



**NAVAJO NATION DIVISION OF
COMMUNITY DEVELOPMENT**

**REQUEST FOR PROPOSAL
NUMBER CPMD 2025-09-12 (Chinle Chapter)
BID REFERENCE #25-09-3871SB
SEPTEMBER 15, 2025**

**ARCHITECTURAL AND ENGINEERING (A/E)
DESIGN SERVICES
for
CHINLE CHAPTER – OFFICE of DINE YOUTH
COMPLEX PROJECT**

REQUEST FOR PROPOSALS

OVERVIEW ON REQUEST FOR PROPOSAL

The Navajo Nation Division of Community Development (DCD), Capital Projects Management Department (CPMD) on behalf of Chinle Office of Dine Youth invites qualified contractors to submit proposals for the Architectural and Engineering (A/E) for the Chinle Office of Dine Youth Complex. This Request for Proposal (RFP) accounts for a preliminary evaluation of the offeror(s) qualifications, proposed scope of work, site knowledge, and project timeline. The Navajo Nation reserves the right not to award a contract under this RFP and may issue a new RFP for the same services at its discretion.

PROPOSAL DOCUMENTS

Proposal Documents include the Request for Proposals, the Proposal Form, other proposals and contract forms including any addenda issued prior to receipt of proposals. The Contract Documents proposed for the Work consists of the Owner - Architect Agreement (AIA – B101), the Conditions of the Contract (General Supplementary and other conditions), and the Scope of Work.

SECURING DOCUMENTS

Contract Documents will be sent out by CPMD/ Project Manager and sent by email. The RFP can be accessed via the Office of Controller (OOC) website.

PRE-PROPOSAL CONFERENCE

No Mandatory Pre-Proposal Conference for this project.

SITE VISIT - EXAMINATION

A MANDATORY site visit with the Chinle Chapter is required for all A/E Firms submitting a proposal. To schedule a visit, contact Algerino Tsedah, Department Manager, CSC, at (928) 674-2066. Participation in the site visit is a critical part of the proposal evaluation criteria. **Proposals will not be accepted without a signed Site Visit Acknowledgment Form.**

Before submitting a proposal, proposers shall carefully examine the scope of work documents, visit the site of the work, and fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the Contract. The proposer, if awarded the Contract, shall not be allowed additional compensation because of lack of examination. Proposal submission will be considered conclusive evidence that proposer made such an examination.

SCHEDULE OF RFP ACTIVITIES

- | | |
|---|--|
| ● Chinle Office of Dine Youth Prepare RFP | September 15, 2025 |
| ● Deadline to Submit RFP Questions | September 26, 2025, by 4 pm MST |
| ● Deadline for RFP Submittal | October 10, 2025, by 4 pm MST |
| ● Proposal Opening Evaluations | October 13, 2025 (Time to be Determined) |

This Request for Proposals (RFP) is issued by the Capital Projects Management Department (CPMD) on behalf of the Chinle Office of Dine Youth, in accordance with Navajo Nation laws and regulations. CPMD is the sole entity authorized to reproduce or distribute this RFP. By participating, the Offeror agrees to maintain the confidentiality of all related materials and information, limiting access strictly to personnel on a need-to-know

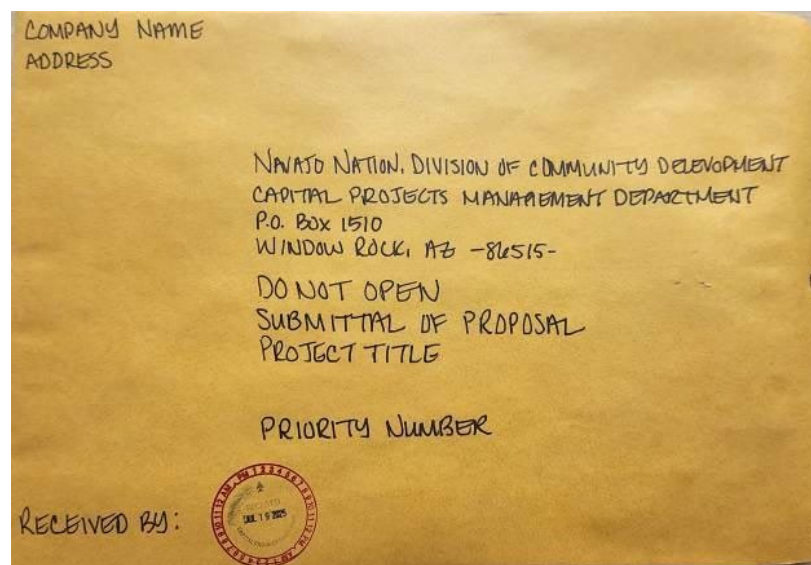
basis within its organization. No materials may be copied, shared, or disclosed to any external party without the prior written consent of the Owner, CPMD/Chinle Office of Dine Youth.

DEADLINE TO SUBMIT QUESTIONS

All questions regarding this RFP must be submitted in writing to the Project Managers, Virgil Loretto, virgil.loretto@parsons.com or Virginia Nelson, virginianelson@nndode.org no later than **4:00 PM (local time in Window Rock, AZ) on September 26, 2025**. Written responses to all submitted questions, along with any RFP amendments, will be issued in writing to all parties who have submitted a completed Acknowledgement of Receipt Form.

SUBMISSION OF PROPOSALS

All Offeror submittals must be received no later than **4:00 PM (MST) on October 10, 2025**, for review and evaluation. Submittals received after this deadline will not be accepted or considered. Submittals must be addressed and delivered to the Navajo Nation Division of Community Development (DCD), Capital Projects Management Department (CPMD), P.O. Box 1510, Window Rock, AZ 86515 if USPS Mail, U.P.S., or FEDEX are preferred methods of delivery, if not hand delivered, to 2296 Window Rock Blvd, NN Admin Bldg. #2, 2nd Floor South, Window Rock, AZ 86515.



Proposal submittals must be **sealed** and clearly labeled on the outside of the package to indicate the Offeror's **Navajo Nation Priority status**, if applicable, along with the following statement: **"DO NOT OPEN – Submittal of Proposals, CHINLE OFFICE OF DINE YOUTH COMPLEX."** Submittals sent by facsimile or any other electronic method will **not** be accepted. If hand delivered, make sure the RFP Packet is time stamped before you depart.

OPENING OF PROPOSALS

All eligible Proposals shall be opened at the Navajo Nation CPMD Conference room on **October 13, 2025, at time to be determined**. All eligible proposals shall be opened in accordance with the proposal opening procedures of the Navajo Business Opportunity Act ("NBOA") at 5 N.N.C. §205 C, and a staff member of the Navajo Nation Business Regulatory Department, the Navajo Nation Office of Controller, CPMD, Chinle Office of Dine Youth (Aljerino Tsedah), Office of Dine Education (Virginia Nelson) and community representative from Office of the President and Vice-President (OPVP) shall be in attendance at the opening of proposals.

SELECTION COMMITTEE & EVALUATION

A Selection Committee of at least **three** persons shall be established for this Procurement, with at least one person from CPMD, and two people from the Chinle Office of Dine Youth. The Selection Committee shall perform the review, evaluation, and ranking of all eligible Proposals, and shall determine which Proposals are Responsive and which are Non-Responsive; a Responsive determination by the Selection Committee alone shall not guarantee a Contract Award, rather, the ultimate determination of eligibility for a Contract Award and ultimate selection of an Contractor for a Contract Award shall be in accordance with the Navajo Business Opportunity Act, and other applicable Navajo Nation laws. Negotiations with the most responsive Proposer.

STANDARD CONTRACT

The Navajo Nation reserves the right to include contract provisions based on applicable Navajo Nation, federal, state, and local laws and regulations in the final contract document.

