



The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

REQUEST FOR PROPOSAL (RFP)
PROJECT TITLE: Third Party Inspection Services
RE-BID Number: 26-07-4205DB
RE-BID RFP ISSUANCE DATE: September 9, 2026
SUBMISSION DEADLINE: September 23, 2026, at 4:00 PM MST

Navajo Nation Special Diabetes Program (hereafter referred to as "NNSDP") is requesting proposals from licensed, qualified commercial inspection firms to perform critical, non-destructive, and targeted in-wall inspections of our 6,400 sq. ft. commercial modular facility located at Kayenta, Arizona.

1.2 Background

The subject property is a 12 commercial modular building. Because modular structures rely on precision factory assembly and field deployment, this inspection focuses on verifying structural integrity at load points, module connection seams, and cross-over utility cavities.

The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high-quality work. Proposers may provide an explanation itemizing the extent of their inspection services and practices.

The proposal format shall include: 1) a narrative outlining the project approach, qualifications, and current workload and capability; 2) a list of past projects completed on the Navajo Nation; 3) a list of three references and phone numbers from recent clients; and 4) copy of Business License and Certificate of Liability Insurance Certifications. The contract will be awarded to the proposer who submits the best proposal in terms of 1) products and services; 2) experience; 3) credentials; 4) project budget and 5) implementation plan and schedules.

Four copies of the proposal shall be submitted in a sealed envelope labeled "THIRD PARTY INSPECTION SERVICES" -DO NOT OPEN," to Attn: Darren Begay, Buyer, Navajo Nation Purchasing Services, Administration Building# 1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 3150, Window Rock, Arizona 86515. **If the respondent is a Navajo Nation business, then the priority status needs to be written clearly on the outside of the proposal package.** Re-Bidding documents and supplemental information regarding the project will be available online www.nooc.org link: Purchasing. If you have any questions regarding this RFP, call 928-871-6532 or email: Radeanna.Comb@navaio-nsn.gov. The due date for the proposal is September 23, 2026, at 4:00 p.m.

Radeanna Comb, Program Manager III
Navajo Special Diabetes Program/NDOH

Date: September 9, 2026



RE-BID REQUEST FOR PROPOSAL (RFP)
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1. ADMINISTRATIVE & COMPANY OVERVIEW

1.1 Purpose

Navajo Nation Special Diabetes Program (hereafter referred to as "NNSDP") is requesting proposals from licensed, qualified commercial inspection firms to perform critical, non-destructive, and targeted in-wall inspections of our 6,400 sq. ft. commercial modular facility located at Kayenta, Arizona.

1.2 Background

The subject property is a 12 commercial modular building unit.. Because modular structures rely on precision factory assembly and field deployment, this inspection focuses on verifying structural integrity at load points, module connection seams, and cross-over utility cavities.

1.3 Point of Contact

All communications, questions, and submissions must be directed to:

Name / Title: Radeanna Comb, Program Manager III

Email Address: Radeanna.Comb@navajo-nsn.gov

Phone Number: 928-871-6532

2. DETAILED PROJECT SCOPE

The selected consultant must provide all specialized equipment (thermal, optical, acoustic), certified technicians, and labor to inspect the interior wall cavities across the 6,400 sq. ft. footprint.

Consultant will provide independent, third-party inspection and quality assurance services. The goal is to verify that the commercial wellness center modules comply with approved commercial design documents, local commercial building codes, and ADA accessibility standards.

The Scope of Services outlines the exact tasks, responsibilities, and technical testing methods the inspectors must perform to generate these certified reports.

A. Civil Utility Scope (NTUA Water System)

- Connection Verification: Confirm building tie-ins and NTUA main line connections meet utility design standards.
- Hydrostatic Pressure Testing: Witness, monitor, and document the pressure gauges during the mandatory duration test.
- Third-Party Certification: Attest to the integrity of the pressurized system and issue formal NTUA compliance signoffs.

B. Civil Utility Scope (NTUA Sewer System)

- Hydrostatic Flood Testing: Witness the water-fill test of the pipe isolation segments to check for drop in water levels.
- Connection Integrity Check: Evaluate building drain connections and main sewer manhole tie-ins for watertight sealing.
- Regulatory Reporting: Produce stamped documentation verifying the system passed the flood test without hazardous leaks.

C. Core Technical Requirements

Oversee the integration of modules and final structural stitching at the commercial site.

- Foundation & Vault Readiness: Verify foundation dimensions, anchor bolt placement, and leveling prior to set, including any sub-grade utility trenches for commercial drainage.
- Stitching & Interconnection: Inspect structural connections (bolts, welds, straps) joining the modules together into a unified commercial facility.
- Site MEP Continuity: Inspect the crossover connections for complex commercial plumbing (hydrotherapy, lockers), electrical mains, and HVAC ducts between modules.
- Commercial Accessibility (ADA): Confirm zero-threshold transitions, clear floor spaces, turn-radii, and door clearance paths match approved accessibility compliance drawings.

- Roof & Exterior Close-up: Verify commercial roof stitching waterproofing, parapet flashing, and exterior facade continuity.

2.3 Required Deliverables

- Maintain a digital compliance trail throughout the project lifecycle.
- Comprehensive PDF Report: A detailed written assessment categorized by Module ID and Grid Coordinates.
- High-Definition Media Log: Digital, high-resolution photographs and borescope video feeds paired with an interactive floor plan map.
- Severity Matrix: All findings must be triaged as *Critical* (immediate safety hazard/code violation), *Serious* (remediation required), or *Monitor* (minor defect).
- Provide a final certification packet and signed compliance certificate required for the local Certificate of Occupancy.

