



REQUEST FOR QUALIFICATIONS

BID NUMBER: 10-01-2024-TC

ISSUING OFFICE: This Request for Qualifications (RFQ) is issued by the Tuba City Chapter, Navajo Nation, P.O. Box 727, Tuba City, Arizona.

PROPOSAL DUE DATE: **1/16/25**

ADVERTISEMENT: Tuba City Chapter Website; Navajo Times Newspaper; Bidnet Direct

CONTACT PERSON: **Nelson Cody**
Tuba City Chapter Community Development Manager
Phone Number: (928) 640-2378
Email: nelson.c@tcchapter.org
Fax Number: (928) 283-3288

MAIL TO: **Tuba City Chapter**
ATTN: Nelson Cody
P.O. Box 727
Tuba City, Arizona 86045

DELIVER TO: **Tuba City Chapter**
ATTN: Nelson Cody
220 Main Street
Tuba City, Arizona 86045

RETURN ALL PROPOSALS CLEARLY MARKED WITH:

**“DO NOT OPEN - RFQ No. 10-01-2024-TC A&E
COMMUNITY CENTER, GYM, CHAPTER HOUSE & OUTDOOR MARKET”**

The To'Naneez'Dizi Local Government (AKA The Tuba City Chapter) reserves the right to reject any or all statements and to waive any informality in the statements received whenever such rejection or waiver is in the best interest of the Local Government.

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I. INTRODUCTION

STATEMENT OF RFQ PURPOSE

The To’Naneez’Dizi Local Government (also known as the Tuba City Local Government, and hereby referred to as the Chapter) is seeking a qualified consultant team to provide architectural services for new construction of the Tuba City Community Center, Chapter House and Outdoor Market, and for renovation of the Tuba City Gym and lobby. The services requested include those typically covered under the role of an architect: scoping of project costs and needs, retention and coordination of consulting team including civil, structural and MPE engineering services, cost estimating, construction documentation, specifications manual, permitting submittal to authorities having jurisdiction, other consulting services as required.

A. PROJECT BACKGROUND

To’Nanees’Dizi Local Government completed a land withdrawal for a 40-acre parcel (the Tract) for community and economic development. The vision for the Tract is that it will provide a centralized hub for residents to obtain vital services and training, engage in physical, cultural, and social activities, and be a catalyst for Navajo enterprise opportunities. This combination of resources, infrastructure and support has historically been absent and has resulted in stagnated economic growth, specifically in the small business sector. In addressing the obstacles and needs, the Chapter engaged in a year-long study with the Native Peoples Design Coalition (NPDC) at the University of Arizona to analyze master planning options for the Tract, including water and energy demands, programmatic needs, economic development, land-use compatibility, and facilities designs. The proposed scope of work for this RFQ includes design development as a result of that work, including new construction for a Community Center, Chapter House and open-air market, and renovation of the existing gym and lobby. See Exhibit C for design documents.

a. The Tuba City Outdoor Market

The Tuba City Outdoor Market, which has existed in Tuba City for more than 40 years and has been under Chapter management for 15 years, empowers our most vital resource, the Navajo people, who have the knowledge, skills, ability, and innovation to sustain and revitalize our communities. The market is currently located on the Chapter Tract, in a 100-year flood plain subject to seasonal flooding and unsuitable for infrastructure investment. The market is not visible from Main Street, and therefore the plan for improvement includes relocating the market to a prominent location on the Tract out of the flood plain and visible from Main Street to attract local and tourist customers. The new Tuba City Outdoor Market includes covered vending and eating area, restrooms, and gathering space, The market also includes improved parking area and road access improvement. Together, these improvements will increase visibility of and access to the market, extend operating hours, enhance user experience, double the capacity for vending, attract tourism in the area, and stimulate the local economy.

b. The Tuba City Community Center, Gym and Chapter House

Tuba City at one time had a functioning and vibrant community center, constructed in 1960 and prominently located along Main Street on the Tuba City Chapter Tract. From the 1960s through the 1980s, the Tuba City Community Center was the heartbeat of the Western Navajo Agency. Navajo Elders taught Navajo youth traditions and language in the classrooms. The Community Center provided space for thousands of Navajo children and adults to gather and celebrate. The Tuba City Gym held the most prominent basketball tournaments in the Navajo Nation. The Gym was also used to host performances - Elvis, Waylon Jennings, Fats Domino, Harlem Globetrotters, and many other great entertainers performed here.

The Tuba City Community Center and Gym were closed in 2017 because of improper sewer drainage. Since closing, a private contractor found only the gymnasium and lobby to be reusable. The condemned portion of the community center will be demolished. Scope of work will include new construction that adjoins the gym to the new Community Center and the new Chapter House. Renovation of the Gym will include refurbishing approximately the interior

basketball area, stage and storage areas, and adjoining newly remodeled locker rooms, mechanical rooms and a workout room. Outdoor areas will be landscaped and programmed for events, art installations, recreation, parking, and site beautification. Because a facility with the capacity to do all these things does not exist within an 80-mile radius of Tuba City, renovation of the Gym and new construction of the Community Center and Chapter House will also provide a variety of leasable event space options.

II. SCOPE OF WORK

We are seeking a qualified firm (or collaborative team of firms) to provide shovel-ready plans and specifications manual, and to inform accurate cost information and construction timelines. Complete architectural and engineering (A&E) drawings and specifications will include the new Community Center, Chapter House, and Outdoor Market; refurbishment and renovation associated with the Gym; landscape and parking improvements. We are seeking partnerships that will provide innovative solutions in design and construction that meet our community's needs in terms of construction cost feasibility, while being culturally, environmentally and sustainably responsive in design and operation.