AMENDED SUBMITTALS

An Offeror may submit an amended proposal prior to the proposal submission deadline. The amended proposal must fully replace any previous submission and be clearly identified as such in the transmittal letter. The Project Manager will not collate or assemble proposal documents on behalf of the Offeror.

ACCEPTANCE OF REQUIREMENTS

The submission of all Proposals shall constitute the submitting Party's acknowledgement and acceptance of all requirements and conditions governing this Procurement.

OWNERSHIP OF DOCUMENTS

All documents and materials contained in this RFP Package are the property of the Navajo Nation . All documents and materials contained in all submitted Proposals shall be the property of the Navajo Nation and not be returned to the submitting Party unless the RFP is cancelled; all such documents and materials shall be either retained or discarded by CPMD, and if kept, all proprietary information shall be treated as confidential in accordance with the Navajo Nation Privacy Act.

AUTHORITY TO INVESTIGATE

The Project Manager, CPMD Staff, the Selection Committee, and other Navajo Nation staff as necessary, may make such inquiries and investigations of any persons or entities as necessary and reasonable to determine the Responsibility of any Interested Party, including eligibility for a Contract Award under Navajo Nation or other applicable laws or regulations, and to determine the Responsiveness of any Proposals submitted for the project. Interested Parties failing to submit any information, documents, or materials requested by CPMD, in a reasonably timely manner, shall be disqualified.

OFFEROR'S RIGHT TO WITHDRAW PROPOSAL

To withdraw a proposal, the Offeror must submit a written request, signed by an authorized representative, prior to the proposal submission deadline. Offerors may withdraw their proposals at any time before the deadline.

PROJECT MANAGER CONTACT

Virgil Loretto, Parsons, Project Manager
Capital Projects Management Department
Navajo Nation Division of Community Development
P.O. Box 1510
Window Rock, AZ 86515
Email: virgil.loretto@parsons.com

INQUIRIES, ADDENDA

Should a proposer find discrepancies in, or omissions from the scope of work-related documents, or should they be in doubt to their meaning, the offeror shall at once notify the Project Manager, Capital Project Management

Department, Window Rock, Arizona, who will send a written addendum to all proposers. Neither Owner nor Project Manager will be responsible for oral instruction or information. Questions received less than 48 hours before the proposal date cannot be answered.

Any Addenda issued by the Project Manager during the time of proposing is to be included in the Proposal and will become a part of the contract. Acknowledge Receipt of Addenda on the Proposal Form in space provided.

COST INCURRED

The Procuring Party shall not be liable for any costs incurred by the Offeror in the preparation of a proposal or for any expenses incurred prior to the execution of a signed contract resulting from this RFP.

BID GUARANTEE

Bid Bond/ Bid Guarantee shall be required for all construction-related contracts. Bid security shall be in an amount equal to at least ten percent (10%) of the proposal amount.

All proposals over \$ 50,000.00 shall require a 10 percent bid bond at the submittal of proposal.

PROPOSALS

Proposals must be made upon the "PROPOSAL FORM" provided, all blank spaces filled, the signature shall be longhand, and the completed form shall be without alterations or erasures. Where a proposer is a corporation, the proposal must be signed by the legal names of the corporation, followed by the name of the State of Incorporation and the legal signature or an office authorized to bind the corporation to a contract.

Proposals shall be made out to the order of the Owner and delivered in an enclosed sealed envelope, marked "CHINLE OFFICE of DINE YOUTH COMPLEX, DO NOT OPEN", shall bear the name of the proposer and the proposer's address as it appears in the Navajo Nation Business Regulatory Source List- Latest Edition. Provide Navajo Nation Business Regulatory priority number assigned to the firm OUTSIDE of the envelope.

Proposer agrees to commence work on this Project on or before the date specified in the Notice-to-Proceed and to show evidence he/she can complete the work fully within 365 consecutive calendar days thereafter.

All proposals shall remain firm for a period to approval of the Navajo Nation 164 contract approval process. Contractor shall be beginning construction within thirty (30) days after the contract NN164 approval.

Proposals may not be modified after submittal. Proposers may withdraw proposals at any time before the proposal opening but may not resubmit them. No proposal may be modified or withdrawn after the proposal opening.

All applicable permits, deposits, fees, federal, state, and tribal taxes shall be included in the proposal. The Owner reserves the right to reject any or all proposals or to waive any informalities in any proposals.

RANKING SHEET FOR ARCHITECTURAL/ENGINEERING (A-E) FIRM

For A/E proposals, proper objective criteria for the determination of responsive proposals must be listed, and all contractors who submitted proposals must be ranked accordingly. Proposals shall be opened in accordance with the Navajo Nation Procurement Act and Regulations and the Navajo Business Opportunity Act (NBOA), 5 N.N.C. § 201 et seq. The contractor selected for the contract must be at least minimally qualified (i.e., a responsive proposal) and should be a Priority No. 1 or No. 2 certified firm. If no Priority 1 or Priority 2 firms have submitted a responsive proposal, then the non-Navajo firm selected must have the lowest price of all responsive proposals submitted by non- Navajo firms.

No.	Ranking items	Evaluation Criteria	
1	Site Visit conducted and verified through a signed Site Visit Confirmation Document.	5	
2	Response to Proposal Criteria (Scope of Work)	20	
3	State License required in the State of Project Location.	5	
4	List of Sub-Contractors (Design Team)	5	
5	Current W-9 Form	5	
6	Certification of Debarment and Suspension	5	
7	Navajo Nation Affidavit of Responsibility for Sub-Contractors	5	
8	For proposals exceeding \$50,000, a bid security equal to 10% of the proposal amount is required.	5	
9	Previous projects size of 27,140 sf	10	
10	Proposed Value Engineering at 70%, and 99% CD's	5	
11	Design Schedule	5	
11	Cost Proposal		25
	Base Proposal	\$	
	Alternative Proposal	\$	
	Total Cost of Proposal	\$	
Total Score			100

The following point criteria will be used by the Proposal Committee in the selection process for the contract award. Proposals will be evaluated to determine the best contractor.

Notice of Award – The CPMD will notify the finalist in writing of the final selection.

WAIVER OR LIENS

The Contractor is responsible for the payment of all labor and material costs incurred by themselves and any subcontractors on this Project. The Contractor shall also provide the Owner with duplicate copies of Waivers of Lien from themselves and each subcontractor, if any. At the time of submission, the Contractor must certify that the waivers cover all applicable subcontractors

COMPLIANCE WITH LAWS AND REGULATIONS

Proposers are advised of applicable statutes and regulations concerning worker safety, hours of work, workers' compensation insurance, prevailing wage rates, labor preferences and prohibitions, anti-discrimination requirements, and other laws affecting the proposed work. Compliance with all relevant municipal regulations, rules, and ordinances is also required.

1. Preference: In performing the work, the Contractor shall comply with all applicable laws, rules, and regulations of the Navajo Nation, including without limitation, the Navajo Preference in Employment Law, 15 N.T.C., Section 601 et seq. (the "NPEA") and the Navajo Nation Business Preference Law, 5 N.T.C., Section 201, et seq. (the "NNBPL"). The terms and provisions of the NPEA and NNBPL are

pecially incorporated in, and become a part of, the contract and breach by the Contractor of any terms and provisions of such laws shall constitute a breach of this agreement and provide grounds for the suspension or termination of the Agreement of other appropriate remedy as specified in the NPEA and NNBPL. Dispute resolution or mediation before termination may be determined to address conflicts amicably.

2. Labor Standards: In accordance with the policy of the Navajo Nation to Pay Pre-Determined rates on Tribal Contract Construction, the determined wage scale of the contract work provides that all labor and mechanics employed by the project be paid wages at rates not less than those prevailing. A current wage is available from Navajo Nation Office of Labor.

