REQUEST FOR PROPOSAL

RFP # **25-06-3752GC**

Project Title: Water Resources and Wastewater Feasibility Study for the Proposed Thoreau Travel Center and Hotel

Issuing Office: Eastern Regional Business Development Office
Division of Economic Development
THE NAVAJO NATION

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RFP Issue Date: June 25, 2025

Proposal Closing Date: July 15, 2025, at 5:00 PM MDT

Table of Contents

1.0 Introduction

The Eastern Regional Business Development Office (hereinafter referred to as "the Owner") invites proposals from qualified engineering, hydrogeological, and environmental consulting firms (hereinafter referred to as "the Proposer") to conduct a comprehensive Water Resources and Wastewater Feasibility Study.

1.1 Location

The study is for a proposed commercial development located in Thoreau, New Mexico. The site is 86 acres raw, undeveloped Navajo Fee Land. Located northeast of Interstate 40 (exit 53), directly north off State Highway 122 (US Route 66), 3/8 mile east of NM State Highway 371 and south of the railroad tracks (bordered by North fence line). Site Boundaries to the West (fence line), East by a dirt road, North by a fence line, and South adjacent to the frontage road. Land Survey available upon request. It is critically important to note that the project site is located on Navajo Nation Fee Lands. The successful Proposer must demonstrate a thorough understanding of and capability to comply with all applicable laws, regulations, and policies of the Navajo Nation as the primary regulatory authority.

1.2 New Commercial Planned Developments

This development is envisioned to include a hotel, restaurant, retail space, and fueling stations. The success of this project is contingent upon securing a sustainable and reliable water supply and wastewater disposal solution that meets the stringent requirements of the Navajo Nation and other applicable authorities. This RFP outlines the scope of services, deliverables, and submission requirements to select a firm that can expertly navigate the unique regulatory landscape of this project.

1.3 Background

The Navajo Thoreau Water System's daily water usage averages 58,000 gallons per day (GPD) to a maximum of 66,000 gallons per day. There are currently two wells supplying this system, those wells operate 11 hours per day to meet the current demand. Equipment integrity and reliability operating parameters recommend that Navajo Tribal Utility Authority (NTUA) operate wells below 12 hours per day allowing the wells to recharge. The Eastern Regional Business Development Office (ERBDO) proposed development as part of their commercial development is not feasible.

2.0 Scope of Work

The selected Proposer will be responsible for executing the following tasks. Proposers must address each of these points in their proposed methodology, with specific emphasis on the hierarchy of applicable regulations.

2.1 Data Collection and Regulatory Review:

- Identify and review all applicable laws and regulations of the Navajo Nation, which is the primary regulatory authority. The review must also include any applicable United States Environmental Protection Agency (U.S. EPA) federal regulations and New Mexico state regulations that may apply to the project or its potential off-reservation impacts.
- Collect and review all available technical data, including geologic maps, aquifer studies, well logs from the Navajo Nation Water Code Administration and the New Mexico Office of the State Engineer (OSE), and existing water quality reports.

2.2 Site Investigation and Characterization:

- Conduct a thorough site visit to assess existing infrastructure, topography, and potential locations for new wells or connections, in coordination with the local Chapter House and any grazing permit holders.
- Evaluate potential hydrogeological or environmental constraints that could impact the project.

2.3 Water Demand Analysis:

- Develop a detailed water demand model to estimate the average daily, maximum daily, and peak instantaneous water requirements for the fully operational travel center and hotel, consistent with NNEPA and applicable federal standards.

2.4 Water Supply Options Analysis:

- Connection to Public System: Assess the feasibility, capacity, and cost of connecting to an existing public water system, including any requirements from the Navajo Tribal Utility Authority (NTUA) or other local providers.
- On-Site Groundwater Development: Evaluate the potential for developing on-site water wells. This shall include an assessment of probable drilling depths, water yield, and long-term sustainability, adhering to the Navajo Nation Water Code and any relevant U.S. EPA requirements for sole source aquifers.

2.5 Water Quality Analysis:

- Propose a plan for collecting water samples for certified laboratory analysis, evaluating the results against the standards established by the NNEPA Public Water System Supervision Program. These standards must meet or exceed the National Primary Drinking Water Regulations set by the U.S. EPA.
- Identify potential water quality concerns and recommend appropriate treatment solutions that are compliant with all applicable regulations.

