

**REQUEST FOR PROPOSALS (RFP) -  
NAVAJO NATURAL HERITAGE PROGRAM COMPLEX DESIGN-BUILD PROJECT**

**PROPOSAL DUE DATE:** September 30, 2025 at 5:00 PM MDT

**PROJECT DESCRIPTION:** **Bid No. 25-08-3852JB**  
Navajo Natural Heritage Program Complex Design-Build Project

**CONTACT PERSON(S):** Brent Powers, Wildlife Manager/Project Manager  
Navajo Natural Heritage Program  
Navajo Nation Department of Fish and Wildlife  
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Navajo Natural Heritage Program  
Navajo Nation Department of Fish and Wildlife  
Phone Number: (928) 729-4236  
Email Address: jmike@nndfw.org

*\*Email is the preferred method of communication; please include both Brent Powers and Jesse Mike in email correspondence.*

**DELIVER TO:** Navajo Nation Department of Fish and Wildlife  
Attention: Brent Powers  
Indian Rte 100, 1 Morgan Blvd  
Window Rock, AZ 86515

**MAIL TO:** Navajo Nation Department of Fish and Wildlife  
Attention: Brent Powers  
P.O. Box 1480  
Window Rock, AZ 86515

**SUBMIT ALL PROPOSALS CLEARLY MARKED:**

**“DO NOT OPEN - Bid No. 25-08-3852JB  
NAVAJO NATURAL HERITAGE PROGRAM COMPLEX DESIGN-BUILD PROJECT”**

The Navajo Natural Heritage Program/Navajo Nation Department of Fish and Wildlife reserves the right to reject any or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the Program.

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## I. INTRODUCTION

### A. PURPOSE OF PROPOSAL AND SUMMARY SCOPE OF WORK

The Navajo Natural Heritage Program under the Navajo Nation Department of Fish and Wildlife, hereafter referred to as the Navajo Natural Heritage program or NNHP, is requesting qualifications and estimated cost proposals for full professional services for the following structures:

1. Design and construction of a 1,400 ft<sup>2</sup> concrete foundation, with drains, on which a prefabricated “lean-to” greenhouse will assembled by offeror. The greenhouse will be attached to an existing building.
2. Design and construction of an approximately 4,000 ft<sup>2</sup> office building to house 12-15 staff.
3. Design and construction of a parking lot and sidewalks for above mentioned office building.

This is a “turnkey” project and potential offerors will be responsible for all aspects of professional design and construction. This project will be completed at the Navajo Nation Fairgrounds in Window Rock, AZ. Specific objectives and other important design considerations are described further in Section IV- Detailed Scope of Work. All potential offerors are encouraged to review this request for qualifications and cost proposals, hereafter referred to as Request for Proposals or RFP, for mandatory requirements.

### B. LEAD AGENCY CONTACT

Any inquiries or requests regarding the “procurement”, scope, or procedures should be submitted in writing to the Lead Agency’s Project Managers listed below. Offerors may contact ONLY the Project Managers, inquiries and requests made to other staff will not be responded to. All responses will be in writing and will be distributed via email to all potential offerors who receive a copy of this Request for Proposals (RFP). *Email is the preferred method of communication; please include both Brent Powers and Jesse Mike in email correspondence.*

Brent Powers, Wildlife Manager/Project Manager  
Navajo Natural Heritage Program  
Navajo Nation Dept. of Fish and Wildlife  
Phone Number: (928) 871-7062  
Email Address: bpowers@nndfw.org

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Phone Number: (928) 729-4236  
Email Address: jmike@nndfw.org

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the Selection Process and specifies general requirements.

### A. SEQUENCE OF EVENTS

1. **Issue RFP August 28, 2025** – This RFP is issued by the Project Manager on behalf of NNHP, in accordance with Navajo Nation Laws. NNHP is the only organization that is authorized to make copies or distribute this RFP.