INDEMNIFICATION

The selected A/E Firm will be required to indemnify the Navajo Nation, pursuant to the following Contract Clause: the Contractor agrees to hold harmless and indemnify the Navajo Nation and its divisions, departments, chapters, offices, agencies, boards, commissions, committees, enterprises, employees, officers, officials, and agents against any and all losses, cost, damages, claims, expenses, or other liabilities whatsoever, including but not limited to any accident or injury to any persons or property, arising out of or connected with any work performed or services provided under this Contract, and any other related activities by the Selected Contractor, except for accident or injury arising out of the Selected Contractor's performance of work or services that is determined to be professionally and adequately performed with the due competence and professional skill generally exercised in the industry and in accordance with applicable industry standards set forth in relevant laws and regulations of the Navajo Nation, the Federal Government, or the State of New Mexico.

ARCHITECTURAL / ENGINEERING LICENSE

If the services proposed are ones for which licensure by the State of Arizona or another agency is required, state license or membership number (e.g., Professional Architect, Professional Engineer, General Contractor) shall be provided. Contractor shall have and maintain a State license throughout the project.

The Owner or their authorized representative, interprets the intent of this section to be for the regulation of the conduct of those engaged in the business of contractor so as to discourage certain bad practices which might be indulged into the detriment of the public and to protect the Navajo Nation against unscrupulous and unqualified persons purporting to have the capacity, knowledge, and qualifications of a Contractor.

ACCESS TO RECORDS

The Owner may, within 10 days written notice shall have access to all books, records, and papers of the Contractor and Subcontractors pertinent to their contract for a period of not less than three years after completion of the project.

RIGHT TO WAIVE MINOR IRREGULARITIES

The Selection Committee reserves the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all the otherwise responsive proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. The right is at the sole discretion of the Selection Committee.

TERMINATION

The Owner may, within 10 days written notice to the Contractor, terminate the contract documents for any of the following reasons:

1. The Contractor defaults in performance of any provisions under the contract.
2. The Contractor fails to carry out the A/E Design in accordance with the provisions of the contract.

In such event, the Owner may assume the responsibility of performing the terminated work, by contract or otherwise, and may take possession of and utilize in completing the work such material, appliances, plant and equipment that may be on the site of the work. Damages, if any, are to be determined in accordance with General Conditions and Supplementary Conditions. Final payment to the Contractor for unpaid work, if any, will be made on the basis of the submission of a final periodical estimate by the Contractor. The final payment due, if any, will be subject to the documentation of the claimed work.

The Contractor may on 30 days written notice to the Owner, terminate the contract with the Owner before the specified completion date when for a period of 30 days after a progress payment is due, through no fault of the Contractor, the Owner fails to make payment.

INSURANCE REQUIREMENTS

Insurance – The Offeror shall be required to procure and maintain, during the life of the Contract, adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (RMP). Such insurance shall be verified by a Certificate of Insurance prior to the execution of the Contract and shall name the Navajo Nation as an additional insured. The Offeror must include a provision for a two- day written notification to the CPMD Project Manager if a policy has been materially changed or canceled.

At the time of award, the selected Contractor or “offeror” shall furnish one copy each of Certificates of Insurance required for each copy of the Agreement, which shall specifically set forth evidence of all coverage required once determined by the RFP, naming the Navajo Nation as an Insured.

1. The Navajo Nation should require the following minimum insurance requirements:
 - a. Commercial General Liability coverage, ISO CG 0001 Form or equivalent with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate.
 - b. Auto Liability minimum limit of \$1,000,000 per accident and should include non-owned autos;
 - c. Workers’ Compensation coverage with statutory benefits and Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
 - d. **The Navajo Nation shall be named as additional insured for general and auto liability coverages only.**
 - e. Proof of insurance is required within 10 business days upon award of contract.

Approval of insurance: Even though a “Notice to Proceed” may have been given by the CPMD, the “offeror” and subcontractors(s) shall not begin work under this Contract, or solicitation until the required insurance has been obtained and the proper Certificate of Insurance (or insurance policies) has been filed with CPMD. Neither approval nor failure to approve certificates, policies, or insurance by the CPMD shall relieve the Contractor or subcontractor(s) of full responsibility to maintain the required insurance in full force and effect.

CONFIDENTIALITY

The contents of all Proposals and related materials shall be kept confidential until CPMD has issued a written notice of a Contract Award to the selected Contractor. At that time, all Proposals shall be made publicly available, except for information or materials that have been identified by the submitting Party as proprietary or confidential.

PERFORMANCE AND LABOR BONDS

The submitting Party shall provide a Performance Bond to guarantee such Party’s full performance of all duties under the Contract for the Project. Generally, the Performance Bond must be in a dollar amount equal to one-hundred percent (100%) of the final Contract awarded to the Selected Contractor; however, a lesser Bond

amount of fifty percent (50%) shall be allowed if the Selected Contractor (in addition to providing a 50% Performance Bond amount) either (1) provides an irrevocable Letter of Credit for fifty percent (50%) of the Contract amount, or (2) agrees to a retainage of fifty percent (50%) of the Contract amount. The Performance Bond must be provided by a state-licensed or state-registered surety or bonding company.

The submitting Party shall also provide a Payment Bond to cover all of its obligations and liabilities to any and all subcontractors, suppliers, laborers, and other persons or entities that will be performing work on the Project or providing materials for the Project. The Payment Bond must be in a dollar amount sufficient to cover all such obligations and liabilities, and must be provided by a state-licensed or state-registered surety or bonding company.

Submitted proposals need not initially include the required Bonds; however, such Bonds must be provided prior to final Contract Award, and any Party not providing such Bonds in a timely manner may be Disqualified - at CPMD' or the Navajo Nation's sole discretion; for purposes of this provision, a "timely" submission of such Bonds (i.e., deadline for submission) shall be determined by CPMD.

RIGHT TO REFUSE CONTRACT

The Navajo Nation reserves its right to refuse to execute a Contract for the Project if the Navajo Nation Attorney General, or his/her designee, determines in writing that any of the following has occurred prior to the Navajo Nation's execution of this Contract:

1. Lack of Documents: the Navajo Nation has not received all required supporting documents, or other reasonably requested information; or
2. Faulty Procurement: a document, procedure, decision, action, or other event pertaining to the Procurement of this Contract, or to any related Pre-Procurement Activities, or to the awarding of this Contract, is in violation of any applicable Navajo Nation, Federal, or State laws or regulations governing said Procurement; or
3. Ineligibility: the Selected Contractor, or any other related person or firm, is ineligible for the awarding of this Contract, pursuant to applicable Navajo Nation, Federal, or State laws or regulations governing said Procurement; or
4. Change to Scope of Work or other requirements: there has been a change to the Scope of Work or any other mandatory requirement, as specifically described in this RFP Package or in any addenda; in which case additional procedures under Section XIII (A) of the Navajo Nation Procurement Rules and Regulations shall be required and a Contract shall not be executed until the completion of such procedures; or
5. Change to the Budget/MFC: there has been a revision (whether increase or decrease) of the Budget or the Maximum Feasible Cost that was originally established for this Project by CPMD prior to the initiation of the Procurement process for this Contract; in which case additional procedures under Section XIII (A) if the Navajo Nation Procurement Rules and Regulations shall be required and a Contract shall not be executed until the completion of such procedures; or
6. Protest filed: a protest has been timely filed in accordance with 12 N.N.C. §360(A), unless a written determination has been made to proceed with a Contract Award pursuant to 12 N.N.C. §360(F); or
7. Navajo Nations Interest: the Navajo Nation Attorney General, or his/her designee, determines in writing that refusal to enter into this Contract is in the best interest of the Navajo Nation.