The project scope of work may include but not be limited to all required architectural and engineering drawings required for successful permitting and construction; all typical specifications including materials, fixtures, finishes, and equipment; retention and coordination of all required consultants; project cost estimation; working with the Chapter and NPDC to review the work produced and facilitate community engagement.

A. PROGRAM REQUIREMENTS (see Exhibit C)

1. GYM

- Renovation of approximately 13,960 square feet of indoor basketball area, stage and storage areas
- Renovation of approximately 6,670 square feet of mechanical room, locker rooms, workout room

2. COMMUNITY CENTER & CHAPTER HOUSE

- Construction of approximately 29,800 square feet of community amenities to include:
 - Lobby
 - Classrooms
 - Meeting rooms
 - Event space
 - Concession area
 - Commercial kitchen
 - Lounge areas
 - Study areas
 - Computer workstations
 - Restrooms
 - Mechanical rooms
 - Chapter House meeting area
 - Lobby / reception areas
 - Executive offices
 - Conference rooms
 - Breakroom
 - Storage
 - Data / IT rooms

3. OUTDOOR MARKET

- Construction of the Outdoor Market area to include:
 - 80,000 square feet of covered vending, circulation, restrooms, and eating areas
 - Water, power, sewer, internet and solar to be coordinated with APS

3. PROJECT AREA SITE WORK

- 750,000 square feet of outdoor area to include:
 - Parking
 - Loading zones
 - Sidewalks
 - Outdoor plaza
 - Landscaping and green infrastructure
 - Re-vegetation with native plant species

4. ROAD / ACCESS IMPROVEMENTS

- 1,560 linear feet of road access and sidewalks

B. GENERAL ADMINISTRATION

- Coordinate with the Chapter and Navajo Nation agencies during the design of the project
- Attend all project meetings as necessary to maintain the project objectives
- Submit and retrieve all required documents to and from various agencies
- Coordinate all permits and approvals from the Chapter, Navajo Nation and local utility authorities
- Prepare and submit written monthly progress reporting during entire design period
- Perform all design services under this contract for each design phase package
- Develop and update project directory and coordinate monthly distribution with the Chapter

C. PROJECT SCOPING

- Review all existing background documentation for these projects including schematic designs for the market and buildings, programs, site design, community surveys, and site studies
- Prepare materials for meetings with stakeholders to validate space program requirements and verify the direction of the project
- Prepare and reconcile cost models and preliminary timelines for the project with the Project Management Team
- Prepare a Project Definition Manual that includes scope, budget, and schedule

D. DESIGN DEVELOPMENT THROUGH COMPLETION OF DRAWINGS AND SPECIFICATIONS

- Develop a schedule and submit drawings and specifications for review at 30%, 60% and 90% phases of design to the Project Management Team
- Collaborate with the Project Management Team to meet project requirements, which include scope, budget, and schedule
- Prepare necessary exhibits and make presentations to stakeholders including regulatory agencies, community groups, and Chapter governing body
- Recommended solutions to inform cost and delivery decision-making process
- Review comments from milestone reviews and make design/constructibility recommendations
- Prepare construction cost estimates for each design phase milestone
- Perform value engineering / cost reduction efforts to optimize project budget
- Assist in value engineering process
- Other services as required to support successful completion of the work that is in the best interest of the Chapter

E. CONSTRUCTION ADMINISTRATION

Construction administration will be procured under a separate contract at a future date and is dependent on securing funding for construction.

III. SCHEDULE

A. LEAD AGENCY CONTACT

Any inquiries or requests regarding the RFQ scope, or procedures, should be submitted in writing to the Lead Agency's Project Manager listed below. Applicants may contact ONLY the Project Manager.

Nelson Cody, Tuba City Community Development Manager
Project Manager / Lead Agency Contact
Email: nelson.c@tcchapter.org.

B. PROCUREMENT DISTRIBUTION LIST

All responses to questions and any RFQ amendments will be distributed by email to the procurement distribution list. To be included on the distribution list, email Nelson Cody, and include the email address, name and title of the individual appointed to receive any question responses. Prospective applicants are encouraged to email any questions or clarifications about the scope of this project or the RFQ schedule.

No inquiries will be accepted after the submission due date listed on the schedule below.

C. PRE_SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:00pm MDT, Monday, December 2, 2024 at the Tuba City Chapter House, 220 Main Street, Tuba City, Arizona. The pre-submittal meeting will also be presented over zoom [<https://arizona.zoom.us/j/5459934239>]. A site tour will follow the pre-submittal meeting.

At this meeting, the Project Management Team will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested consultants attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Tuba City Chapter Community Development Manager, Nelson Cody.

D. SCHEDULE

TASK	DEADLINE	PARTY RESPONSIBLE
Issue RFQ	11/12/24	Tuba City Chapter
Site Visit	12/2/24	Applicant
Deadline to Submit RFQ Inquiries	1/6/24	Applicant
Submission of Proposals DUE	1/16/25	Applicant
Proposal Evaluations Complete	1/31/25	Ad-Hoc Committee
Interview Notification	2/3/25	Tuba City Chapter
Interviews	2/20/25	Ad-Hoc Committee
Notice of Intent to Negotiate	3/3/25	Tuba City Chapter

Scope Meetings & Negotiations	9 days	Tuba City Chapter & Applicant
Contract Submitted to Navajo Nation Department of Justice (NNDOJ)	3/17/25	NNDOJ
Contract Awarded	4/17/25	Tuba City Chapter / NNDOJ
Work Completed	8 months after contract is signed	Applicant

IV. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Applicants shall be selected through a qualifications-based selection process. Qualified applicants shall have demonstrated experience in design and construction of similar projects. Considerations include design and construction in rural locations, experience working on the Navajo Nation, delivery of projects on time and on budget, successful history of collaboration with local community groups and/or Chapter governances. Applicants will also be evaluated on key staffing and personnel; **Applicants are encouraged to form teams** that can innovate solutions, complete A&E within the 8 month timeline and act in best interest of the Chapter.