2. **Site Conference September 11, 2025** - A pre-proposal conference will be conducted September 11, 2025 at 10:00 am MDT at the building site located at the northwest corner of the Navajo Nation Fairgrounds (35.660386, -109.070525).
3. **Deadline to Submit Questions and “Acknowledgement of Receipt Form” September 16, 2025** - Potential offerors shall return the “Acknowledgement of Receipt Form” (Exhibit A) by e-mail in order to be included on the procurement distribution list. Prospective offerors are encouraged to contact the Project Mangers concerning any questions or clarifications about the scope of the project or the RFP schedule. Potential offerors may submit all written questions via email. All responses to questions will be distributed to the offeror distribution list. Include the e-mail address of the individual appointed to receive the question responses.
4. **Response to written Questions and RFP Amendments September 18, 2025** - Response to written questions and any RFP amendments will be distributed via e-mail to all potential offerors whose organization name appears on the procurement distribution list according to the deadline.
5. **Submission of Proposal** – A PROPOSAL RECEIVED AFTER THE DEADLINE IS NON-RESPONSIVE. All offeror proposals must be received for review and evaluation, no later than **5:00 p.m. Mountain Daylight Time (MDT) on September 30, 2025.** Proposals received after this deadline will not be accepted. Offerors who are mailing their proposal should allow sufficient time for mail delivery to ensure receipt by the time specified. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to Navajo Nation Department of Fish and Wildlife, Attention: Brent Powers, Indian Rte 100, 1 Morgan Blvd, Window Rock, AZ 86515; or mailed to the Navajo Nation Department of Fish and Wildlife, Attention: Brent Powers, P.O. Box 1480, Window Rock, AZ 86515. Proposals must be sealed and labeled on the outside of the package to clearly indicate: **“DO NOT OPEN – Bid No. 25-08-3852JB NAVAJO NATURAL HERITAGE PROGRAM COMPLEX DESIGN-BUILD PROJECT”**. Proposals by facsimile or any other method will not be accepted.
6. **Proposal Evaluation October 2, 2025** – The Selection Committee will review each offeror’s proposal as outlined in Section V. of this RFP.
7. **Notice of Award October 3, 2025**
8. **Contract Negotiation** – The Project Manager, and the successful Offeror will begin contract negotiations with the highest ranked firm as soon as possible after notice of award. Actual fees shall be negotiated based upon specific scope of services, and reimbursable, specific contractor requirements. If agreement on terms can be reached, the Project Manager shall assemble the contract package for approval. If the agreement cannot be reached within reasonable times the Program Manager shall terminate negotiations with the highest ranked firm, and begin negotiations with the next firm on the ranking list. This process will continue until a contract has been negotiated with one of the firms on the ranking list. If a contract cannot be negotiated, the Project Manager may choose to negotiate with other qualified proposers graded by the committee or to terminate negotiations.

## **B. GENERAL REQUIREMENTS**

The General Requirements section contains specific information about the process, general conditions, and instructions, which govern this procurement.

1. **Protests** – Any offeror who is aggrieved in connection with the award of a contract must first resolve their protest with NNHP. If no resolution is obtained, the offeror may protest to the Navajo Nation's Business Regulatory Department. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to: Navajo Business Regulatory Department; P.O. Box 663; Window Rock, Arizona 86515; Phone number: (928) 357-6643.
2. **Protests** must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.
3. **Incurring Cost** – Any cost incurred by the offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.
4. **License Requirements:** Offeror(s) must be licensed by an appropriate State licensing Board or Agency.
5. **Amended Proposals** – An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be the complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Project Manager will not collate or assemble proposal materials.
6. NNHP reserves the right to reject an offer from any offeror who has previously failed to perform properly, has caused the Department to incur unreasonable costs or expense, failed to complete on time an agreement of a similar nature, or who is not in a position to perform the work governed by this RFP.
7. **Offerors Right to Withdraw Proposal** – Offerors will be allowed to withdraw their proposals at any time, prior to the deadline for receipt of proposals.
8. **Disclosure of Proposal Contents** – The content of proposals will be kept confidential until the Project Manager has issued the written notice of a contract award. At that time, all proposals will be opened to the public, except for the material, which has been previously noted and deemed as proprietary or confidential.
9. **Termination** – This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Project Manager determines such action to be in the best interest of the Navajo Natural Heritage Program.
10. **Sufficient Appropriation** – Any contract awarded as a result of this RFP process may be terminated if insufficient appropriations or authorizations do not exist. Sending written notice to the consultant will affect such termination. The Owner's decision as to whether sufficient appropriations and authorization are available is in the sole discretion of the Owner and shall be

final and binding upon the contractor. If the determination is made that there is insufficient funding to continue or finalize a project, the consultant will be compensated to the level of effort performed, as authorized by the Project Manager prior to that determination.