SCOPE OF WORK

Chinle Office of Dine Youth Complex
Navajo Nation Division of Community Development
Capital Projects Management Department

SCOPE OF WORK

A. Description of Work.

1. The Design Professional(s) will provide full A/E services in support of the “OWNER” for the design of one new Youth Complex for the Navajo Nation Office of Dine’ Youth, includes 27,140 square feet in size, to be located in Chinle Arizona.

The facility shall include, but will not be limited to, recreational facilities which may include a gymnasium with an adjacent stage platform and adjoining locker/shower facilities, commercial kitchen, weight room, teen center, art classroom, library, administrative offices, equipment rental space, and classrooms for the growing membership of local children, ages 5 to 18. The design of exterior amenities shall include a playground, basketball court(s), pickleball court(s), amphitheater, skate park, gardening area and a bus drop-off as well as parking. These amenities to specified as mandatory by the “OWNER.”

The Design Professional(s) shall anticipate poor soil conditions at the selected location necessitating foundations as appropriate and recommended in a forthcoming geotechnical investigation procured by the “OWNER”.

Utilities including water for domestic use, sanitary sewer, three-phase electrical and natural gas are assumed to be available near each site; however, it will require an extension to connect and serve the facilities. Each facility will require fire protection which may require an on-site storage tank(s) and booster pumps as appropriate.

The Design Professional(s) shall coordinate with the Owner’s contracted FFE provider and sports equipment provider which will include weight room equipment, bleachers, basketball backstops, volleyball equipment, score boards, a divider curtain and stage equipment including curtains, lighting and a sound system.

The “OWNER” is requesting full A/E services for the design and specifications (*construction documents for site utilities/civil, structural, architectural, mechanical/plumbing, electrical, technology, Special Systems(CCTV, Fire Alarm, Access Control),and Fixtures, Furnishings & Equipment.*) value engineering, and cost estimating. The facilities shall comply with the Uniform Federal Accessibility Standards (UFAS) and applicable industry standards and all applicable codes and regulations.

2. The Design Professional(s) will be responsible for assessing the conditions of the project(s); obtaining relevant background data; oversight and coordination of all activities (work, stakeholders, etc.); developing and implementing a methodical plan(s) for completion; developing overall project budget; ensure the design is in compliance with the construction budget; assist with administering and monitoring all construction phases and final inspections.

3. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
4. The Architect shall provide periodic budget updates to ensure the project remains within the established budget.
5. The Architect shall provide a risk management plan detailing potential challenges such as poor soil conditions, utility extensions, and / or unforeseen delays.
6. The Architect shall provide post-construction services, such as warranty support, facility maintenance training and final walkthrough to ensure the building meets all specifications.
7. The Architect shall submit references and examples of past projects similar in scope and complexity to demonstrate their qualifications.
8. The Architect shall disclose any potential conflicts of interest to ensure transparency.

B. Refer to Attachment A for anticipated services to include but are not limited to.

MANDATORY SUBMITTAL REQUIREMENTS

- a. Site Visit Acknowledgement Form signed and dated by the A/E and Chapter
- b. Proof of General Contract Licensing
- c. List of Design Team
- d. Navajo Nation Certificate of Debarment and Suspension
- e. Current IRS W-9, completed and executed
- f. For proposals exceeding \$50,000, a Bid Security equal to 10% of the total proposal amount is required.
- g. Cost Proposal in a separate Sealed Envelope labeled: CHINLE CHAPTER – OFFICE OF DINE YOUTH COMPLEX PROJECT.

ATTACHMENT SUMMARY

- ATTACHMENT A – Design Document Deliverable List
- ATTACHMENT B - Site Visit Acknowledge Form
- ATTACHMENT C - Proposal Form
- ATTACHMENT D - Navajo Nation Debarment and Suspension
- ATTACHMENT E - W-9 Form
- ATTACHMENT F - Navajo Nation Affidavit of Responsibility for Sub-Contractors

ATTACHMENT A DESIGN DOCUMENT DELIVERABLE LIST CHINLE OFFICE OF DINE YOUTH COMPLEX

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

SCHEMATIC DESIGN PHASE

The Schematic Design Phase, representing approximately 20% of design, should clearly indicate the improvements and construction anticipated for the project or provides sufficient information and alternatives so that a clear direction for subsequent phases can be determined. The Schematic Design should incorporate all items outlined in the Scope of Work. The Schematic Design documents may be submitted in booklet form or as plans with other narrative materials; whichever best presents and conveys the necessary information. The Schematic Design should be presented with sufficient information to allow a reviewer to fully understand the main design concepts and orientation. All consultants are to produce their schematic plans following the same format, scale and drawing positioning as the architectural drawings. Designer shall ensure all sub-consultant work is coordinated.

Schematic Design Phase Objective

To define the general scope, scale, functional relationship, traffic flow and cost of the Project components. The conceptual design is documented in sufficient detail to convey a clear and comprehensive image of the designer's solution. The documents will identify area allocations, conceptual organization of exterior and interior spaces, conceptual image and building massing, usage of feature interior and exterior materials, selection of structural, mechanical, plumbing and electrical system concepts. Upon acceptance of the Schematic Design Package, the owner will approve the conceptual direction for further development in subsequent phases.

GENERAL REQUIREMENTS THAT APPLY TO ALL SYSTEMS

1. Complete Design Intent Document
2. Written statement of review of RFP and D-B proposal and list of potential non-compliance issues
3. Pending issues Report
4. Value Engineering suggestions
5. Energy Code Requirements
6. Description of construction phasing with supporting work scope
7. List of applicable building codes and anticipated variance requests

CODE ANALYSIS & LIFE SAFETY

1. List of applicable codes and land use restrictions
2. Code footprint (include on drawings cover sheet)
 - a. Identify building area limitations, construction classification, occupancy use, including multiple and special usage's, occupancy load and egress capacity
 - b. Means of egress
 - c. Site (ADA) accessibility
3. Identify seismic requirements for project location.

CIVIL DRAWINGS

A. Site Plans

1. Site plan of the project showing location of all Existing conditions, demolition, new buildings, roads, parking and landscape elements.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

2. Clear delineation of the project limit lines
3. Preliminary spot elevations
4. Existing utilities noted
5. Proposed utilities noted
6. Site drainage, storm water removal or detention noted
7. Identify number of parking spaces and code/zoning requirements
8. Provisions for trash disposal and removal by truck dock, compactor etc.
9. Conformance to zoning restrictions for easements and setbacks, etc.
10. Results of preliminary soils and boring surveys.
11. If needed environmental impact study
12. Site disturbance permit (erosion control) for more than 1 acre.
13. Off-site borrow and spoils permit.

