

**Request For Proposals**  
**Dennehotso Community Cemetery Legal Survey**  
**BID No. 25-05-3707SB**  
**Acquiring Survey for Land Withdrawal for Dennehotso Cemetery on the**  
**Dennehotso Chapter Navajo Nation**

**Scope of Work**

The Purpose of this RFP is to solicit proposals from a qualified legal surveyor or firm to plot out the boundaries for the community cemetery. The survey would be complete with survey and land description. This system shall be bid as a selection, negotiation, space planning, construction coordination and complete installation by a prime bidder. This project is being funded with chapter general funds. Surveyor selected will perform work and follow the Navajo Nation Federal Laws. Dennehotso Cemetery is located at the following google map location: 36°48'28"N, 109°53'16"W.

**Requirements**

The Consultant must meet the following requirements for the Request for Proposals to be submitted for further evaluation. Dennehotso Chapter may deem non-responsive an RFP that fails to meet the minimum requirements:

1. Successful Consultants or firms must be able to demonstrate that they can provide qualified surveying professionals as described in the Scope of Work.
2. The land surveying services project must be managed/supervised by a registered professional (i.e. Professional Land Surveyor or Professional Licensed Engineer).
3. Provide all instruments, equipment, tools, personnel/field crew, and supervision.

**Protection of Property:** The Consultant shall contact the Dennehotso Chapter for information regarding the site and shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to the Consultant's use, including, but not limited to, repair of lawns and plantings.

**Use of Surveyor's Drawings:** The Dennehotso Chapter may reproduce the Consultant's drawings without modification and distribute such prints in connection with the use or disposition of the property without incurring obligation for additional compensation to the Consultant. The original drawings shall remain the property of the Consultant.

**RFP Process**

1. The Request for Proposal (RFP) will be publicly advertised for 10 days.
2. RFP Due Date: All sealed RFP must be received at the Dennehotso Chapter no later than 5:00 pm, June 30, 2025. Attn: Maricelyn Smith-Williams, Dennehotso Chapter Manager. Any proposal received after this date and time will not be considered. RFP must be Logged in and Time Stamped by the Dennehotso Chapter Personnel. Request for Proposal (RFP) must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled "DENNEHOTSO CHAPTER

CEMETARY LEGAL SURVEY RFP NO. DCH-25-001” INSTRUCTIONS TO OFFERORS TO VISABLY MARK ON THE OUTSIDE OF THE PROPOSAL PACKAGE, IF APPICABLE, THE OFFEROR’S PRIORITY STATUS UNDER THE NAVAJO NATION BUSINESS OPPORTUNITY ACT. IT IS THE RESPONSIBILTY OF THE OFFEROR TO IDENTIFY THEMSELVES AS CERTIFIED UNDER THE NAVAJO NATION BUSINESS OPPORTUNITY ACT.

a. Physical Address of the Dennehotso Chapter:

.25 Miles North of MP 417.5 on HWY 160, Navajo Nation, Apache County, Arizona

b. Mailing Address of the Dennehotso Chapter:

PO Box 2301, Dennehotso, Arizona 86535

Questions can be forwarded to Maricelyn Smith-Williams, [msmith-williams@nnchapters.org](mailto:msmith-williams@nnchapters.org)

Phone: 928-658-3301 or 928-658-3300

#### Proposal Content

- a. A total of 5 copies and 1 original proposal
- b. Cover letter, introduction, Overall Experience on the Navajo Nation.
- c. Completed W-9 form
- d. Completed Navajo Nation Certification

#### Fees

- a. In a separate sealed envelope: Fees to complete this project.

#### Requirements of the firm if awarded contract

- a. Comply with all applicable Federal, Compliance and Reporting Requirements-State and Local Fiscal Recovery Funds.
- b. Select firm shall comply with all provisions of the Navajo Preference in Employment Act 15 N.N.C. 601 et seq and NBOA (5 N.N.C. 201 et seq)
- c. The selection firm shall contact the Navajo Nation’s source list of Firms to be given Priority in Firm’s selection of Subcontractors for this project.