

# REQUEST FOR PROPOSAL (RFP)

## TURNKEY DESIGN-BUILD DEVELOPMENT SERVICES – NEW SENIOR CENTERS

NAVAJO DIVISION OF AGING AND LONG-TERM CARE SUPPORT (DALTCS)

**BID NUMBER: “DALTCS NEW SENIOR CENTER DESIGN-BUILD DEVELOPMENT”**

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### I. PURPOSE OF REQUEST

The Navajo Nation Department of Health (NDOH) and the Division of Aging and Long-Term Care Support (DALTCS) are seeking proposals from qualified **Design-Build Developers** to provide full-service, turnkey development for approximately twenty-two (22) new Senior Centers across the Navajo Nation.

The selected Developer(s) will be responsible for the full lifecycle of development, including planning, design, permitting, construction, commissioning, and project closeout. The intent is to deliver modern, culturally appropriate, wellness-focused facilities that meet current life-safety, accessibility, and energy-efficiency standards while serving Navajo elders.

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### II. TIME SCHEDULE

The NDOH/DALTCS intends to follow the process and timetable outlined below, which may be adjusted as necessary.

<b>Schedule of Activities</b>	<b>Timelines</b>
Public Advertising Begins	Thursday, April 30, 2026
Written Questions Due	Tuesday, May 5, 2026
Proposal Due Date (5:00 PM MDT)	Friday, May 8, 2026
Opening/Evaluation	Monday, May 12, 2026
Award Date	Friday, May 15, 2026

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### III. INSTRUCTIONS FOR PROPOSERS

#### A. Proposal Submission

**Delivery:**

Anslem Lewis, Senior Program & Project Specialist  
Navajo Department of Health  
Administration Building #2 – 1st Floor  
2296 Tribal Hill Drive  
Window Rock, Arizona 86515

**Mailing:**

Anslem Lewis, Senior Program & Project Specialist  
Navajo Department of Health  
P.O. Box 1390  
Window Rock, Arizona 86515

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**B. Proposal Packaging**

Proposals must be submitted in a sealed envelope clearly marked:

**“RFP – DALTCS NEW SENIOR CENTER DESIGN-BUILD DEVELOPMENT”**

- Include proposer’s name and contact information on the outside
  - Clearly indicate **NBOA priority status**, if applicable
  - Submit **one (1) original and three (3) copies**
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**C. Inquiries**

All inquiries must be submitted in writing via email:

Anslem Lewis, Senior Program & Project Specialist  
Email: [anslem.lewis@navajo-nsn.gov](mailto:anslem.lewis@navajo-nsn.gov)

**No phone inquiries will be accepted.**

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**D. Proposal Deadline**

All proposals must be received by **5:00 PM MDT on May 08, 2026**.  
Late proposals will not be accepted or opened.

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**E. Proposal Format**

### **Technical Proposal (No Pricing)**

- Letter of Interest / Transmittal
- Firm qualifications and experience
- Key personnel and resumes
- Relevant project references
- Certificate of Insurance
- Surety letter (bonding capacity)
- W-9 (March 2024 version)
- Navajo Nation Debarment Form
- NBOA/TERO certification (if applicable)
- Certificate of Good Standing

### **Cost Proposal (Separate Sealed Envelope)**

- Proposed fee structure (GMP, % fee, or lump sum)
  - Payment schedule
  - Cost assumptions and contingencies
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## **F. Proposal Submittal Requirements**

Proposals must include:

1. Experience delivering design-build or comparable development projects
  2. Minimum of three (3) references for similar projects
  3. Qualifications of key personnel
  4. Description of project management and communication approach
  5. Project reporting and tracking systems
  6. Proposed schedule and phasing plan
  7. Billing procedures and payment structure
  8. Demonstrated experience working with tribal governments (preferred)
  9. Evidence of ability to meet licensing and insurance requirements
  10. Completed W-9 and Debarment Certification (required)
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## **G. Notification**

DALTCS will notify proposers of award status on or near the scheduled award date.

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## **IV. SELECTION CRITERIA**

<b>Criteria</b>	<b>Points</b>
Proposal responsiveness and completeness	10
Experience and past performance	30
Project approach and cultural integration	30
Schedule and phasing plan	10
Cost proposal	10
NBOA/TERO compliance	10
<b>Total</b>	<b>100 Points</b>

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## **V. SCOPE OF WORK**

The Developer shall provide **turnkey design-build services** for approximately twenty-two (22) new Senior Centers across Arizona, New Mexico, and Utah.

### **Developer Responsibilities**

#### **1. Pre-Design / Programming**

- Needs assessment and stakeholder engagement
- Site due diligence (environmental, geotechnical, cultural)

#### **2. Design**

- Full architectural and engineering services (civil, structural, MEP, fire protection)
- Incorporation of Diné cultural elements
- ADA/Universal Design compliance
- Energy-efficient and wellness-focused design

#### **3. Permitting & Approvals**

- Navajo Nation, federal, and state permitting
- Cultural resource clearance and NEPA (if applicable)

#### **4. Construction Management**

- Subcontractor procurement
- Scheduling, cost control, QA/QC, and safety oversight

#### **5. Construction**

- Full project delivery and execution
- Turnkey facility completion

## 6. Commissioning & Closeout

- Systems testing and commissioning
- Staff training
- O&M manuals and warranties
- As-built documentation and occupancy certification

## 7. Phasing

- Projects delivered in regional phases (5–7 centers per phase)
  - Detailed master schedule required
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# VI. TERMS AND CONDITIONS

- NDOH/DALTCS reserves the right to reject any or all proposals
  - NDOH/DALTCS may request clarifications or additional information
  - All submitted materials become property of the Navajo Nation
  - Proprietary information must be clearly labeled
  - NDOH/DALTCS is not responsible for proposal preparation costs
  - Contracts will comply with Navajo Nation laws and regulations
  - Navajo Nation retains sovereign immunity
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# VII. COMPENSATION

- Compensation will be negotiated based on proposed structure
  - May include **GMP, lump sum, or percentage-based fee**
  - Payment issued upon completion and acceptance of deliverables
  - Navajo Nation Sales Tax (6%) applies where applicable
  - All invoices must align with purchase order terms
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# VIII. PROPOSAL PRICE

- Cost proposal must be submitted in a **separate sealed envelope**
  - Must include full project cost structure
  - Failure to submit pricing separately will result in disqualification
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## **IX. LICENSE REQUIREMENTS**

- Developer must be licensed to perform work within the Navajo Nation or applicable state
  - Must provide proof of:
    - General Liability Insurance
    - Workers Compensation
    - Professional Liability (Design)
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## **X. ADDITIONAL REQUIREMENTS**

- Compliance with **TERO and Indian Preference**
  - OSHA-compliant safety program
  - Quality Control/Quality Assurance Plan
  - Cultural sensitivity training for all personnel
  - Compliance with federal funding requirements (if applicable)
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## **EXHIBITS**

- **Exhibit A:** IRS W-9 Form (2024)
- **Exhibit B:** Navajo Nation Debarment Certification



# 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.

1. 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.

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Applicant Name  
(print)

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Name of individual signing on Applicant's behalf

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Applicant Address

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Title of individual signing on Applicant's behalf

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Applicant Address

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Signature of individual signing on Applicant's behalf

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Applicant Address

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Date