ARCHITECTURAL DRAWINGS

- A. Architectural Floor and Roof Plans
 1. Plans of all floors and roof showing structural grid, vertical circulation elements, core elements, vertical shafts, interior partitions, mechanical and electrical closets, door and window locations, floor elevations. Minimum 1/8" scale with legends.
 2. Key dimensions, bay sizes and overall dimensions
 3. Plan indicating major extent of materials and any special conditions or equipment
 4. Room names
 5. Preliminary finish schedule for typical areas
 6. Area summary
 7. Accessibility routes
 8. Solar orientation diagrams
 9. Sketches of alternative approaches considered.
 10. Owner occupant report explaining design rational and assumptions regarding operational and functional issues
 11. Roof material
 12. Preliminary drains and slope
 13. For re-roof projects, indicate roof cores results.
 14. Demolition plans if needed
- B. Building Elevations
 1. Major elevations with extent of glazing and mullion spacing indicated
 2. Major materials identified
 3. Floor lines, roof line and top of parapets indicated with dimensions
 4. Finished grades clearly shown
- C. Building and Wall Sections
 1. Major sections through building to show relevant conditions
 2. Structural grid
 3. Building to grade relationship
 4. Floor to floor and floor to ceiling height
 5. Material designations
- D. Landscaping Plan

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

1. Design Concept Plan 2.Existing Conditions 3.Landscaping Concepts 4.Existing Irrigation

E. Details

1. Typical Wall Section

STRUCTURAL DRAWINGS

A. Structural Plans

1. Design criteria narrative
2. Structural system description including alternates considered
3. Single line floor and roof framing plans
4. Typical bay and member sizes noted
5. Description of foundation system, comparing with geotechnical report
6. Soil Retention work if needed

MECHANICAL DRAWINGS

A. Floor Plans

1. Preliminary HVAC system description to include central plant, duct chases, single lines showing major duct runs, preliminary flow diagrams, etc.
2. Design criteria for HVAC narrative including ("U" factors, temperature range, air changes, humidity controls, zoning, number of rooms per VAV, etc.)
3. Energy sources identified, entrances noted on architectural drawings. Air intake and discharge locations determined
4. Mechanical rooms sized and located on architectural drawings and locations of major interior and exterior equipment shown
5. Vertical shafts and risers spaces sized and indicated on architectural drawings
6. Special features noted (UPS room, Special occupancy zones, kitchen hood exhaust routing and discharge location, etc.)
7. Location of cooling tower, mechanical rooms, shown on elevations, roof and/or site plans.

B. Energy Report

1. Life cycle cost analysis of energy conservations measures
2. Annual energy consumption/SF of building space
3. Energy report – Furnish an energy consumption report consisting of calculations (including any computer printouts) and a written summary of the results (clearly indicate assumptions made and used).
 - a. Identification of analysis methods, including loads and building systems analysis.
- 1) Building energy consumption
- 2) Energy budget determination
 - b. Methodology of life cycle costing analysis.
 - c. Description of the major energy conservation features selected, such as building envelope U-values (or R- values), type of fenestration and percent of gross wall area, type of air handling system, reheat systems, automatic system control features, lighting levels and controls, etc.
 - d. Estimates of building energy consumption is subdivided as follows:

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

- 1) Energy consumption per month by energy type. Including maximum demand per month.
- 2) Total monthly and annual energy consumption (BTUs).
- 3) Annual energy consumption (BTUs) per building system, i.e., lighting, HVAC, hot water, equipment, etc.
- 4) Annual energy consumption per square foot of building space (BTU/GSF/year)

PLUMBING/FIRE PROTECTION DRAWINGS

A. Floor Plans

1. Plumbing fixture count complies with code/program (Drinking fountains, lavatories, urinals, water closets, etc.)
2. One-line diagram for every plumbing system (e.g. domestic water, sanitary, storm, gas, etc.) as required to describe the fundamental design concept for all plumbing systems.
3. Gas, water, sewer, etc., service points
4. Restroom locations
5. Indication of the amount of redundancy for all major pieces of equipment (e.g. "two pumps with 100% capacity each")
6. Fire protection codes and standards narrative
7. General description of fire suppression system
8. One-line diagrams for each fire protection system
9. Fire sprinkler utility connection location and report documenting the adequacy of existing connection point.
10. Location of fire pump and controller, jockey pump, storage tank and valve locations as needed.

ELECTRICAL, FIRE ALARM AND TELECOMMUNICATIONS DRAWINGS

A. Floor Plans

1. Electrical symbols legend and general drawing notes.
2. Location of electrical equipment shown on elevations, roof and/or site plans.
3. Power requirements stated.
4. Substation and switch gear and electrical rooms sized and located on plans
5. Telephone and electrical room requirements shown on plans.
6. Interior and exterior lighting outlined in plan including general photometric levels, fixture, lamp and controls descriptions.
7. Design criteria for electrical services, including voltage, number of feeders and whether feeders are overhead or underground. Provide a specific description of items to be served by emergency power and describe consideration for special areas.
8. Exterior equipment, utility connections and building entry locations.
9. Electrical demolition requirements

B. Catalog Cuts and Details

1. Panel numbering scheme
2. Emergency generator and back-up power descriptions

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

C. Estimates

1. Major component cost estimate, verify inclusion of elements by crosschecking against outline specifications for omissions and compare with budget.
2. Identify escalation factors to mid- point of construction
3. Estimate construction period, identify any phased work and any long-lead time for special item.
4. Sole source items identified and justified
5. Provide life cycle cost analysis of proposed major MEP and roof systems
6. Area tabulation: Gross SF to Net SF.

DESIGN DEVELOPMENT PHASE

The Design Development Phase should provide definite design conclusions based on the approved Schematic Design framework and represent approximately 50% of design completion. Where the consultant requires a decision or recommendation to proceed to the Construction Document Phase, adequate supportive and explanatory information should be provided upon which a determination can be made. The submittal should be presented in an industry accepted format (CAD or BIM) with additional narrative materials as necessary. Provide written responses to owners schematic review comments. Resolve any outstanding issues on schematic design checklist. Designers shall ensure all sub-consultant work is coordinated.

Design Development Phase Objective

To develop in further detail the approved conceptual design. The design documents should clearly identify the developed civil, architectural, structural, mechanical, electrical, plumbing and fire protection design solutions. All major features and components of the design solution should be documents and included in the updated cost estimate and compound with AFC. Upon approval of the Design Development Package by the owner, the design team will begin execution the final construction design details. The approved Design Development Package constitutes a complete concept and no further changes to the plans, elevations or building systems will be allowed except to comply with construction or code requirements.

GENERAL REQUIREMENTS THAT APPLY TO ALL SYSTEMS

1. Project Title – (All Sheets)
2. Owner's Project Number – (All Sheets)
3. Location Map (Include North Arrow – Cover Sheet and Site Plan Sheet)
4. Signature block for the Owner on Cover Sheet.
5. Drawing Sheet Index on Cover Sheet or index and legend on Sheet 2.
6. Complete Building code information on Cover Sheet including (Code Footprint)
7. Terms and Abbreviations Index and Symbol Legend on Cover Sheet
8. Consecutive Numbering of Sheets in accordance with AIA Drawing Numbering Standards
9. Updated Design Intent Document
10. Written response to Schematic Design Submittal comments
11. List of additional information required from Owner

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

12. Updated Pending Issues Report
13. Room Data Sheets in electronic format for each unique room or space to include at a minimum:
 - A. Room layout
 - B. Equipment
 - C. Furniture
 - D. Finishes
 - E. Lighting layout
 - F. MEP devices
 - G. Telecommunication devices

CIVIL DRAWINGS

- A. Site Plans
 1. Building location plan – building tied down dimensionally with pertinent adjacencies, permanent benchmark, street lines, property lines, required setbacks, easements, rights of way, manholes, sewers, hydrants, light standards, interface with survey.
 2. Grading and paving plans include contours, critical spot elevations
 - a. Include sidewalks, ramps, stairs, driveways, parking areas including layout geometry
 - b. Site drainage and retention areas
 3. Utility Plans
 - a. Identify existing and new utilities to the building (electrical, water, gas, telephone and cable)
 - b. Identify sanitary and storm laterals from the building to the mains
 - c. Identify site storm sewers, inlets, manholes, etc.
 - d. Indicate pipe sizes, invert elevations, connections to existing utility sources, locations of manholes and installation details.
 4. Dewatering Plan.
 5. Plan to address existing hazardous/contaminated materials.
 6. Utility plans, elevations and details for local government and utility company approval.
- B. Site Sections
 1. Include typical driveway, parking area, and sidewalk cross-sections.
- C. Typical Design Details
 1. Railing, stairs, ramps, walkway paving types and patterns, benches, site lighting, other significant features.