11. Acceptance of Conditions Governing the Procurement – Offerors must indicate their acceptance of the Conditions Governing the Procurement, Section II, in the letter of transmittal. Submission of a proposal constitutes acceptance of all conditions contained herein including evaluation factors contained in Section V.
12. Standard Form of Agreement Between Owner and Design-Builder – The contract between the NNHP and the Design-Build Firm will follow the format specified by the Project Manager and contain the terms and conditions set forth in Section II. However, the Owner reserves the right to negotiate with a successful offeror provision in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplements and the successful offeror's proposal will be incorporated into and become part of the Contract.
13. Offeror Qualifications – The Selection Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any offeror who is not a responsible offeror and fails to submit a responsive offer.
14. 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 of the otherwise responsive proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Selection Committee.
15. Notice – The Navajo Nation Ethics in Government Law imposes penalties for bribes, gratuities and kickbacks.
16. Release of Information – Only the Project Manager is authorized to release information about the project covered by this RFP. The Offerors must refer to the owner any request to release any information that pertains to the work or activities covered by any action or award related to this RFP.
17. Ownership of Documents – The drawings, specifications, CAD Files and other project documents are the property of the Owner. The contract has certain requirements as to the rights and responsibilities of the Owner and Design-Build Firm. Record Drawings, and documents, are to be delivered to the Owner.
18. Insurance
  - a. The Design-Build Firm shall procure and maintain, during the life of this Contract, Workers Compensation, Commercial General Liability, Business Automobile Liability, and Professional Liability Insurance policies including Errors and Omission Insurance. All insurance documents must include a provision for 30 days written notification to the Project Manager, if a policy has been materially changed or canceled. NNHP shall be insured and will be written on an occurrence form, and shall provide limits as follows:

<u>Workers Compensation</u>	<u>Statutory</u>
EMPLOYERS LIABILITY	\$1,000,000.00
<b>Commercial General Liability</b>	
Bodily Injury/Property Damage:	\$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate
Products/Completed Operations:	\$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate
Pollution Legal Liability	\$1,000,000.00 Each Occurrence
<b>Business Automobile Liability</b>	
Combined Single Limit:	\$1,000,000.00 Each Occurrence
Business Automobile Liability Insurance shall include coverage for use of all owned, non-owned and hired automobiles and vehicles:	
<b>Independent Contractors:</b>	Included
<b>Contractual Liability:</b>	Included
<b>Errors and Omissions:</b>	\$1,000,000.00 Aggregate
<b>Professional Liability:</b>	\$1,000,000.00 Each Occurrence

The selected Design-Build Firm or “offeror” shall furnish one copy each of Certificates of Insurance herein required for each copy of the Agreement, which shall specifically set forth evidence of all coverage required. If such limits are higher than the minimum limits required by the NNHP, such limits shall be certified and shall apply to the coverage afforded NNHP under the terms and conditions of the contract as though required and set forth in the contract. The Contractor shall furnish to the NNHP copies of any endorsement that are subsequently issued amending coverage or limits.

- b. **Approval of Insurance:** Even though a “Notice to Proceed” may have been given by NNHP, the Design-Build Firm 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. Neither approval nor failure to approve certificates, policies, or insurance by the NNHP shall relieve the Design-Build Firm or subconsultant(s) of full responsibility to maintain the required insurance in full force and effect.
- c. **Increased Limits:** If, during the life of this Contract or solicitation, maximum limits of the liability required under the Tort Claims Act increase, NNHP may require the successful Design-Build Firm to increase the maximum limits of any insurance required herein. In the event that

the successful Engineer is required to increase the limits of such insurance, an appropriate adjustment in the Contract amount will be made.

19. Proof of licensing – If the services proposed are ones for which licensure by the State or another agency is required, state license or membership number (e.g., Professional Architect, Engineer number shall be provided.
20. Applicable Laws – The laws of the Navajo Nation shall govern this procurement and any agreement that may result from this procurement with applicable provisions from State and Federal Laws.

### III. RESPONSIVE FORMAT AND ORGANIZATION

This section describes the format and organization of the offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

1. NUMBER OF RESPONSES - Offerors may submit only one (1) proposal.
2. NUMBER OF COPIES - Offerors shall deliver an original plus four (4) identical copies (5 total) of their proposal, to the location specified in Section II.A.5 on or before the closing date and time for receipt of proposals. ORIGINAL shall be clearly marked as such. The Selection Committee will not collate, merge, or otherwise manipulate the offeror's proposals.
3. PROPOSAL FORMAT - All proposals must be typewritten on standard 8 ½ x 11 papers. The proposal must be limited in format and length. All foldout sheets, up to a maximum of 11" x 17" will be counted as two (2) pages and shall be labeled as such. Length of the proposal shall be limited to maximum of thirty (30) pages (printed sheet faces) of text and/or graphic material. Tab sheets will not be included as part of the thirty (30) page limitation.
4. COST PROPOSAL – Submit one (1) Fee Proposal in a sealed envelope clearly marked with:  
NAVAJO NATURAL HERITAGE PROGRAM COMPLEX DESIGN-BUILD PROJECT / (FIRMS NAME).
  - Cost for tasks outlined in Section IV: Detailed Scope of Work
  - Fee for Site, Civil, & Building Design Planning, Infrastructure connection
  - Fee for Construction Documents & Specifications/Construction Administration
5. PROPOSAL ORGANIZATION - The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.
  - Letter of Submittal
  - Table of Contents
  - Response to Proposal Requirements (Section V)
  - Cost Proposal (Sealed Envelope)