2.6 Wastewater Treatment and Disposal Evaluation:

- Evaluate wastewater treatment and disposal options, focusing on systems that meet NNEPA and U.S. EPA discharge and permitting requirements.

2.7 Permitting Pathway and Cultural Clearance Analysis:

- Develop a clear permitting strategy and timeline, prioritizing Navajo Nation approvals.
- The analysis must identify all necessary permits and clearances from Navajo Nation government entities (NNEPA, Division of Natural Resources, NNHPD), as well as any required permits from federal agencies like the U.S. EPA (e.g., for underground injection control or specific discharge permits) and potentially the New Mexico Environment Department (NMED) or Office of the State Engineer (OSE) for any off-reservation activities or water rights implications.

2.8 Conceptual Cost Estimation:

- Develop preliminary cost estimates for the viable water supply and wastewater options, including capital and long-term operational costs.

2.9 Final Recommendations & Reporting:

- Provide a final recommendation for the most feasible and compliant water and wastewater solution.
- Deliverables include a Draft Report, a Final Report, and all supporting data..

3.0 Required Proposal Content

This section outlines the mandatory structure and specific information that all proposals must contain. Adherence to this organization is critical for efficient review and comparison of proposals by the Owner. Failure to include any of the specified sections or information may result in the disqualification of the proposal.

3.1 Letter of Transmittal

This should be a formal, one-page cover letter addressed to the Owner. It serves as an official introduction to the proposal. Key elements to include are:

- Proposer Identification: Clearly state the name of the submitting firm and its primary contact information (address, phone, email, website).
- RFP Reference: RFP BID # 25-06-3752GC - Water Resources and Wastewater Feasibility Study RFP for Thoreau, New Mexico.
- Statement of Intent: A concise statement indicating the firm's interest in and commitment to undertaking the proposed study.
- Key Strengths (Brief): A very brief highlight of one or two key strengths of the firm relevant to this project, without going into detail.

- Authorization: A statement confirming that the submitting individual is authorized to represent the firm and make contractual commitments.
- Signature: Duly signed by an authorized representative of the firm.

3.2 Executive Summary

The Executive Summary is a high-level overview of the entire proposal, designed to provide the Owner with a quick understanding of the Proposer's approach, qualifications, and key offerings without needing to read the entire document. It should be concise (typically 1-2 pages) and effectively convey the following:

- Understanding of the Project: Briefly demonstrate an understanding of the project's scope, challenges (e.g., Navajo Nation regulatory environment, existing water system limitations), and objectives as outlined in the RFP.
- Proposed Solution (Synopsis): A summary of the Proposer's recommended approach to the water and wastewater study, including key methodologies and anticipated outcomes.
- Firm's Core Competencies: Highlight the firm's relevant expertise and experience that makes them uniquely qualified for this project.
- Key Personnel: Briefly mention the primary individuals who will be leading the project.
- Navajo Nation Relevance: Briefly touch upon the firm's understanding of and experience with Navajo Nation regulations and cultural considerations.
- Value Proposition: A concise statement of why the Proposer's firm is the best choice for this study.

3.3 Firm Qualifications and Experience

This section should comprehensively detail the Proposer's relevant capabilities and track record. It should demonstrate that the firm possesses the necessary expertise, resources, and successful history to undertake a project of this nature and complexity. Include:

- Company Overview: Brief history, mission, size, and organizational structure of the firm.
- Core Services: Highlight services that are directly relevant to water resources, wastewater engineering, hydrogeology, environmental consulting, and regulatory compliance.
- Project Portfolio: Showcase a minimum of three to five similar projects completed in the past five to ten years. For each project, provide:
    - Client Name and Contact Information (if agreeable for reference check).
    - Project Title and Location.
    - Brief Project Description: Emphasize the scope of work, challenges faced, solutions implemented, and outcomes achieved, particularly those related

to water supply, wastewater treatment, regulatory compliance, and community engagement.
    - Firm's Role: Clearly define the firm's responsibilities and contributions.
    - Project Value/Budget.
- Technical Expertise: Detail the specific technical skills and tools the firm utilizes for hydrogeological modeling, water demand forecasting, environmental impact assessments, etc.
- Certifications and Accreditations: List any relevant professional certifications, licenses, or industry accreditations held by the firm.