All Navajo Nation applicable rules, regulations, and laws shall be followed. Applicants shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFQ, and may download a copy of the Navajo Nation procurement regulations from the TUBA CITY CHAPTER website at any time up to the Deadline for Proposals from the following link: <https://tonaneedzi.navajochapters.org>.

This procurement shall be conducted in accordance with the Navajo Business Opportunity Act, Title 5, Navajo Nation Code, Chapter 2.. The purpose of the Navajo Nation Business Opportunity Act is to promote the economic self-sufficiency of the Nation by granting “first opportunity” and/or preference in contracting (applies to all contracts, sub-contracts) to Navajo and/or Indian owned and operated businesses. In compliance with this law, Priority One applications will be opened first. If no Priority One applicants meet the minimum score, Priority Two applications will be opened. If no Priority Two applications meet the minimum score, Non-priority applications will be opened.

A Certificate of Eligibility is required for priority vendor status.

Priority One Vendors: 100% Navajo-owned and controlled business, having its principal place of business on or off the Navajo Nation

Priority Two Vendors: 51% - 99% Navajo or other Indian owned and controlled business, having its principal place of business on or off the Navajo Nation

Non-Priority Vendor: Business does not qualify as a Priority One or Priority Two Vendor.

A. SCORING (based on a 120 point total)

1. Qualifications and Experience of the Prime Firm (maximum of 50 points)

Firm’s position statement (5 points max)

- a) Provide a positioning statement describing the firm’s values, insurances for best practices, and tenure of practice (5 points)

Experience and Qualifications (45 points max)

Describe the experience and qualifications of the Prime Firm in providing administrative and design services for 3 similar projects the firm has completed through construction, including one within the past 7 years (experience relevant to current conditions of construction cost, procurement, labor shortages). For each project, provide the following information:

(15 points max per project, 3 projects, for a total of 45 points max):

- a) Name of the project, project team (indicate the role of each team member), and client
- b) Project start date and completion date
- c) Project location, goals, scope, size
- d) Project imagery and/or URL link to project imagery
- e) Project original contract value, final contract value, and reason for variance
- f) Description of the significant obstacles and/or opportunities within this project that are relevant to the firm's experience and qualifications for the Chapter Tract project
- g) Degree of community based participatory design within the project

2. Qualification, Experience and Commitment of Key Consultants and Personnel (maximum 18 points)

For the project team provide the following information on the key personnel assigned to this project:

- a) Organization chart showing key personnel, location of key personnel, assigned roles and responsibilities for services provided for the project
- b) Team's availability and commitment to the project and availability to engage with the Tuba City community (include key personnel of the firm and all consultants)
- c) A bio for each of the Key Personnel describing their qualifications, experience, current professional licenses, certifications, or other professional accomplishments of merit
- d) Experience within the team for construction administration and construction project delivery methods
- e) Identification of key personnel who are Navajo, Native American, and/or American Indian and their role in the project

4. Project Understanding and Approach (maximum 42 points)

Describe your team's understanding of the Tuba City Chapter's need for this project, and how your team will meet this need.

- a) Explain your team's interest in this project, and why you would like to be selected for this project.
- b) Discuss how the team is uniquely positioned to deliver this project. Elaborate on your team's composition and understanding of challenges faced by this community,
- c) Describe your team's method and approach to designing for community resilience, including (but not limited to) design and construction approaches that can support economic self-sufficiency of the Navajo Nation, conservation of resources, cultural preservation, designing for quality, durability, and the longevity of built projects.
- d) Discuss specific challenges and successes your team has experienced while working on similar project types, and how you addressed those issues. Examples should be drawn from comparable facilities, current conditions, locations, and/or communities. Elaborate on any issues that arose in the design, construction, scheduling, budgeting, and/or coordination of the team.
- e) Describe your team's approach to engaging internal and external stakeholders.
- g) Describe your team's leadership strategy, along with how you will synchronize the scope, schedule, and budget, identify the systems that will be used to synchronize those items, and the ability to manage the objectives using those systems over the course of the project.

5. Reference Check (maximum 10 points / provide 4 references)

Use the form provided (Exhibit B) to obtain 4 references. It is preferred that at least one be from a person who was a key stakeholder in the completion of a project on the Navajo Nation.

6. Professionalism of Presented Materials (0-10 deductive points for deficiencies)

All statements are expected to be prepared in a professional manner. This includes organization, formatting, readability and accuracy of spelling and grammar. Evaluation points may be deducted for less than professional work.