ARCHITECTURAL DRAWINGS

- A. Code Analysis Plan
 1. Code Footprint
 - a. Include all fire rated partitions
 2. Code Analysis (Show on drawings)
- B. Architectural Floor and Roof Plans

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

1. Dimensioned structural bay system
2. Internal partitions located, drawn and located and dimensioned
3. All casework and other equipment called out on plans
4. Major mechanical/electrical systems determined, and their requirements reflected and indicated on the plans including louvers, areaways and utility entrances
5. Locate all plumbing fixtures
6. All rooms named and numbered
7. Locate exterior and interior doors and windows
8. Locate typical and fire rated partition types
9. All keyed references: match lines, building sections, enlarged plans, etc. keyed notes
10. Finish floor elevations noted
11. Expansion joints indicated
12. Building cores (stairs, elevators, toilets, shafts, etc.) drawn to a larger scale ($\frac{1}{4}$ " min.), dimensioned and keyed to larger plans
13. Plans and elevations of feature areas (lobby, special spaces) drawn to a larger scale ($\frac{1}{4}$ " min.) with all surfaces shown and materials called out and keyed to larger plans
14. Detailed demolition plan with sequence of work.
15. Roof and drainage plan
16. Reflected ceiling plans

C. Reflected Ceiling Plans

Provide a reflected ceiling plan for all finished spaces which includes:

1. Located lighting fixtures, speakers, cameras
2. Soffits, bulkheads, skylights
3. Identify major ceiling materials and their relationship with partitions
4. Identify all areas with exposed structure

D. Building Elevations

1. Building elevations including roof structures and foundations
2. Identify and locate all exterior windows and doors
3. Identify floor levels, vertical dimensions and overall building heights
4. Column centerlines
5. Locate expansion joints and major panel joints
6. Exterior mechanical equipment
7. All materials noted; demarcation of materials shown
8. Detailed elevations at a larger scale ($\frac{1}{4}$ " min.) as necessary to explain intent of unique features (building entrance, special brickwork or masonry, building canopy, etc.)
9. Major keyed references: match lines, buildings sections, wall sections
10. Expansion joint locations
11. Description of water and vapor characteristics of roof, exterior walls, and below grade wall systems including typical waterproofing details.

E. Building and Wall Sections

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

1. Include major building sections, identify column lines, feature openings and relationships between floors, ceilings, structure and mechanical systems
 2. Vertical dimensions including floor-to-floor and ceiling heights
 3. Finished grades around the building
 4. Typical wall sections or assembly details
 5. Parapet and coping details.
- F. Landscaping Plan
1. Documents indicating planting and irrigation plan with complete hierarchy of plant materials identified.
 2. Show irrigation diagrammatically in terms of number of zones and type of components.
 3. Landscape lighting.
 4. Provide sufficient topographic data to confirm adequate drainage.
- G. Details
1. Large scale details of major exterior wall assemblies, (parapets to foundation)
 2. Large scale details of major foundation and perimeter treatment
 3. Typical window and door details (i.e. head jamb and sill conditions)
 4. Typical interior and exterior columns details
 5. Key areas shown including stairs, elevators, escalators, loading docks, shafts and other conditions where vertical transitions occur
 6. Major casework elevations and millwork profiles
 7. Partition types
- H. Interior Elevations
1. Elevations of significant interior spaces
- I. Schedules
1. Draft interior finish schedule
 2. Draft door and frame schedules
 3. Draft window and glazing schedule

STRUCTURAL DRAWINGS

- A. Structural Plans
1. Foundation plan including interior and perimeter foundations, footings, piles, caissons, wall beams and grade beams as needed.
 2. Framing plans for all floors and roof including major member sizes noted or scheduled, typical and maximum column sizes
 3. Locate columns, beams, purlins, joists, etc.
 4. Approximate reinforcing quantities
 5. Indicate a subsurface drainage system if required. Coordinate with civil and plumbing designs
 6. Indicate recessed areas in slabs, major openings, elevator and sump pits
- B. Structural Sections/Details

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

1. Location of in-floor electrical system
2. Expansion and seismic joints located
3. Typical edge of slab details for cladding attachment
4. Special conditions noted (shoring, underpinning, etc.)
5. Provide wind, seismic, dead and live loads design information.
6. Footing, beam, column and connection details.
7. Updated building elevations and locations and heights of soil retention systems.
8. Typical structural sections
9. Preliminary structural demolition drawings if required.

MECHANICAL DRAWINGS

A. Floor Plans

1. Material and equipment legend, symbols, and abbreviations
2. Size and locate utility risers, shafts, chases, housekeeping pads, and equipment coordinated with architectural and structural plans
3. Heating and cooling load criteria for each space and major duct or pipe runs sized to interface with structural and architectural building components.
4. Duct layout and ceiling device locations for typical spaces
5. Locate all equipment such as boilers, cooling towers, air handling units, heat pumps, exhaust fans, unit heaters, perimeter fin tubes, meter locations and types, etc.
6. Locate intake and exhaust louvers
7. Indication of typical locations of fire/smoke dampers
8. Consider access and replacement requirements for all equipment types. Provide preliminary floor plans of mechanical rooms with all components and required service / clearance areas drawn to scale
9. Coordinate ceiling plenum space with architectural, plumbing, fire protection, electrical, structural
10. Air and water flow diagrams showing CFM and GPM respectively. Main supply/return ductwork shown in double line format, show major taps, splits, and duct sizes. Ductwork downstream of terminal units shown, not sized. Single line duct riser diagrams for each HVAC system with CFM quantities, dampers, controls ect. Show flow diagrams for each piping system including all associated equipment, valves, and pipe sizes.
11. Show electrical requirements such as panel size, location, voltage and current requirements for mechanical equipment.

B. Sections

1. Critical mechanical room cross sections
2. Corridor sections indicating duct clearances

C. Catalog Cuts and Details

1. Grills and diffusers
2. Special equipment
3. Control Diagrams/Building Management Control Systems (concept form) for all mechanical and plumbing systems. Outline major control sequences of operation

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

4. Equipment Schedule (major equipment)
5. Mechanical and electrical smoke control schemes

PLUMBING/FIRE PROTECTION DRAWINGS

A. Floor Plans

1. Size and locate utility risers, shafts, chases and equipment on architectural plans
2. Preliminary piping plans with indication of required service access areas
3. Meter locations
4. Back flow prevention locations
5. Fixture schedules (to include lab fixtures)
6. Equipment schedules (major equipment)
7. Preliminary floor plans of mechanical rooms with all components and required clearances, service and access areas shown to scale.
8. Fire pump sizing and calculations
9. Location of fire system test headers and fire department connections
10. Preliminary fire protection piping plans equipment room plans with all components, clearance, service, and access areas shown to scale.

B. Detail Plans

1. Locate all toilets, urinals, lavatories, mop sinks, floor drains and drinking fountains
2. Locate under-slab sanitary and supply lines
3. Locate maintenance hose bibs in toilet rooms and on the exterior of building
4. Include roof drainage system (quantity and location of roof drains, internal and external downspouts)
5. Coordinate fixture sizes and mounting heights (for special accessibility and age groups)
6. Coordinate plumbing chase and shaft depths with architectural
7. Consider access and replacement requirements with all room layouts
8. Coordinate ceiling plenum space with architectural, fire protection, mechanical, electrical structural
9. Coordinate the piping site and flows with existing sprinklers if applicable.
10. Fire Sprinklers: On new construction, plan with the water company to have a hydrant flow test made. Include the flow test report in the Contract Documents.