Proposals deemed non-conforming by the Selection Committee in regard to format may be considered non-responsive and may result in disqualification of the proposal. Offerors shall contact the Project Manager to clarify any questions concerning format prior to submission.



#### IV. DETAILED SCOPE OF WORK

##### A. PROJECT DESCRIPTION

The Navajo Natural Heritage Program (NNHP) under the Navajo Nation Dept. of Fish and Wildlife is seeking to design and construct an office building and greenhouse facility in Window Rock, AZ at the Navajo Nation Fairgrounds. The office building will serve as a centralized location for NNHP staff responsible for issuing biological clearances for homesite leases and other land use projects. The greenhouse will be attached to a separate, existing building and will complete the Programs' seedbank and nursery facility. Our proposed design for the two buildings is as follows:

1. **Phase 1: Concrete Foundation and Prefabricated Greenhouse** – Construct a prefabricated 23'x60' (1,400 ft<sup>2</sup>) greenhouse with cooling/heating/air circulation system. The greenhouse will be attached to an existing CMU wall on the south side of the Diné Native Plants Program seed bank facility. (See **Exhibit E** for prefabricated greenhouse details). The greenhouse will be assembled on a concrete slab foundation constructed by the general contractor, with basic electrical utilities, drainage, and water input.
2. **Phase 2: NNHP Office Building Design and Construction** - Approximately 4,000 ft<sup>2</sup> building with space for 12-15 employees. The office will have an open (cubicle) floor plan with the exception of a large conference room, 2 private offices, IT room, and small lobby. The building will also have men's and women's restrooms (ADA compliant), janitorial closet, kitchenet, outdoor seating area, and staff breakroom. The building will have standard HVAC system and telecommunications (wireless internet and phone lines). Furthermore, the building site has approximately 4,500 ft<sup>2</sup> of dilapidated concrete foundation that will need to be repurposed or removed.
3. **Phase 3: Sidewalks and Parking Lot**– The proposed site of the facility will need of a sidewalk and unpaved (e.g., gravel parking lot) with space for twenty (20) cars, two (2) of which should be handicap accessible (paved).

The building must be as energy/water efficient as possible with building materials selected accordingly (final building material will be selected after discussion with the contractor). The facility must rely solely on electricity; there is no option for propane or natural gas.

##### B. PROJECT LOCATION/SITE DESCRIPTION

The office building and greenhouse will be entirely contained within the Navajo Nation Fairgrounds in Window Rock, AZ (35.660339, -109.070631). The building site is within a 1-acre parcel of land withdrawn by the Navajo Nation Department of Fish and Wildlife with known utilities (Exhibit D). The designated building site is limited on the west by the recently constructed Diné Native Plants Program seed bank, to which the greenhouse will be attached, and Highway 264 to the north which will serve as the access road.

##### C. D/B SCOPE OF SERVICES REQUESTED

The selected Firm will be required to provide professional expertise on all matters pertaining to the elements required by this construction project. The selected firm shall have demonstrated a successful

history in the concept, design, planning, and construction of facilities with a history of close team and agency coordination across many disciplines and include individuals with the following specialties (One person or firm may fulfill more than one specialization):

- Civil Engineer specializing in sustainable community infrastructure and water, wastewater, and utility relocation.
- Geotechnical Engineer to provide preliminary geotechnical/geological assessment of the site, and preliminary engineering recommendations to address geologic hazards that should be considered in the site plan, and preliminary recommendations to support the planning effort for site infrastructure and other planning efforts on the project.
- The project requires direct coordination with NNHP, which will include progress meetings and status summaries in the form of progress reports.
- Progress meetings will occur on a monthly basis throughout the duration of the project. These meetings will be held to maintain project objectives, and present project completion updates.
- Full construction services.