3.4 Project Team (Include resumes and professional licenses)

This section is crucial for demonstrating the competence of the individuals who will actually perform the work. The Owner needs assurance that the team has the right mix of expertise, experience, and leadership. For each proposed key team member (e.g., Project Manager, Lead Hydrogeologist, Lead Environmental Engineer, Regulatory Specialist):

- Organizational Chart: A clear chart illustrating the proposed project team structure, showing reporting lines and responsibilities.
- Roles and Responsibilities: Clearly define the role and specific responsibilities of each team member within this project.
- Resumes: Include detailed resumes (typically 2-3 pages each) for all key personnel. Resumes should emphasize:
    - Relevant Experience: Highlight specific projects and tasks that directly relate to the scope of this RFP.
    - Educational Background: Degrees, universities, and relevant coursework.
    - Professional Licenses/Certifications: List all applicable professional engineering (P.E.), professional geologist (P.G.), or other relevant licenses and certifications, including the state(s) in which they are held. Provide copies of these licenses.
    - Years of Experience: Total professional experience and experience in relevant fields.
    - Awards or Recognitions.
- Availability: Confirm the availability of the proposed team members for the duration of the project.

3.5 Navajo Nation Experience (*if, applicable*)

Detailed Previous Projects with Navajo Nation Governmental Agencies:

- Provide in-depth descriptions of any projects undertaken directly for or in close collaboration with Navajo Nation governmental agencies (e.g., Navajo Nation Environmental Protection Agency (NNEPA), Navajo Tribal Utility Authority

(NTUA), Navajo Nation Historic Preservation Department (NNHPD), Division of Natural Resources, Office of the President and Vice-President, etc.).

- For each project, explain:
  - The specific Navajo Nation entity involved.
  - The nature of the project.
  - The challenges encountered and how they were overcome, particularly concerning regulatory compliance and cultural sensitivities.
  - The positive outcomes and lessons learned.
  - Any specific individuals within the Navajo Nation you worked with (if appropriate for public sharing).

3.6 Navajo Nation Compliance

- State the firm's Navajo Preference Certification status, if any.
  - Priority #1, or
  - Priority #2
- Certificate of Good Standing with Navajo Nation Business Regulatory Department within the past twelve (12) months showing the Respondent is authorized to conduct business on the Navajo Nation.
- Navajo Nation Certificate of Debarment and Suspension
- Internal Revenue Service (IRS) W-9 Form containing the Federal Identification Number
- Acknowledge the requirement to comply with NNHPD clearance processes.
- Certificate of Insurance, listing the Navajo Nation as additionally insured. The final insurance limits will be made by the Navajo Nation Risk Management Department.

3.7 Project Approach and Methodology

This section is the core of the technical proposal. It should clearly articulate how the Proposer intends to execute each task outlined in the Scope of Work (Section 2.0). It's not enough to simply restate the RFP tasks; the Proposer must demonstrate a deep understanding of the project's nuances and propose a thoughtful, efficient, and compliant methodology.

For each sub-section of the Scope of Work (2.1 to 2.9), elaborate on:

- Detailed Step-by-Step Process: Explain the specific actions, techniques, and procedures that will be employed.
- Tools and Technologies: Identify any specialized software, equipment, or methodologies (e.g., GIS mapping, hydrogeological modeling software, specific drilling techniques) that will be utilized.
- Data Sources and Analysis: Specify where data will be sourced from (e.g., specific Navajo Nation departments, state agencies, federal databases) and the methods for analyzing this data.

- Regulatory Compliance Strategy: For each task, specifically address how compliance with Navajo Nation laws and regulations (primary authority), U.S. EPA federal regulations, and New Mexico state regulations will be ensured. Provide examples of how potential conflicts or overlapping jurisdictions will be addressed.
- Quality Assurance/Quality Control (QA/QC): Describe the procedures for ensuring the accuracy, reliability, and validity of all data collected and analyses performed.
- Stakeholder Engagement: Detail the approach to coordinating with the local Chapter House, grazing permit holders, NTUA, and other relevant stakeholders.
- Deliverables (Specific to each task): Reiterate the deliverables for each task and how they will be presented.
- Contingency Planning: Briefly touch upon how the firm plans to address potential unforeseen challenges (e.g., unexpected hydrogeological conditions, delays in data acquisition).

3.8 Proposed Schedule

Provide a realistic and detailed timeline for the completion of the entire study, broken down by key phases and tasks.