3. PROPOSAL SUBMISSION FORMAT

Four copies of the proposal shall be submitted in a sealed envelope labeled "THIRD PARTY INSPECTION SERVICES" -DO NOT OPEN," to Attn: Darren Begay, Buyer, Navajo Nation Purchasing Services, Administration Building# 1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 3150, Window Rock, Arizona 86515

- Section 1: Executive Summary & Experience: Overview of the firm, licensing, and a summary of experience with commercial modular or prefabricated construction.
- Section 2: Team Qualifications: Resumes and active industry certifications (ICC Commercial Inspector, Certified Building Commissioning Professional).
- Section 3: Equipment & Methodology: Specification sheet of tools, borescopes, and infrared equipment to be deployed on-site.
- Section 4: Cost Proposal: Fixed-fee breakdown using the pricing table.
- Section 5: References: Contact info for three (3) similar commercial projects completed in the past 36 months.
- Section 6: Insurance Certificates: Acord form demonstrating a minimum of \$1,000,000 General Liability and active Workers' Compensation.

4. EVALUATION CRITERIA

Proposals will be objectively reviewed and scored by the Company's evaluation committee using the following metrics:

- 35% - Technical Expertise: Demonstrated experience with modular structural connections and building envelopes.
- 25% - Personnel Certifications: Credentials of the specific technicians assigned to the field work.
- 20% - Price Competitiveness: Total value, flat-fee clarity, and hourly rates.
- 20% - References & Timeline: Proven track record of delivering clean, accurate reports within scheduled deadlines.

ATTACHMENTS:

- Cost Proposal Cost Sheet
- W-9 Form
- Navajo Nation Debarment & Suspension Form
- Non-Collusion Form
- Responsibility for Subcontractor Forms



COST PROPOSAL COST SHEET

Consultant must complete this flat-fee schedule. Out-of-pocket travel or equipment rental expenses must be rolled into the line items below.

Phase / Scope Component	Key Tasks Included	Est. Hours	Avg. Rate	Labor Subtotal	Direct Costs (Equipment/Stamp)	Total Task Budget
A. Civil Utility (Water)	Connection Verification, Hydrostatic Pressure Testing, NTUA Sign-offs					
B. Civil Utility (Sewer)	Hydrostatic Flood Testing, Integrity Check, Stamped Regulatory Reporting					
C. Core Technical (Modular)	Foundation/Vault, Stitching, MEP Continuity, ADA, Roof Waterproofing					
D. Deliverables & Closeout	PDF Reports, HD Media Log, Severity Matrix, Final CO Packet					
TOTAL PROJECT						



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 *Purpose of Form*, below.

Print or type. See Specific Instructions 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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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) _____
	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 ☐	
	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)

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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				

or

Employer identification number										
			-							

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

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



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



NAVAJO NATION CERTIFICATION

Regarding Non-Collusion

Third Party Inspection Services

Kayenta, Arizona

Consultant/Project Name

Work Location

In accordance with Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation for the above-named Project;
2. Applicant is fully informed regarding the preparation and required content of its offer, including all pertinent circumstances governing submission of its offer to the Navajo Nation;
3. Applicant has in no way colluded, conspired; connived; or agreed, directly or indirectly, with any other entity, offeror, or person regarding the proposed contract for the Project, to:
 - a. submit a sham offer to the Navajo Nation, or
 - b. refrain from submitting an offer to the Navajo Nation;
4. Applicant has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any other entity, offeror, or person, to:
 - a. fix any price or fee relating to its offer or of any other entity, offeror, or person, or
 - b. fix any price, overhead, profit, reimbursement, or cost element of its offer, or that of any entity, offeror, or person;
5. Applicant has not, through any collusion, conspiracy, connivance, or unlawful written or oral agreement, secured any advantage against the Navajo Nation or against any other entity, offeror, or person interested in the proposed contract for the Project;
6. 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;
7. all statements set forth herein, and in its offer submitted to the Navajo Nation, are true; and
8. 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.

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



NAVAJO NATION CERTIFICATION

Responsibility for Subcontractors

Third Party Inspection Services

Consultant/Project Name

Kayenta, AZ

Work Location

In accordance with Navajo Business Opportunity Act, 5 N.N.C. §§ 201-15, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant has submitted/is submitting an Offer to the Navajo Nation for the above-named Project;
2. the signatory below is authorized to represent the Applicant for purposes of the declarations set forth herein, and that all such declarations are made on behalf of said Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. as of the date of signature below, said Applicant intends to use the subcontractors listed on the attached document, titled "Exhibit 1", for the above-named Consultant/Project;
4. none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the United States federal government, any state government, or the Navajo Nation;
5. none of the subcontractors are debarred, suspended, otherwise slated for debarment, ineligible and/or excluded from participation on any government contracts, including but not limited to federal, state, and tribal government contracts;
6. none of the subcontractors are, nor have they been, under criminal indictment or civilly charged by a governmental entity for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property, or other criminal offenses in the administration of a government contract;
7. none of the subcontractors have been terminated for cause or convenience by a governmental entity in the administration of a government contract; and
8. Applicant shall assume all legal responsibility for the work of all subcontractors on the Consultant/Project, including performing all subcontractors' duties as necessary or replacing any subcontractors as necessary in keeping with Navajo Nation laws, in order to guarantee Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation.

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



Exhibit 1

Contact Information

[illegible]