The following tasks will be associated with this project:

**1. Task: Initial Project Vision**

Develop a clear vision of the project and identify the issues facing the development of the office building and greenhouse. This will include formulating project goals and objectives that help guide the successful completion of the job. Development of a proposed vision statement and proposed goals and objectives will be used to provide direction for preparation of the Site Plan.

**2. Task: Infrastructure System**

The Design-Build Firm will also be responsible for determining the appropriate level of rural infrastructure that will be required on the site. The Design-Build Firm will be expected to work with local utilities to determine how to provide the area with necessary utilities (such as appropriate power, domestic water and sewer, high speed internet (T1 or higher), through the following studies (reports from current construction project on site may be applicable to this project):

- I. Identification of off-site dry and wet utilities
- II. Comprehensive Drainage Study
- III. Geotechnical/Geologic Study
- IV. Site Constraints and Opportunities

**3. Task: Site Plan Development**

The Design-Build Firm will incorporate NNHP guidance to create a preliminary Master Site Plan options that lay out the potential structure, pedestrian patterns, and landscaping that would be necessary to develop a successful facility.

**4. Task: Permitting & Fee Requirements**

The offeror must demonstrate their knowledge of environmental, permitting and fee requirements to include but not be limited to the:

- a. Navajo Tribal Utility Authority (NTUA)
- b. Frontier Communications
- c. Navajo Nation Department of Information Technology

During the design of this project, the NNHP may be required to submit documents to each agency for various reasons. The construction contract documents will need to include clauses indicating any reporting, permit and fee requirements that may be applicable to the selected construction contractor.

**5. Task: Construction of facility**

Following development of the site plan and building design the Design-Build Firm will carry out the full construction of the office building and greenhouse as planned. This will include, but not limited to, the foundation, interior and external structures, assembly of greenhouse components, and all necessary water/electrical utilities.

**D. PROJECT TIMELINE**

It is important to complete the design, site planning, and construction as quickly as possible. We expect the selected firm to complete the site plan, building design, and construction within eighteen (18) months of finalizing the contract between NNHP and the Design-Build firm. We expect Phase 1, construction of the greenhouse, to be completed within six (6) months of finalizing the contract between NNHP and the Design-Build firm. Phase 2, construction of the office building, shall be completed within twelve (12) months and Phase 3, construction of parking lot and sidewalks, shall be completed within eighteen (18) months.

**V. SUBMITTAL REQUIREMENTS/EVALUATION**

**A. PROPOSAL GUIDELINES**

The following guidelines shall be adhered to by offerors for consideration in the selection process of firms or individuals to perform professional services for the project described. Proposals, which do not include ALL of the listed information will be considered incomplete and non-responsive and will not be considered by the selection committee. All submittals will be evaluated by selection committee and those that meet criteria will be interviewed to determine final selection.

**B. MANDATORY SUBMITTAL REQUIREMENTS**

Submittal Letter – Proposals must be accompanied by a submittal letter that must:

1. Identify the submitting business. State the name and address of the organization's firm or office. Indicate organizational structure (individual, partnership or public, profit or non-profit). Subconsultant(s) if any must be identified in a similar manner;
2. Identify the name and title of the person(s) authorized by the company to contractually obligate the business for the purpose of this RFP;
3. Identify the names, titles, and telephone numbers of persons to be contacted for clarification questions regarding this RFP;
4. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Sections II of this RFP;

5. Be executed (signed) by a person authorized to contractually obligate the offeror;
6. Acknowledge receipt of any and all amendments to this RFP;
7. Contain a statement indicating a commitment to comply and act in accordance with the following:
  - Navajo Nation Law relating to the enforcement of civil rights and *the Navajo Nation Business Opportunity Act – Title V; the Navajo Nation Corporation Act – Title 5, Chapter 19; and, the Navajo Nation Preference In Employment Act – Title 15, Chapter 7.*
  - Federal Code, title, USCA 7152, Sub-chapter 11, Anti-discrimination in Employment;
  - Executive Order No. 11246, Equal Opportunity in Federal Employment;
  - Title 6, Civil Rights Act of 1964;
  - Requirements of the Americans with Disabilities Act of 1990 (*latest edition*) for work Performed as a result of this RFP.
  - Requirements of the Build America, Buy America provisions of the Federal Bipartisan Infrastructure Law.
8. Certify to the best of their knowledge and belief that the offeror, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency or Indian tribe. The offeror will also certify they have not, within a three-year period preceding this RFP, been convicted of or had a civil judgment rendered against them for:
  - *Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, local or tribal) contract or subcontract;*
  - *Violation of federal or state antitrust statutes relating to the submission of offers;*
  - *Commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.*
  - *The offeror certifies they have not, within a three-year period preceding this RFP, had one or more contracts terminated for default by a federal, state, local or tribal agency.*
9. Include Proof of licensing (According to Sections II.B.)
10. Include Proof of Insurance (According to Section II.B.)
12. Include Non-Collusive Affidavit (Notarized) Form (Exhibit B)

If there are any questions as to the appropriate content of the letter, contact the Project Manager for clarification. Content will be checked and verified when the proposals are submitted. Information determined to be inaccurate by the Project Manager will be confirmed with the Offeror and corrected as necessary, prior to scoring by the Selection Committee.