V. SUBMITTAL REQUIREMENTS

All required materials must be submitted to **Nelson Cody**, Tuba City Community Development Manager, by the submittal due date and time. Submittals received after the submission date will not be considered.

a. Content Order:

- Transmittal letter, including signed statements
- Title sheet (prime firm's name, **priority status**, contact information, the bid number, and project title).
- Table of contents
- Statement of Qualifications Evaluation Criteria (all items listed in Section IV, 25 pages max)
- Navajo Preference Certificates of Eligibility issued by the Navajo Businesses Regularity Department
- Proof of licensing in Arizona
- Proof of insurance, including Certificate of Liability Insurance

b. Transmittal Letter (Exhibit A)

- Project title, date of submission
- **Indication of the firm's Priority status (Priority One, Two or Non-Priority)**
- Full legal name (not a trade name), address, phone number, vendor number for the Prime Firm
- Full legal firm name, address, phone number and vendor number for all listed consultants
- Name, title, email address and phone number of the person(s) authorized by the Prime Firm to contractually obligate the business for the purpose of the RFQ
- Name, title, email address and phone number of the person(s) to be contacted for clarification questions regarding this RFQ

Signed Acceptance:

- Applicants must indicate their acceptance of the Conditions Governing the Procurement, Section VIII, in the letter of transmittal. Submission of a signed statement constitutes acceptance of all conditions contained herein including grounds for disqualification and selection process contained in Sections VI-VII.
- Applicants must certify to the best of their knowledge that the applicant, firm, or any of its key personnel, principals or consultants are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency or Indian Tribal Government. The applicant will also certify by providing a signed statement that they have not, within a three-year period preceding this RFQ, been convicted of or had any 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 applicant certifies they have not, within a three-year period preceding this RSQ, had one or more contracts terminated for default by a federal, state, local or tribal agency.

c. Number of Copies

- Submission to be in .PDF format only
- File size not to exceed 20MB
- Deliver 3 identical printed copies and one digital copy on flash drive of the RFQ by mail, received by submission deadline.

d. Format:

- Page size must meet requirements of 8½” x 11” (landscape or portrait)
- Font size must not be less than 10 point
- A maximum of **25 pages** is permitted to address all content in the Statement of Qualifications Evaluation Criteria (included required references)

e. Content Count:

- Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above
- Pages that have text, project photos, charts and/or graphs will be counted towards the maximum page limit noted above
- All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted RFQ
- **Maximum** page limit includes all items listed in the Statement of Qualifications Evaluation Criteria, with the following exceptions:
 - Transmittal letter
 - Navajo Certificates of Eligibility, proof of licensure, proof of insurance certificates
 - Front and back covers, title sheet, Table of Contents pages
 - Divider (tab) pages **will NOT** be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.

VI. GROUNDS FOR DISQUALIFICATION

The following **will be grounds for disqualification**, and will be strictly enforced:

- Submitting the RFQ materials after the submittal due date and time.
- Not including proof of Arizona licensure and/or insurance
- Failure of a respondent to provide information requested and/or failure to follow formatting instructions as described in the RFQ submittal requirements.
- The Transmittal sheet is not endorsed with the signature of the responsible official having the authority to bind the respondent to the execution of a contract.
- Contacting Chapter employees or members of the ad-hoc evaluation committee. This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process.

Prospective respondents shall submit written questions concerning this RFQ to obtain clarification of requirements through email to:

Nelson Cody, Tuba City Community Development Manager
 Project Manager / Lead Agency Contact
Email: nelson.c@tcchapter.org.

VII. SELECTION PROCESS

Interested firms will submit RFQ materials. The firm will be selected through a qualifications-based selection process. A selection panel will evaluate each applicant per the criteria set forth in Section IV

above, reviewing Priority One applicants first. Applicants scoring a minimum of 96 points will be considered as finalists. The top 5 finalists from the RFQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include scores from the RFQ evaluation process. The Chapter may conduct a due diligence review on the team receiving the highest evaluation.

The Chapter will enter into negotiations with the highest scoring applicant. Upon completion of negotiation of fees, contract terms, and scope, the Chapter will submit a contract draft to the Navajo Nation Department of Justice for final approval.

If the Chapter is unsuccessful in negotiating a contract with the best-qualified firm, the Chapter may then negotiate with the next most qualified firm until a contract is executed, or the Chapter may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

Applicants on the short list for interviews for this project will be notified directly by Nelson Cody, Tuba City Community Development Manager. Notification to all other firms on the status of a short list for this project will be posted on the Chapter's website. All submitting firms will be notified of selection outcome for this project.

VIII. CONDITIONS GOVERNING THE PROCUREMENT

- A. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** If it becomes necessary to revise any part of this RFQ, an addendum will be issued by email to the Procurement Distribution List.
- B. POWER OF THE TUBA CITY CHAPTER LOCAL GOVERNANCE:** Tuba City Chapter reserves the right to reject any offer or proposal from any applicant who has previously failed to perform properly, has caused a client to incur unreasonable costs or expense, failed to complete on time or budget an agreement of a similar nature, or who is not in a position to perform the work governed by this RFQ.
- C. TERMINATION:** This RFQ may be canceled at any time and all proposals may be rejected in whole or in part when the Tuba City Chapter Executive Manager determines such action is in the best interest of the Tuba City Chapter.
- D. PROTESTS:** Any applicant who is aggrieved in connection with the award of a contract must first attempt to resolve their protest with the Tuba City Chapter Local Governance. If no resolution is obtained, the applicant 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. 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.

Navajo Business Regulatory Department
P.O. Box 663
Window Rock, Arizona 86515
Phone number: (928) 871-6714 or 6718.
- E. LICENSE REQUIREMENTS:** Applicant(s) must be licensed within the State of Arizona
- F. AMENDED STATEMENTS:** Any applicant may submit an amended RFQ before the deadline for receipt of RFQ's. Such amend statements must be complete replacements for a previously submitted statement and must be clearly identified as such in the transmittal letter. The Program

Manager will not collate or assemble RFQ materials.

