

REQUEST FOR PROPOSAL (RFP)

TURNKEY DESIGN-BUILD DEVELOPMENT SERVICES – NEW SENIOR CENTERS

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

BID NUMBER: #26-09-4296SB

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 thirteen (13) 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.

II. TIME SCHEDULE

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

Schedule of Activities	Timelines
Public Advertising Begins	Wednesday, September 16, 2026
Written Questions Due	Tuesday, September 22, 2026
Proposal Due Date (5:00 PM MDT)	Friday, September 25, 2026
Opening/Evaluation	Monday, September 28, 2026
Award Date	Friday, October 02, 2026

III. INSTRUCTIONS FOR PROPOSERS

A. Proposal Submission

Delivery:

Sharilene Jeff, Division Director
Navajo Division of Community Development
Administration Building #2 – 2nd
Floor 2296 Tribal Hill Drive
Window Rock, Arizona 86515

Mailing:

Sharilene Jeff, Division Director
Navajo Division of Community Development
P.O. Box 1904
Window Rock, Arizona 86515

B. Proposal Packaging

Proposals must be submitted in a sealed envelope clearly marked:

**“RFP – DALTCS NEW SENIOR CENTER DESIGN-BUILD DEVELOPMENT”
Bid# 26-09-4296SB**

- 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:

Sharilene Jeff, Division Director
Email: Sharilene.jeff@nndcd.org

No phone inquiries will be accepted.

D. Proposal Deadline

All proposals must be received by **5:00 PM MDT on Friday,
September 25, 2026**. Late proposals will not be accepted or opened.

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)

- Total Cost per site and overall amount.
 - 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

Navajo Nation Community Development Office will notify proposers of award status on or near the scheduled award date.

IV. SELECTION CRITERIA

Criteria	Points
Proposal responsiveness and completeness	10
Experience and past performance	30
Project approach and cultural integration	30
Schedule and phasing plan	15
Cost proposal	15
Total	100 Points

V. SCOPE OF WORK

The Developer shall provide **turnkey design-build services** for approximately thirteen (13) 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 (ability to hire firm) and safety oversight
- Monthly construction update meetings.

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 (3-4 centers per phase)
 - Detailed master schedule required
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VI. TERMS AND CONDITIONS

- NN DCD reserves the right to reject any or all proposals
 - NN DCD may request clarifications or additional information
 - All submitted materials become property of the Navajo Nation
 - Proprietary information must be clearly labeled
 - NN DCD 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 (Arizona, New Mexico, and Utah)
 - 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
 - Indian Health Services (OEH) Compliance
 - Navajo Nation Office of Environmental Health (OEH) compliance
 - 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:** Location of new sites
- **Exhibit B:** IRS W-9 Form (2024)
- **Exhibit C:** Navajo Nation Debarment Certification

New Site Locations

Arizona

Leupp, Coconino County, Arizona
Pinon, Navajo County, Arizona
Coppermine, Coconino, County, Arizona
Jeddito, Navajo County, Arizona
Kaibeto, Coconino County, Arizona
Many Farms, Apache County, Arizona
Rock Point, Apache County, Arizona
Round Rock, Apache County, Arizona
Sawmill, Apache County, Arizona

New Mexico

Sanostee, San Juan County, New Mexico
Nageezi, San Juan County, New Mexico
Red Rock, McKinley County, New Mexico
Manuelito, McKinley County, New Mexico

**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.

1 Name of entity/individual. (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) _____ <i>(Applies to accounts maintained outside the United States.)</i>
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)	

■ 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

Employer identification number

Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

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.

Applicant Name
(print)

Name of 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