### **C. EVALUATION CRITERIA**

Selection will be based on the offeror's qualifications for the design and construction of the greenhouse, office building and parking area. A maximum total of 100 points is possible in scoring each statement. Only those statements scoring 75 points or greater will be considered for selection. A brief explanation of each evaluation category is listed below. Information in one category may overlap information in other categories as addressed in Section IV Detailed Scope of Work. The evaluation

criteria to be used for the purpose of selection by the Selection Committee for the Statement and the corresponding point values for each criterion are as follows:

- 1. Design-Build Capability:** Demonstrate the offerors ability to design and build the proposed facility as efficiently as possible, while ensuring a high-quality building that is able to function with its intended purpose. In-house architectural and construction services are preferred or demonstrate ability to efficiently subcontract required services. - **20 POINTS**
- 2. Prior successful master site planning, building design, and construction experience:** Demonstrate specialized experience and competence in master planning studies, building designs, and implementation within tribal lands. Experience with energy efficient and sustainable building preferred. List a minimum of three (3) projects completed by your firm that best represents a similar scope, program and complexity. Please include the completion date, name/location, budget, photographs (2-3), change order percentage, owner representative (references must be included). – **20 POINTS**
- 3. Availability / Location:** Proximity to or familiarity with the area in which the project is located. Demonstrate through narrative, graphics or maps the firm’s ability to respond quickly to on and off-site requirements for design, construction and administration of the project. Indicate previous knowledge or experience regarding the design of Tribal Facilities and the project location, any current work or associated consultants who could enhance the firm’s ability to provide timely responses or special expertise to project needs. - **20 POINTS**
- 4. Staff Experience and Team Qualifications:** Demonstrate specialized design and technical competence of the business, including sub-consultant(s) regarding the type of services required. Experience with energy efficient, passive solar design, and sustainable building is preferred. Provide information about the team’s specific technical experience with similar projects that demonstrates competence to successfully complete the project, including construction drawings, quality assurances and construction administration experience. Clearly indicate the proposed organization team chart to include but not be limited to the Project Manager, Project Architect/Engineer, Supplemental Design Team and sub-consultants. - **15 POINTS**
- 5. Schedule:** Indicate proposed work schedules and milestones, with completion methods and strategies to meet 18-month project timeline. Indicate the volume of work currently under contract and the ability to complete this project within the timeline. Emphasis on the offeror(s) resources shall be carefully considered. - **10 POINTS**
- 6. Understanding of the Scope of Work:** Evidence of understanding the scope of work, the site, and existing conditions. Describe in detail the anticipated scope of work for the project. Include information about the anticipated master site plan design and components, project site, AND project administration. The Statement should demonstrate competent knowledge of project constraints as well as any applicable discussion of possible options for design approaches or techniques. Offeror should provide details concerning any project parameters that may affect design decisions, concept approaches or design philosophies. - **10 POINTS**
- 7. Financial and Company Stability, Backlog and Employment Resources:** - **5 POINTS**

**EXHIBIT A – ACKNOWLEDGEMENT OF RECEIPT FORM**

**NAVAJO NATURAL HERITAGE PROGRAM COMPLEX DESIGN-BUILD PROJECT**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the title page and ending with Exhibits A—E.

The acknowledgement of receipt should be signed and returned to the Project Manager no later than close of business day on September 16, 2025. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror's written questions and the written responses to those questions, as well as, RFP amendments, if any are issued. The following name and address will be used for all correspondence related to the RFP.