- G. PROPRIETARY AND CONFIDENTIAL INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary, confidential or “trade secret” information submitted in response to this RFQ, must be labeled or identified with the word “proprietary” or “confidential” on each and every page of the proprietary material.
- H. DISCLOSURE OF STATEMENT CONTENTS:** The content of statements will be kept confidential until the Program Manager has issued the written notice of a contract award. At that time, all statements will be open to the public, except for the material, which has been previously noted and deemed as proprietary or confidential.
- I. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFQ shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by TUBA CITY CHAPTER and may be reviewed by any person after final selection has been made, subject to items (G) and (H) above. TUBA CITY CHAPTER has the right to use any or all system ideas presented in reply to this RFQ. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- J. INCURRING COSTS:** TUBA CITY CHAPTER is not liable for any cost by the respondents prior to issuance of a contract.
- K. SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFQ is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written a notice to the Vendor shall effect such termination or reduction in scope. The TUBA CITY CHAPTER Executive Director decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- L. JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of offering a proposal in response to this RFQ. Parties to a consortium will not be permitted independent, individual proposals in response to this RFQ.
- M. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFQ.
- N. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- O. COMPLIANCE WITH LAWS AND REGULATIONS:** The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.
- P. INDEMNIFICATION:** To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees, and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney’s fees and costs of litigation) arising out of the term, conditions, and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation’s option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

- Q. CONFLICT OF INTEREST:** The Chapter reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the Chapter. This disqualification is at the sole discretion of the Chapter. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the Chapter, the Navajo Nation or any court.

IX. EXHIBITS

- A. Transmittal Letter Template
- B. Consultant Reference Check Instructions, Form and Sample Letter
- C. Concept Development Documents for the Chapter House, Community Center, Tuba City Outdoor Market

EXHIBIT A - LETTER OF TRANSMITTAL

EACH ITEM MUST BE COMPLETED IN FULL; FAILURE TO RESPOND TO ALL ITEMS WILL RESULT IN THE DISQUALIFICATION OF APPLICANTS PROPOSAL. DO NOT LEAVE ANY ITEM BLANK. (N/A, None, Does not apply, etc. are acceptable responses.)

Tuba City Community Tract A&E

RFQ# 10-01-2024-TC

DATE OF SUBMISSION:

PRIME APPLICANT IS [Registered as Priority One or Priority Two, or is Non-Priority]

1. Provide the full legal name of the submitting organization:

Mailing Address:

Telephone:

AZ License #:

Navajo Business Priority:

2. Identify the individual(s) authorized by the Applicant to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Applicant:

	(A) Contractually Obligate	(B) Negotiate	(C) Clarify/Respond to Queries
Name			
Title			
Email			
Telephone			

2. Provide the full legal name of listed consultants (attached additional sheets if necessary):

Mailing Address

Telephone

AZ License#

SIGNED ACCEPTANCE

Authorized Signature and Date (Must be signed by the individual identified in item #2.A, above.)

By signing, applicants indicate their acceptance of the Conditions Governing the Procurement, Section VII, and applicants certify to the best of their knowledge that the applicant, firm, or any of its key personnel, principals or consultants are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency or Indian Tribal Government, and that they have not, within a three-year period preceding this RFQ, been convicted of or had any 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.

EXHIBIT B – REFERENCE QUESTIONNAIRE

Tuba City Community Tract A&E
RFQ# 10-01-2024-TC

REFERENCE QUESTIONNAIRE FOR: (Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned by email attachment to Nelson Cody, Tuba City Chapter Community Development Manager, no later than 1/16/2024 and must not be returned to the company requesting the reference.

Nelson Cody

Tuba City Chapter Community Development Manager
Phone Number: (928) 640-2378
Email: nelson.c@tcchapter.org
Fax Number: (928) 283-3288

For questions or concerns regarding this form, please contact Nelson Cody, Tuba City Chapter Community Development Manager. When contacting us, please be sure to include the Request for Proposal name listed at the top of this page in the email subject line.

This information will remain CONFIDENTIAL INFORMATION WHEN COMPLETED.

Company providing reference:

Contact name and title/position:

Contact telephone number:

Contact e-mail address:

Date of submission:

QUESTIONS:

1. In what capacity have you worked with this applicant in the past? Please include:
 - Size of project in terms of dollars and overall square footage
 - Client and location of project
 - Your companies role, and the role of the applicant

2. How would you rate this applicants knowledge and expertise?
(2 = Excellent; 1 = Satisfactory; 0 = Unsatisfactory /Unacceptable)

COMMENTS:

3. How would you rate the applicants availability, flexibility and willingness to accommodate needs relative to coordination needs, changes in the project scope and/or timelines?
(2 = Excellent; 1 = Satisfactory; 0 = Unsatisfactory /Unacceptable)

COMMENTS:

4. What is your level of satisfaction with materials produced by the applicant?
(2 = Excellent; 1 = Satisfactory; 0 = Unsatisfactory /Unacceptable)
COMMENTS:

5. How would you rate the dynamics/interaction between the applicant and your staff?
(2 = Excellent; 1 = Satisfactory; 0 = Unsatisfactory /Unacceptable)
COMMENTS:

6. How satisfied are you with this applicant's responsiveness to issues after project completion?
(2 = Excellent; 1 = Satisfactory; 0 = Unsatisfactory /Unacceptable)
COMMENTS:

7. With which aspect(s) of this vendor's services are you least satisfied?
COMMENTS:

8. Would you recommend this applicants services to your organization again?
COMMENTS:

EXHIBIT C - DESIGN DOCUMENTS

Location Maps

Existing Conditions

Site Plans:

Existing and Demo Site Plan

Site Plan Option A

Site Plan Option B

Community Center and Chapter House Floor Plans

Community Center and Chapter House Elevations

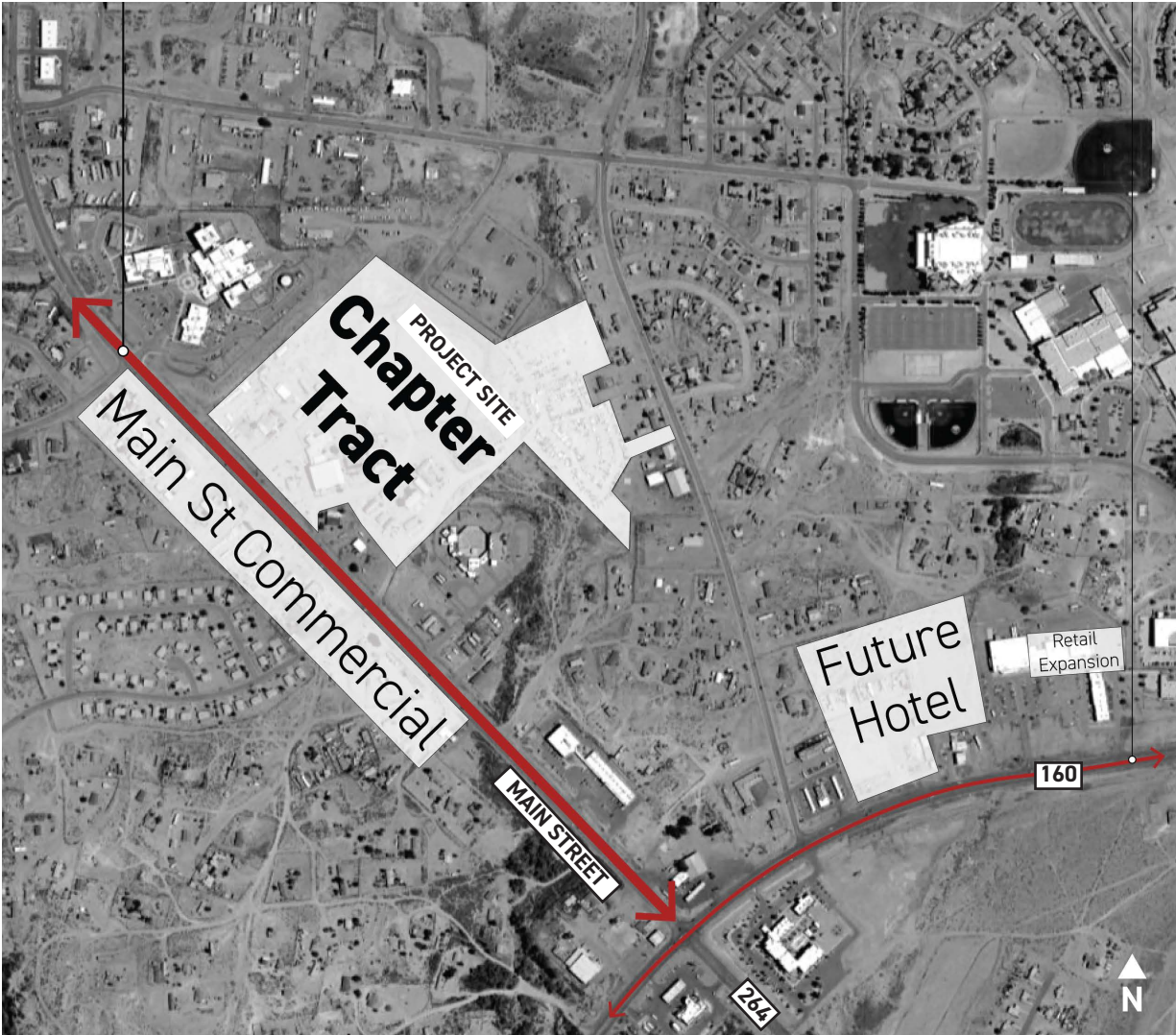
Market Option A Plan

Market Option A Elevation

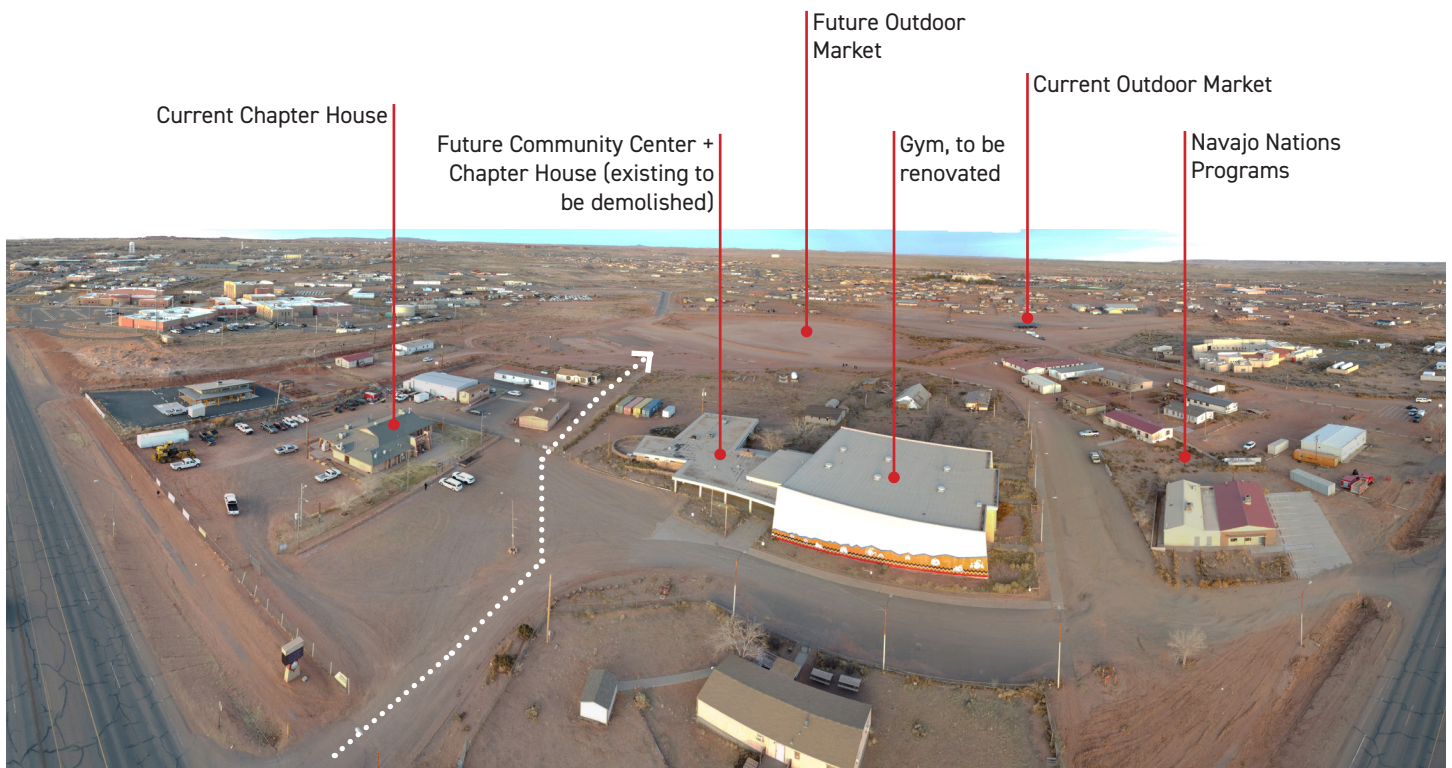
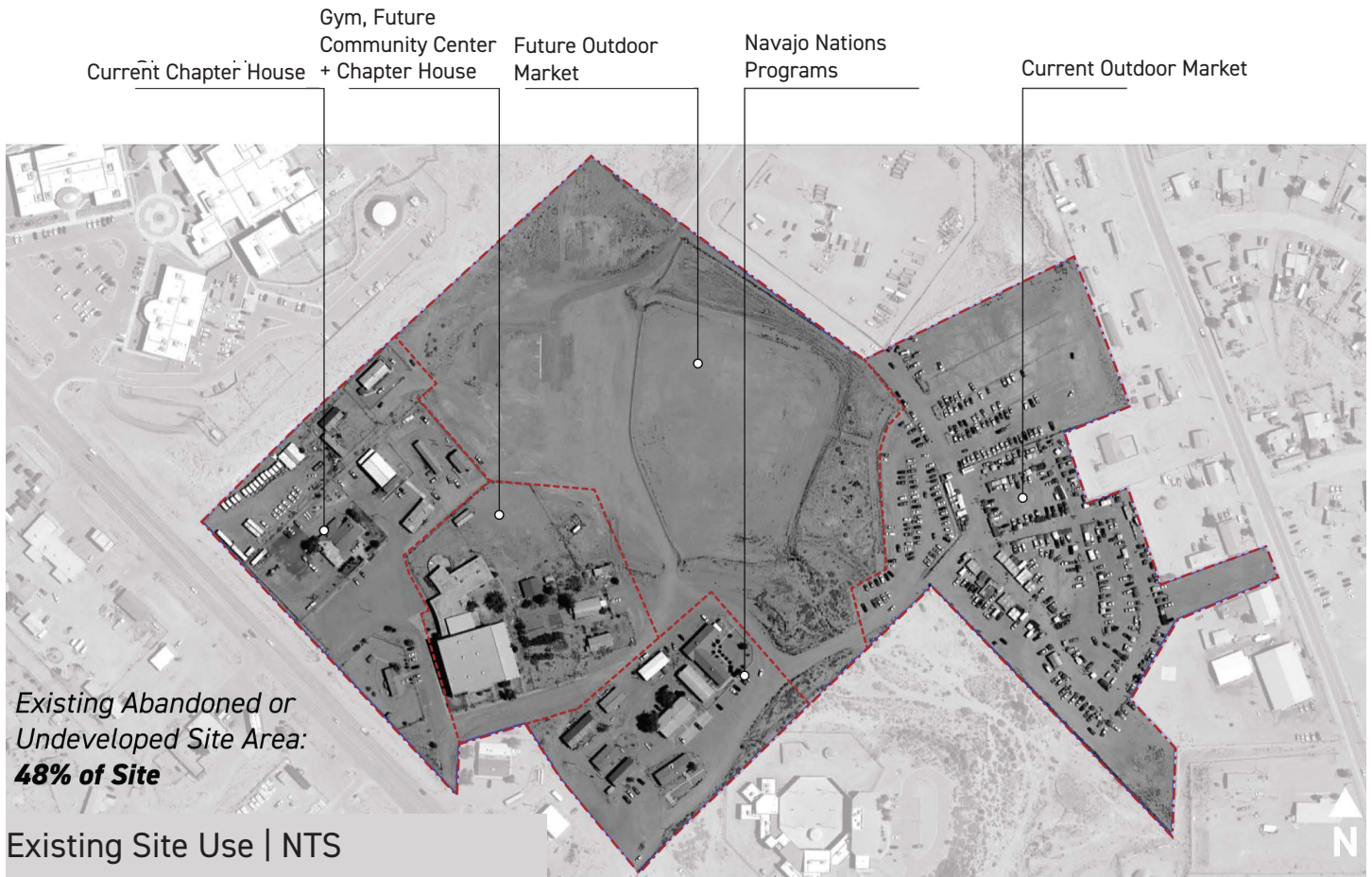
Market Option B Plan