C. Catalog Cuts

1. Plumbing fixtures
2. Sprinkler heads
3. Special Equipment
4. Fire suppression system

ELECTRICAL, FIRE ALARM AND TELECOMMUNICATIONS DRAWINGS

A. Floor Plans

1. Material and equipment legend, symbols and abbreviations

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

2. All background sheets with scale, north arrow, column lines, and room numbers. Plans to show switchgear and primary equipment that requires power (e.g. pumps, air handlers, refrigeration units, etc.).
 3. Size and locate utility equipment on architectural plans.
 4. Major electrical interior and exterior equipment (switch gear, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned and drawn to scale into the space allocated, also include riser diagram or one line diagram.
 3. Identify service amperage and voltage requirements
 4. Locate and size conduit runs, cable trays, risers, shafts, chases, etc.
 5. Locate and size site electrical: transformers, underground service, entrance details, etc.
 6. Identify typical and feature lighting fixtures: ceiling and wall types, reflective ceiling plan
 7. Identify electric and telephone panel room locations
 8. Locate electrical devices for typical classroom, offices, and special classrooms including power receptacles, computer, telephone, TV, light switches, closed circuit TV, fire alarm, security and intercom devices
 9. Locate exit and emergency lighting and fire alarm devices (consider ADA requirements). List all equipment on emergency power
 10. Dimensioned layouts for all electrical rooms showing all electrical equipment and required access and clearances to scale.
 11. Coordinate ceiling plenum space with architectural, plumbing, fire protection, mechanical, structural
 12. Update design calculations to include power consuming equipment and load characteristics
 13. Interior and exterior lighting, locate and identify all lighting fixtures and control plans.
 14. Panel schedules
 15. Typical electrical outlet locations
 16. Plan for temporary power during construction
 17. Emergency generator layout with fuel tank, exhaust, combustion and cooling air sources shown and coordinated.
- B. Catalog Cuts and Details
1. Light fixture types and schedules
 2. Fire alarm devices.
 3. Special equipment
 4. Factory installed lighting and voltage surge protection equipment
 5. Panel locations and schedules
 6. Lighting control system and control device description
- C. Estimates
1. Major line items costs for all building components, verify inclusion of all elements by cross-checking against specification for omissions
 2. Identify escalation to mid-point of construction

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

3. Update cost estimate of construction and compare it to the allowable for construction.
4. Estimate construction period, identify any phased work and any long-lead time for special item.
5. Sole source items identified as approved.

CONSTRUCTION DOCUMENTS PHASE

The Construction Document Phase provides the complete set of plans and technical specifications necessary to build the project. Few changes should be necessary at this point. The design is to be 100% complete. Documents to have been thoroughly quality checked by the designer to include proofread for spelling, typographical and grammatical errors prior to submission. Resolve any outstanding issues on the Design Development checklist. The designer shall ensure all sub-consultants' work is coordinated.

Construction Document Phase Objective

To develop a complete set of design documents. The construction documents should be clear and precise for the builder to do take-offs and subcontractors to provide pricing without needing to visit the project site.

GENERAL REQUIREMENTS THAT APPLY TO ALL SYSTEMS

1. Milestone Construction Schedule
2. Plans and Project Manual all have the same issue date
3. An inspection for Hazardous Materials must be made for renovation projects and a copy of the report submitted.
4. Responses to Design Development or previous phase review comments
5. Mechanical Design Calculations (ASHRAE 90.2?) and Certification Letter
6. Copies of all approvals and permits required of public authorities having jurisdiction.
7. Identify all documents with project number and date.
8. As documents develop, confer with and obtain further review from regulatory agencies such as:
 - a. Building Department
 - b. Fire Marshal (state and local)
 - c. Department of Health and other agencies, as appropriate
9. Check with the applicable regulatory agencies and establish schedule for submission and/or review
10. Coordinate drawings with Project Manual
11. Review the program and verify compliance
12. Re-check Design Development documents for code compliance
13. Review CADD or BIM Deliverables for format, coordination and completeness.
14. All Sheets stamped, signed and dated by responsible design professionals
15. All rooms named and numbered.

CIVIL DRAWINGS

- A. Site Plans
 1. Area traffic plan if existing roads/walks are impacted
 2. Site development phasing and construction staging and site access.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

3. Final pipe sizes and connection details.
4. Photometrics of proposed site lighting.
5. Protection requirements for existing elements to remain.

ARCHITECTURAL DRAWINGS

- A. Architectural Floor and Roof Plans
 1. Fully dimensioned floor plans.
 2. Enlarged plans
 3. Partition details
 4. Interior details and elevations
 5. Finish Schedules
 6. Door and Hardware schedules.
 7. Toilet accessory schedules
 8. Schedule of any Owner furnished items 9.Room signage.
- B. Building Elevations
 1. Roof mounted equipment.
 2. Roof details for manufacturer approval.
 3. Exterior door, window, and flashing details.
 4. Control joint definition and details.
- C. Landscaping Plan
 1. Existing tree protection.
 2. Soil preparation and planting specifications.
 3. Landscaping and irrigation details and legends.
 4. Piping sizes.

STRUCTURAL DRAWINGS

- A. Structural Plans
 1. Definition of control and seismic joints.
 2. Beam, column, and slab schedules.
 3. Mechanical, electrical and housekeeping pads.
 4. All slab steps, depressions, and openings coordinated with architectural and mechanical designs.
 5. Detail and dimension all slab edge conditions
 6. Plan load maps indicating live loads and dead loads that require special consideration
 7. Provide penetration guidelines where structural penetrations are allowed.
- B. Structural Sections/Details
 1. Foundation and structural details, notes, and calculations.

CONVEYING SYSTEMS

1. Fully Dimensioned plans
2. Sections and details of hydraulic cylinder.
3. Description of shaft sump pits (if needed) and full coordination with plumbing.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

4. Elevator car and equipment support details.
5. Description of controls and features.
6. Door and frame details, coordinated with wall types.
7. Cab finishes with details including lighting, security, and communications.

MECHANICAL DRAWINGS

- A. Floor Plans
 1. Detailed piping and duct design with all sizes indicated. All HVAC systems drawn to scale including ductwork in double line format with fittings.
 2. Floor plans with all components and required service areas drawn to scale. The plans show actual duct sizes and indicate flow quantities relative to each room.
 3. Provide detailed floor plans of mechanical rooms with all components and required service and access areas as well as clearance requirements shown to scale.
 4. Show all valves and volume controls, identify each with a unique number to be assigned by the engineer.
 5. Show connections to fire alarm and campus control systems.
 6. Show location and size of all fume hoods and other exhaust systems.
 7. Complete coordination drawings demonstrate no conflicts with architectural, structural or other systems.
- B. Catalog Cuts and Details
 1. Show all equipment details including structural support requirements.
 2. Penetration/sleeve details.
 3. Duct construction schedule on the drawings indicating materials and pressure class for each duct system.
 4. Detailed control drawings include clear differentiation of trade responsibility for control, fire, and power wiring.
 5. Detailed sequence of operation including the specific set points for all control loops as required to meet the design criteria as well as alarm set points and time delays.
 6. Design calculations.