Firm WILL or WILL NOT (circle one) submit a proposal.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Return form via email to Brent Powers and Jesse Mike:**

bpowers@nndfw.org, jmike@nndfw.org

Navajo Natural Heritage Program  
Navajo Nation Department of Fish and Wildlife  
PO Box 1480  
Window Rock, AZ 86515  
Telephone: (928) 871-7062

**EXHIBIT B – NON-COLLUSIVE AFFIDAVIT**

(MUST BE NOTORIZED AND PROVIDED WITH BID OR PROPOSAL)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_  
\_\_\_\_\_ (sole owner, a partner, president, secretary, etc.) of \_\_\_\_\_

the party making the foregoing Bid or Proposal; that such Bid/Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such Bid/Proposal is genuine and not collusive or sham; that said Bidder/Offeror has not directly or indirectly induced or solicited any other Bidder/Offeror to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder/Offeror or anyone else to put in a sham Bid/Proposal, nor that anyone shall refrain from bidding; that said Bidder/Offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price/Cost Proposal of said Bidder/Offeror or any other Bidder/Offeror, nor to fix any overhead, profit, or cost element of such Bid price/Cost Proposal, nor of that of any other Bidder/Offeror, nor to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such Bid/Proposal are true; and, further, that said Bidder/Offeror has not directly or indirectly, submitted his or her Bid price/Cost Proposal or any breakdown thereof, nor the contents thereof, nor divulged information or data relative thereto, nor paid and will not pay fee in connection therewith to any corporation, partnership, company, association, organization, Bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said Bidder/Offeror in his or her general business.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me a Notary Public for the  
State of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20\_\_\_\_

(SEAL)

By \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_



## EXHIBIT C – BUILDING SITE PICTURES

Existing Seed Bank and location for the attached greenhouse (approximately 23' x 60') with concrete slab foundation, indicated with a red dashed line.



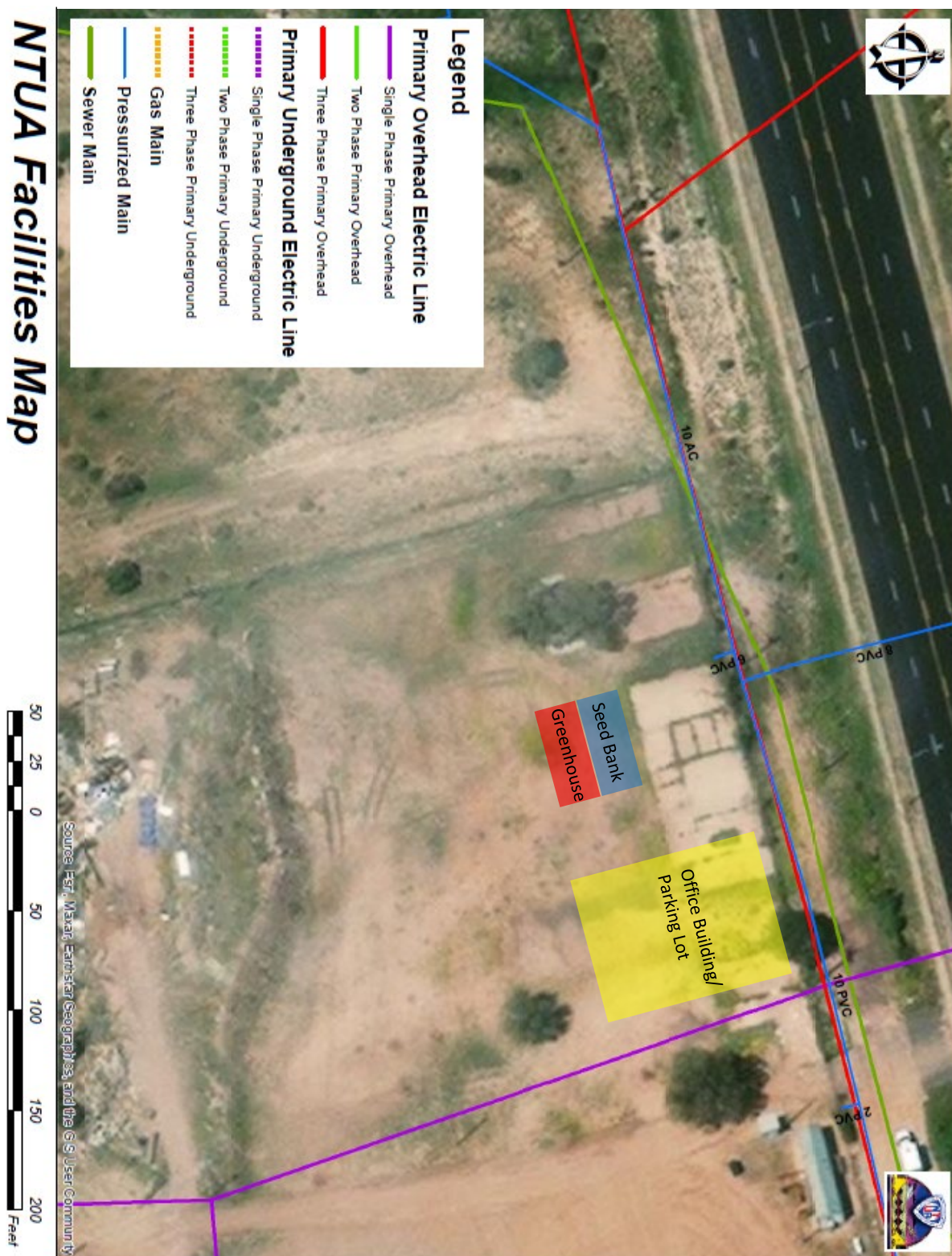
Building site, indicated with a yellow dashed line, for the Navajo Natural Heritage Program office building (approximately 4000 ft<sup>2</sup>) and parking lot.





