

**REQUEST FOR PROPOSAL  
NAVAJO NATION DIVISION OF  
ECONOMIC DEVELOPMENT**

26-06-4191SB

**I. PURPOSE OF REQUEST.**

The Navajo Nation Division of Economic Development is requesting proposals from qualified environmental remediation companies registered on the Navajo Nation Business Source list to perform a UST tank removal and remedial actions at a former fuel dispensing site located in Hard Rock, AZ. The specifications are outlined under the Scope of Work (“Exhibit A”). Proposals must be all inclusive for an out the door price. The selection will be based on overall price, services, performance and reliability of the proposers.

Project site coordinates: 36°3'20.62"N 110°35'48.79"W

**II. TIME SCHEDULE.**

It is the NNDED’s intent to follow the following process and timetable, resulting in the selection of a vendor. At the NNDED’s discretion, it may change the estimated dates and the process set forth below as it deems necessary including but not limited to interviews.

NNDED issues RFP	June 25, 2026
Mandatory Pre-Bid Site Meeting, @11:00 AM DST	July 08, 2026
Deadline for Submittal of Proposals by 4:00 PM DST	July 31, 2026
Evaluation of submitted proposals, Bid opening 10:00 AM DST	August 03, 2026
Award Notice	August 10, 2026

**III. INSTRUCTION FOR PROPOSERS.**

A. All proposals\* must be addressed to:

Delivery: Albert Kee, IDS  
Division of Economic  
Development  
Karigan Professional Bldg.  
100 Taylor Rd.  
St. Michaels, Arizona 86511

Mailing: Albert Kee, IDS  
Division of Economic  
Development  
Post Office Box 663  
Window Rock, Arizona 86515

\*Note this delivery and address surname is limited only to the proposal delivery and mailing.

- B. All proposals must be in a sealed envelope and clearly marked **26-06-4191SB**. The name and address of the proposing vendor must be shown on the face of the envelope.
- C. Any questions or inquiries regarding the scope of work should be brought to the attention of.

Albert Kee, IDS  
SBDD/NDED  
P. 928-357-6534/M. 505-721-0046  
albert.kee@navajo-nsn.gov

- D. All proposals must be received by 4:00 PM (DST) on Friday, July 31, 2026. Proposals will not be accepted after this deadline. Two (2) copies of the proposal must be enclosed in the sealed envelope. No facsimile, electronic or telephone proposals will be accepted.
- E. Proposals should be prepared simply and economically, providing a straight forward, concise description of proposer's capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- F. The NNDED will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- G. Proposal Submittal should include:
  - 1. A background description of the site including location, use of the facility, and a summary of any available tank and line leak detection results.
  - 2. Proposer must include in their RFP a detailed map showing the location of all former or existing USTs, product and vapor lines, rectifier, dispensers, buildings, utilities, and any other pertinent site features.
  - 3. Provide insight describing the certification and work experience for the key staff who would be assigned to provide the requested goods and services to the NNDED. Please include specialization of the key staff.

4. Identify from what location the proposer will provide the goods and service to the NNDED.
5. Describe systems and mechanisms that would be established to ensure timeliness of response to the NNDED staff and communication during and following the project.
6. Describe systems and mechanisms that would be established for status reporting during the project.
7. The itemized breakdown of the proposal's expenses should be available in the specifications exhibit.
8. A completed W-9 Form (Exhibit B)
9. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C)

**IV. SELECTION CRITERIA.**

The NNDED will use the following criteria in its evaluation and comparison of proposals submitted. The order in which they appear is not intended to indicate their relative importance. SELECTION CRITERIA.

<b>CRITERIA</b>	<b>POINTS</b>
1. Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the Proposer that will demonstrate the quality of services.	40 POINTS
2. Price.	50 POINTS
3. Ability, experience, financial resources and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the Proposer.	10 POINTS
<b>TOTAL</b>	100 POINTS

**V. SCOPE OF WORK.**

The scope of work to be covered are attached herein as Exhibit A.

**VI. TERMS AND CONDITIONS.**

- A. The NNDED reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The NNDED reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The information submitted will be analyzed and may be shared internally, appear in reports, as appropriate and at NNDED's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The NNDED reserves the right to use any non-proprietary information. No basis for claims against the NNDED shall arise as a result of a response to this RFP or from the NNDED's use of such information.
- D. The NNDED reserves the right to award all or a portion of the required goods and services to more than one qualified proposer at NNDED's sole discretion.