PLUMBING/FIRE PROTECTION DRAWINGS

- A. Floor Plans
 1. Complete design documents including detailed piping design with all pipe sizes indicated.
 2. Waste and vent riser diagrams including assumed fixture counts per floor.
 3. Water riser diagram including assumed fixture counts per floor.
 4. Foundation drains and sumps.
 5. Complete Fire Suppression design documents and calculations.
 6. Fire protection piping schematics, riser diagrams, and equipment schedules.
 7. Location of all sprinkler zone valves, drains, fire hose connections.
- B. Detail Plans
 1. Typical plumbing details, including structural support requirements.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

2. Penetrations/sleeve details.
3. Design calculations.
4. Completed fixture and equipment schedules.

ELECTRICAL, FIRE ALARM AND TELECOMMUNICATIONS DRAWINGS

A. Floor Plans

1. Details of power service to buildings.
2. Complete power plans including primary cable raceways, feeder conduits, electrical loads, duplex and special receptacles and circuiting..
3. Interior and exterior lighting plans including control systems and devices, lighting panels, switching and circuiting.
4. Lighting control system schematic, wiring diagrams, and sequences of operation.
5. Emergency power system plans, controls and details.
6. Connections to other building systems, including fire alarm and HVAC systems.

B. Catalog Cuts and Details

1. Installation details for all fixtures and devices including structural supports.
2. Normal and emergency lighting photometric calculations (including exterior egress pathways).
3. General notes on conduit and wire sizes for lighting branch circuits
4. Details of all non-standard electrical installations
5. Building electrical load analysis
6. Panel schedules fully populated with load summary.
7. Enlarged equipment room plans where necessary.
8. Short circuit calculations, over current protection device coordination study if required.
9. Roof, floor and rated wall penetration details.

C. Estimates

1. An itemized cost estimate showing base bid items equal to approximately 90% of the available construction funds and appropriate add alternates to attain 100%+ (usually 110%) of the available budget
2. A summary cost estimate by trade section showing total for section and project with alternates per example for inclusion within the specifications.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

ATTACHMENT B

Chinle Office of Dine Youth Complex Site Visit Acknowledgement Form

Project Location: Chinle, AZ
Chapter/Community: Chinle

This letter serves as formal documentation confirming that a site visit was conducted at the above-referenced project location on the date indicated. The purpose of the site visit was to:

- Visually assess the existing conditions of the existing site and surrounding area.
- Identify potential challenges, hazards, and access limitations.
- Collect technical information relevant to the planning and execution of the new building project.
- Collaborate with project stakeholders and site representatives to initiate and define the preliminary Scope of Work (SOW).

Following this site visit, a preliminary Scope of Work was developed and documented. This scope outlines the anticipated work items, renovation requirements, and site-specific considerations.

Organization: _____

Date: _____ / _____ / _____

Signature: _____

Chapter's Signature: _____

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

ATTACHMENT C

PROPOSAL FORM

TO : THE NAVAJO NATION
Herein after called "OWNER"

The undersigned, having examined the proposed Contractor Documents titled:

**CHINLE OFFICE of DINE YOUTH COMPLEX
APACHE COUNTY, ARIZONA
BID NUMBER: 00-00-0000XX**

Having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment and appliances, and to perform operations necessary to complete the Renovation Work. The aforementioned Work will be identified as "Base Proposal", for the stipulated sum in both words and figures. **(In case of discrepancy, the amount in words will govern.)**

BASE PROPOSAL: _____
_____ (\$_____).

Where additional funds are available, the listing from the scopes of work as alternate proposals shall be added and presented here.

Alternate Proposal: _____
_____ (\$_____).

Number of Calendar days; 90 from issue of a Notice to Proceed.

Proposers acknowledge receipt of the following Addendum(s):

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

I understand the Owner reserves the right to reject this proposal, but that this proposal shall remain open and not be withdrawn.

If written acceptance of this proposal is mailed or delivered to the undersigned after the date for opening of this proposal, the undersign will accept and return the Letter of Acceptance to the Owner in accordance with this proposal as accepted and will also agree and deliver to the Owner proof of Insurance coverage proposal delivery in the mail of the notification of acceptance of this proposal.

Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

IMPORTANT NOTICE: If proposer or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; of a partnership, give name of firm and names of all individuals, co-partner composing of firms; if proposer or other interested person is an individual, give first and last names in full.

Licensed in accordance with an act for the registration of contractors and with License Number _____, in the State of Arizona.

SIGN HERE:

SIGNATURE OF PROPOSER: _____

NOTE: If proposer is a corporation, set forth the legal name(s) of the corporation together with the signature of the officers authorized to sign contracts on behalf of the corporation. If the proposer is a partnership, set forth the name(s) of the partnership.

BUSINESS ADDRESS:

TELEPHONE NUMBER:

DATE OF PROPOSAL:

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

ATTACHMENT D

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

CHINLE OFFICE of DINE YOUTH COMPLEX
BID# 00-00-0000XX

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

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

ATTACHMENT E

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 <i>Purpose of Form</i> , 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. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the United States.)</i>																																																															
	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 <input type="checkbox"/>																																																															
	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)																																																																
<p>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 <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="10" style="text-align: center;">Social security number</td></tr><tr><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td colspan="4" style="text-align: center;">-</td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td></tr><tr><td colspan="14" style="text-align: center;">or</td></tr><tr><td colspan="10" style="text-align: center;">Employer identification number</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>			Social security number																-								or														Employer identification number																							
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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																																																																

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)

CHINLE OFFICE of DINE YOUTH COMPLEX

BID# 00-00-0000XX

ATTACHMENT F

AFFIDAVIT OF RESPONSIBILITY FOR SUBCONTRACTORS

for Indefinite Delivery / Indefinite Quantity On-Call Professional Planning, Architectural, Engineering, and Project Management Services for the Navajo Nation Division of Community Development located in Window Rock, Arizona of the Navajo Nation.

State of _____) ss.
County of _____)

Affiant: _____, being first duly sworn hereby deposes and says:

1. that he/she is the _____ of _____, the Business Entity that has
owner, partner, officer, representative, agent company, firm, partnership, etc.
2. submitted to the Navajo Nation a Proposal, Statement of Qualifications (SOQ) or Bid for the above-named Project;
3. that he/she is authorized to represent said Business Entity for purposes of the declarations set forth herein and that all such declarations are made on behalf of said Entity and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
4. that, if said Entity is selected for a Contract Award from the Navajo Nation, said Entity shall serve as the Prime Contractor under such Contract, and as of the date of signature below said Entity intends to use the subcontractors listed on "Exhibit A" attached hereto, in its performance under such Contract for the above-named Project;
5. that none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the Federal Government, any State Government, the Navajo Nation, or from any other Tribal Government in the U.S.;
6. that none of the subcontractors listed are the subject of any imminent debarment or suspension, or any other imminent determination of ineligibility from the Federal, any State, Navajo Nation, or other Tribal Government;
7. no such subcontractors are currently, or have been within the past ten (10) years, under any criminal indictment or under any civil complaint or charge by the Federal, any State, Navajo Nation, or other Tribal Government, for fraudulent activities, forgery, falsification, theft, bribery, destruction of records, obstruction of justice, receiving stolen property, or other offense related to the receipt or administration of a government contract;
8. that the Entity named in Line 1 herein shall assume all legal responsibility for the work of all such subcontractors on the Project, and shall perform all subcontractors' duties as necessary, or shall replace any subcontractor as necessary, in order to guarantee successful completion of all Contract duties for the Project;
9. that all statements set forth herein, and in said Proposal/SOQ/Bid submitted to the Navajo Nation, are true.

Affiant acknowledges and agrees that, if any statement herein is determined to be false or misleading, such will be grounds for immediate termination of the subject Contract or Agreement with the Navajo Nation, and that the Navajo Nation may pursue appropriate legal remedies related to such termination and any false or misleading statements.

signature of Affiant: _____

printed name of Affiant: _____

title of Affiant: _____

name of Business Entity: _____

type of Entity (LLC, Partnership, etc.): _____

address of Business Entity: _____

Business Entity's EIN: _____

NOTARY:

Subscribed and sworn to before me this _____

day of _____, 20____.

Notary Signature _____

My commission expires _____, 20____.