## EXHIBIT D – KNOWN UTILITIES

Known utilities at the building site along with approximate locations of the future greenhouse, office building, parking lot, and existing seed bank.



## EXHIBIT E – PREFABRICATED GREENHOUSE INFORMATION



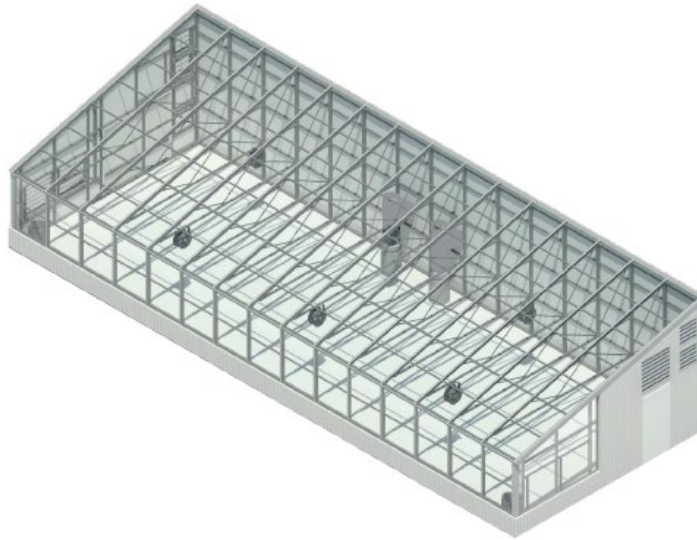
1898 S. Flatiron Ct. STE 125  
Boulder, CO 80301  
303-495-5006  
www.ceresgs.com

### DESIGN RENDERINGS & IMAGES

The design renderings below are meant to give the client a general idea of the facility layout and greenhouse design. Exact specifications (i.e. placement and size of doors) will be determined before contract execution.

#### PROJECT:

(1) HighYield™ Insulated Greenhouse 23' x ~61', 8' south eave, 49" truss spacing



Steel Frame Greenhouse	Includes (1) 23'x~61' Ceres energy-efficient passive solar greenhouse(s). Light-gauge galvanized steel framing structure and pre-designed roof truss and end walls. 20-year manufacturer's warranty on steel framing. Snow and wind loads at the project location may affect the spacing and total base cost. Engineered stamped structural and foundation drawings for permitting/construction. Design work includes facility layout, drafting, systems integration, clash detection, and external design/engineering/code compliance coordination (if applicable).
Metal Insulated Walls (and Roof)	26 gauge, R-24, 3" insulated metal panels (IMPs) on the north wall, east and west walls, and south knee wall. Metal-faced galvanized steel panels with a class 1 (minimal water vapor permeance) rigid polyiso foam core. Low profile linear exterior surface simplifies flashing connections designed to inhibit moisture vapor transmission. The panel's overlapping joint is self-aligning and allows for easy sealant application at panel joinery.
Glazed Roof and Sidewall	South-facing roof and south wall of the greenhouse is glazed with 16mm, triple wall, clear polycarbonate, with 76% PAR light transmission. Includes aluminum connection system and hardware to cover seams and prevent water leakage.
Insulated Doors	Includes (2) insulated R-13 steel doors for each greenhouse. Industrial-rated durability and security, waterproof, full perimeter weather stripping. Includes single piece, 16 gauge foam injected steel jamb, and three commercial-sized rust-free aluminum hinges. All door configurations can be determined before executing the contract. (See Table 2 for additional door options).
Ventilation System	Aluminum exhaust fans are rated to the volume of the greenhouse with matching intake louvers. A combination of 24" and 36" exhaust fans are typically used to allow for flexibility with staged ventilation and to accommodate differential venting needs by season.