- Gantt Chart or Project Schedule: A visual representation (e.g., Gantt chart) is highly recommended.
- Key Milestones: Clearly identify major milestones and target completion dates for each.
- Task Durations: Estimate the time required for each sub-task.
- Dependencies: Illustrate the dependencies between different tasks.
- Reporting Intervals: Indicate when progress reports (if applicable, beyond the draft and final reports) will be submitted.
- Navajo Nation Approval Timelines: Acknowledge and, if possible, incorporate realistic estimates for Navajo Nation permitting and review processes, as these can significantly impact project timelines.

3.9 Detailed Cost Proposal

This section must provide a clear, comprehensive, and itemized breakdown of all costs associated with the proposed services. Transparency and detail are key.

- Breakdown by Task: Provide a cost estimate for each task outlined in Section 2.0 (Scope of Work).
- Personnel Costs: Itemize labor costs by position/level and estimated hours for each team member. Include hourly rates.
- Direct Expenses: List all anticipated direct expenses, such as:
    - Travel (mileage, per diem for field visits).
    - Materials and Supplies (e.g., for water sampling).

    - Laboratory Analysis Fees (for water quality testing).
    - Subcontractor Costs (e.g., for specialized drilling, cultural clearance services).
    - Permit Application Fees (if known and included in the Proposer's scope).
    - Report Production and Printing.
- Overhead and Profit: Clearly state how these are factored into the total cost.
- Total Project Cost: Provide a clear grand total for the entire study.
- Payment Schedule: Propose a payment schedule linked to milestones or deliverables.
- Assumptions and Exclusions: Clearly state any assumptions made in developing the cost estimate and any services specifically excluded from the proposal (e.g., the cost of actual well drilling, if not part of the study scope).

3.10 References (Include references from Navajo Nation projects if available)

Provide a list of at least three professional references from past clients for whom the Proposer has performed similar services.

- Client Name:
- Organization:
- Contact Person Name:
- Title:
- Phone Number:
- Email Address:
- Project Performed for Reference:

Prioritize references from projects within the Navajo Nation or other Native American tribal lands, as these are highly relevant to demonstrating the firm's cultural and regulatory sensitivity. Ensure all references are willing to be contacted and have current contact information.

4.0 Evaluation Criteria

Proposals will be evaluated based on the following criteria. In accordance with the Navajo Business Opportunity Act, preference will be given to certified Navajo-owned businesses.

- Firm and Personnel Experience (30%): The firm's direct experience and the qualifications of the proposed key personnel on similar projects.
- Experience with Navajo Nation Projects & Compliance (25%): The Proposer's demonstrated experience, qualifications, and plan for complying with Navajo Nation laws, regulations, and business preference policies.
- Understanding and Approach (20%): Demonstrated understanding of the project objectives and soundness of the proposed technical approach.

- Cost (15%): The reasonableness and competitiveness of the proposed cost.
- Schedule and Clarity of Proposal (10%): The feasibility of the schedule and overall quality of the proposal.

5.0 Submission

The proposal must be received no later than Tuesday, July 15, 2025, 5:00 p.m., Mountain Daylight Time. Proposals can be submitted via drop-off at our office or via certified mail. Addresses are as follows

Eastern Regional Business Development Office,
211 East Hwy Historic 66,
Post Office Box 250,
Church Rock, New Mexico 87311

Each proposal must be bound and sealed consisting of an original and two (2) extra copies. *TELEFAXED COPIES WILL NOT BE ACCEPTED*. The ERBDO reserves the right to reject all proposals and to waive any informality in the best interest of the Navajo Nation. Any proposals received after the time frame will not be considered.

6.0 General Terms and Conditions

- Governing Law and Sovereignty: This project is located within the sovereign territory of the Navajo Nation. The selected Proposer agrees to comply with all applicable laws, statutes, and codes of the Navajo Nation. Any dispute resolution will be subject to the jurisdiction of the Navajo Nation courts.
- Confidentiality: All information provided by the Owner shall be treated as strictly confidential.
- Ownership of Documents: All reports and materials produced will become the property of the Owner.

7.0 Inquiries and Contact Information

All questions must be submitted in writing via email to:

etohtsoni@navajo-nsn.gov
Edgar Tohtsoni, *Senior Economic Development Specialist*
Eastern Regional Business Development Office

cc: jbuckinghorse@navajo-nsn.gov
Jeremy L. Buckinghorse, Program Manager I
Eastern Regional Business Development Office

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

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

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.

☐ 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) ____

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 . . . . ☐

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.)

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**

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