- E. The NNDED shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- F. The Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules and regulations.
- G. The Navajo Nation reserves the right to cancel the RFP in its own best interest.

**VII. COMPENSATION**

- A. Present detailed information for the identified goods and services, inclusive of Navajo Nation sales tax (6%) [24 NNC § 201 et seq.]. The Navajo Nation will not pay any other tax associated to this service purchase.
- B. Provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- C. In the event you have specific questions regarding the applicability of this tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681

- D. Payment by the NNDED for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized NNDED representatives This includes all pertinent documents, including invoice and acceptance of the reports.
- E. The NNDED requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NNDED to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the NNDED as described in “Exhibit A”.
- F. The total and all-inclusive cost of all the specified elements should be identified as a single line item.

#### **VIII. LICENSE REQUIREMENT**

- A. Proposer must be licensed in the Navajo Nation if performing the goods and services on the Nation or they must be licensed in the state where the goods and service will be provided.
- B. The Navajo Nation may require the proposer with which a contract is established, prior to the commencement of work, to provide evidence of appropriate professional liability insurance and worker’s compensation coverage. Describe how you would provide and in what coverage amounts.

**EXHIBIT A**

**SCOPE OF  
WORK**

# **“EXHIBIT A”**

## **SCOPE OF WORK**

NAV 201 Rocky Ridge General Store  
One (1) Underground Storage Tank (UST) Removal and all associated Product line piping,  
Vapor Vent Pipes, Rectifier, Fuel Dispensers, Sumps, and Soil Sampling  
Apache County, Hard Rock, Arizona

### **Contractor Responsibilities and Preparation**

Removal of a single steel underground storage tank (10,000-gallon Unleaded, all associated product line pipes, vapor vent pipes, rectifier, and gas dispensers and soil sampling).

1. Provide notification to and obtain and coordination with Navajo Nation Environmental Protection Agency Leaking Storage Tank Program before beginning work at site.
2. Create a Site-Specific Health and Safety Plan for the site including copies of current HAZWOPER certificates for all employees and subcontractors on site during UST tank removal.
3. Contact Navajo Tribal Utility Authority (NTUA) for all underground utilities and structures on site before tank removal.
4. Contact Navajo Nation Department of Water Resources (NNDWR) for Water Use Application form and the Well Drilling Permit application forms. Completed permit application forms and applicable fee payments and submitted to NNDWR.
5. Remove underground storage tank, liquid, and including Petroleum contaminated soil (PCS) removal.
  - a. Remove any liquids from the USTs for disposal prior to removal.
  - b. Inert the USTs prior to removal (Dry Ice and inerting gas).
  - c. Keep the vent pipes connected until the tank is fully purged or inerted of flammable vapors.
  - d. The contractor must provide a calibrated combustible gas indicator (CGI) meter for monitoring verification of O<sub>2</sub> less than 5% and LEL less than 10% before removing the USTs.
  - e. Evaluate the conditions of the USTs for corrosion and holes.
6. Soil Disposal and Backfilled
  - a. Excavated soil and clean soil should be segregated into two separate piles on site.
  - b. Compact excavated pit area with clean soil to match adjacent (existing) surfaces.
  - c. Certification of a clean backfill soil must be provided to NNEPA.
7. Removal of UST to a metal recycling facility to destroy USTs and Removal of PCS to state certified landfarming facility. Contaminated Soil Disposal to a State Certified landfarming facility. The PCS should be sampled for BTEX, PAHS, MTBE, and TPH gas and diesel.
8. Certification of Proper Disposal of the USTs and PCS.
  - a. Documentation from the tank recycling facility showing receipt of the USTs must be provided to NNEPA within 30 days of the UST removal as well as the manifest to confirm proper disposal,

## **Soil Samples**

Collect soil samples from the removed underground storage tank area:

1. Identify soil sampling location in the excavated pit.
2. Take one soil sample from each of the four (4) sidewalls and four (4) at the base of the sidewalls.
3. Take three (3) soil samples from the base or 2 feet below the USTs on each end and the middle.
4. Collect soil samples every 10 feet in the product line trench.
5. Containerize the samples in glass sample jar(s), seal with Teflon-coated lids, and place the jar on ice.
6. Deliver samples with completed chain-of-custody documentation to the laboratory.
7. A state certified Laboratory facility shall analyze each sample for BTEX (benzene, toluene, ethylbenzene, and ortho-, meta-, and paraxylenes, PAHs (polycyclic aromatic hydrocarbons), MTBE (methyl-tert-butyl-ether) and TPH (total petroleum hydrocarbons) using USEPA methods 8021 or 8260.

