family and/or modular homes on the Navajo Nation. This will be a task Order type of Contract Services. Submitting Firms must be listed on the current Navajo Nation Division of Economic Development Business Regulatory Department Source List. The RFP 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 Veterans Administration (NNVA) Office is a clearinghouse at minimum, educate the public on NNVA matters; coordinates, facilitates and implements NNVA responsibilities assigned to OPVP or the Executive Branch; ensures expeditious review of NNVA eligibility determinations and other NNVA matters by Executive Branch programs and offices; ensure Navajo Nation compliance with Veterans Administrations provisions of Navajo Nation Veterans Housing Program, Navajo Nation laws and regulations by all entities receiving NNVA funds; facilitates and expedites the expenditure of all NNVA funds; ensures the timely completion and implementation of NNVA funds; ensures the completion and implementation of NNVA authorized projects and services; and assists/supports Office of the Controller in monitoring the expenditure of NNVA Funds and submitting timely and accurate reports to the Navajo Nation Veterans Administration government.

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

Scope of Services is to work with the Owners Technical Staff to conduct renovation on homes. To conduct renovation to sites across the Navajo Nation. According to the Architectural Plans provided by Owner, services will include 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. The selected Contractor will need to work with delegated inspection firms to complete each house and correct any punch list items. Navajo Veterans Administration.

### **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 Veterans Administrations, 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)
- c. 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 Veterans Administrations, Version: 5.2.

### **5. RFP PROCESS**

- a. The Request for Proposal (RFP) will be publicly advertised in the local newspapers and on the Navajo Nation Veterans Administration Office.
- b. RFP Due Date is January 15, 2025: All sealed RFP must be received at the Navajo Nation Veterans Administration Office, No Later than 3:00 P.M. (MST), January 15, 2025, Attn: Bobbie Ann Baldwin, Navajo Nation Veterans Administration office. Any proposals received after this date and time will not be considered. RFP must be Logged In and Time Stamped by the NNVA Office Personnel. Request for Qualifications (RFP) must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled “NAVAJO NATION VETERANS ADMINISTRATION” 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 Veterans Administration Office:

2553 Morgan Blvd, Window Rock, Arizona 86515

Mailing address of the Navajo Nation Veterans Administration Office is:

P.O. Box 430, Window Rock Arizona

Questions can be forwarded to Bobbie Ann Baldwin, Phone: 928-871-7307.

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 Proposal 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 the scope of work and capacity requirements of the undertaking. This shall include state license, 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 Proposal (RFP) will be submitted plus 1 Original RFP (Total of 6 RFPs)
- h. Fees: Fees will be Negotiated after award of the Qualified Firm.
- i. RFP 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 RFP**

- a. Experience in delivering fully constructed single-family modular homes and traditional framed single-family homes. Obtain 3 Customer reviews/testimonials on performance from past projects. **20 Points**
- b. Current license as a Building Contractor in the State of Arizona, New Mexico or 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 building of single-family traditionally built homes and/or modular homes. **10 Points**
- e. Capacity to handle type of project. Provide documentation to meet strict deadlines for large-scale projects with current staffing levels. Financial Capacity. 100% Performance Bonding. Insurance **10 Points**
- f. Qualification of Firm and Qualification of Key Personnel. Resumes. BIO's **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 includes, 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, including the Navajo Preference in Employment Act- and applicable federal laws, rules and regulations.