## **Underground fuel tank removal and disposal shall comply with the following:**

1. United States Environmental Protection Agency (USEPA), 40 CFR Part 280 and Part 281. 2. United States Environmental Protection Agency (USEPA), Test Methods for Petroleum Hydrocarbons.
2. Navajo Nation Environmental Protection Agency (NNEPA) Section III. Contaminants of Concern Analytical Requirements.
3. The Occupational Safety and Health Administration (OSHA) OSHA 29 CRR 1910.120 requirements should be maintained by the contractor.
4. All UST closures must be performed by a qualified, properly licensed and insured contractor with equipment adequate to safely remove the UST system components.
5. Have the proper equipment available on-site for removal and transportation of the UST.
6. A phone number to reach the Project Manager should be available directly throughout the closure process.

## **Submittal of Written Reports**

UST Closure Assessment Report Checklist.

1. A background description of the site including location, use of the facility, and a summary of any available tank and line leak detection results.
2. A detailed site map showing the location of all former or existing USTs, product and vapor line pipelines, dispensers, buildings, utilities, and any other pertinent site features.

3. Descriptions of all USTs and product pipelines closed including size, construction type, depth to tank bottom, age and stored material.
4. A description of the condition of the USTs and product pipelines including extent of corrosion, identification of any holes and any other indication of leakage. Photographic documentation of the condition of each UST and/or product pipeline removed.
5. A description of soil contamination, including visual and olfactive observations, field screening and laboratory analytical methods used and all results.
6. A description and sample of groundwater encountered in the excavation zone including depth to water and appearance with respect to the presence of any sheen or free product.
7. Description of the management of all excavated contaminated soil, including proper cover while stockpiled on-site and documentation of proper disposal.
8. Documentation of proper disposal of the tank(s). Any other information or documentation required to complete the tank closure assessment.
9. Conclusions as to whether a release has occurred and recommendations for further investigations and/or remediation.
10. A statement signed by the registered professional Engineer, or the Certified Professional Geologist, or the registered professional geologist, who prepared the report or who directly supervised preparation of the report, certifying the accuracy of the information contained in the report.

Within 30 days after the USTs are removed from the site, the contractor should submit an electronic digital copy and a USB Drive of the results of the tank closure report to:

Tanya Yazzie, Environmental Program Supervisor  
Navajo EPA Storage Tank Program/Leaking Storage Tank Program  
P.O. Box 3089  
Window Rock, AZ 86515

Graham Biggs, Physical Scientist  
Underground Storage Tanks Program  
Land, Chemical & Redevelopment Division  
U.S. Environmental Protection Agency, Region 9  
75 Hawthorne Street (LND-4-3)  
San Francisco, CA 94105

Albert Kee, Industrial Development Specialist  
Small Business Development Department  
Navajo Nation Division of Economic Development  
P.O. Box 663  
Window Rock, AZ 86515

Interested qualified vendors are required to attend a pre-proposal meeting on July 08, 2026, at 11:00 A.M. Daylight Saving Time (DST), at the Rocky Ridge, General Store and Post office, Hard Rock, AZ 86039. KMZ can be provided upon request.

Closing: Sealed proposals are due no later than Friday, July 31, 2026, by 4:00 P.M. (DST) at the NDED Small Business Development office. No faxed or e-mailed proposals will be accepted. Any proposal received after the stated time will be returned to the sender unopened.

Sealed bids will be opened on Monday, August 03, 2026, at 9:00 A.M. (DST) at the NDED Small Business Development office in the presence of a designated representative from the Navajo Nation Business Regulatory Office, Navajo Nation Division of Economic Development.

**EXHIBIT B**

**FORM W-9**

**(Rev. 10-2018)**





# **EXHIBIT C**

## **Debarment and Suspension**

# **“EXHIBIT C”**

## **NAVAJO NATION CERTIFICATION**

### **Regarding Debarment, Suspension, and Contracting Eligibility**

\_\_\_\_\_  
Consultant/Project Name

\_\_\_\_\_  
Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
  - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
  - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
  - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
  - d. violated contract provisions, such as having:
    - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
    - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
  - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
  - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant’s qualifications; and
  - g. engaged in any other cause so serious and compelling as to affect Applicant’s responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation’s discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

\_\_\_\_\_  
Printed name individual signing on Applicant’s behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant’s behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant’s behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date