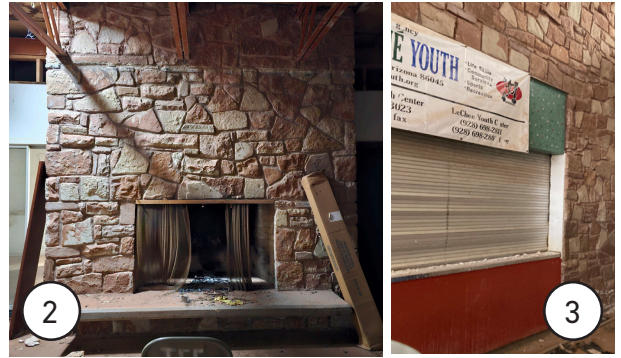
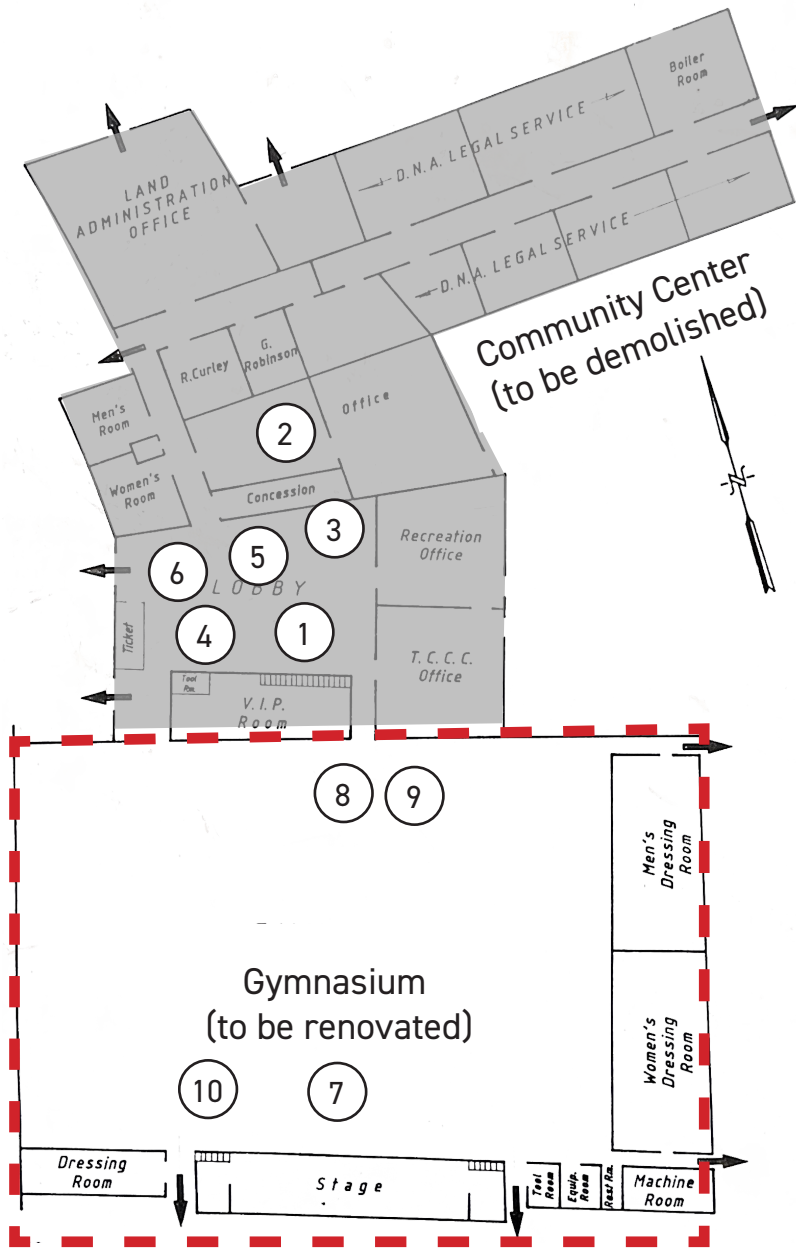
Regional Context Map | NTS



Tuba City Context Map | NTS



Site Aerial, view north from Main Street



Community Center Existing Conditions



Gymnasium Exterior View from Main Street



7



8



9



10

Gymnasium Existing Conditions

LEGEND

- - - - - PROPERTY BOUNDARY
- 1' LIDAR-SCANNED EXISTING TOPOGRAPHY (FOR REFERENCE ONLY)

- - - - - EXISTING FENCING TO REMAIN
- EXISTING PAVING TO REMAIN
- EXISTING BUILDING TO REMAIN

- - - - - EXISTING FENCING TO BE DEMOLISHED
- ▤ EXISTING BUILDING TO BE DEMOLISHED
- DEMOLITION TO BE COMPLETED BY A SEPARATE FIRM PRIOR TO PROPOSED CONSTRUCTION

EXISTING UNIMPROVED ROAD TO BE REALIGNED AND IMPROVED (SEE 'PROPOSED' SITE PLAN)

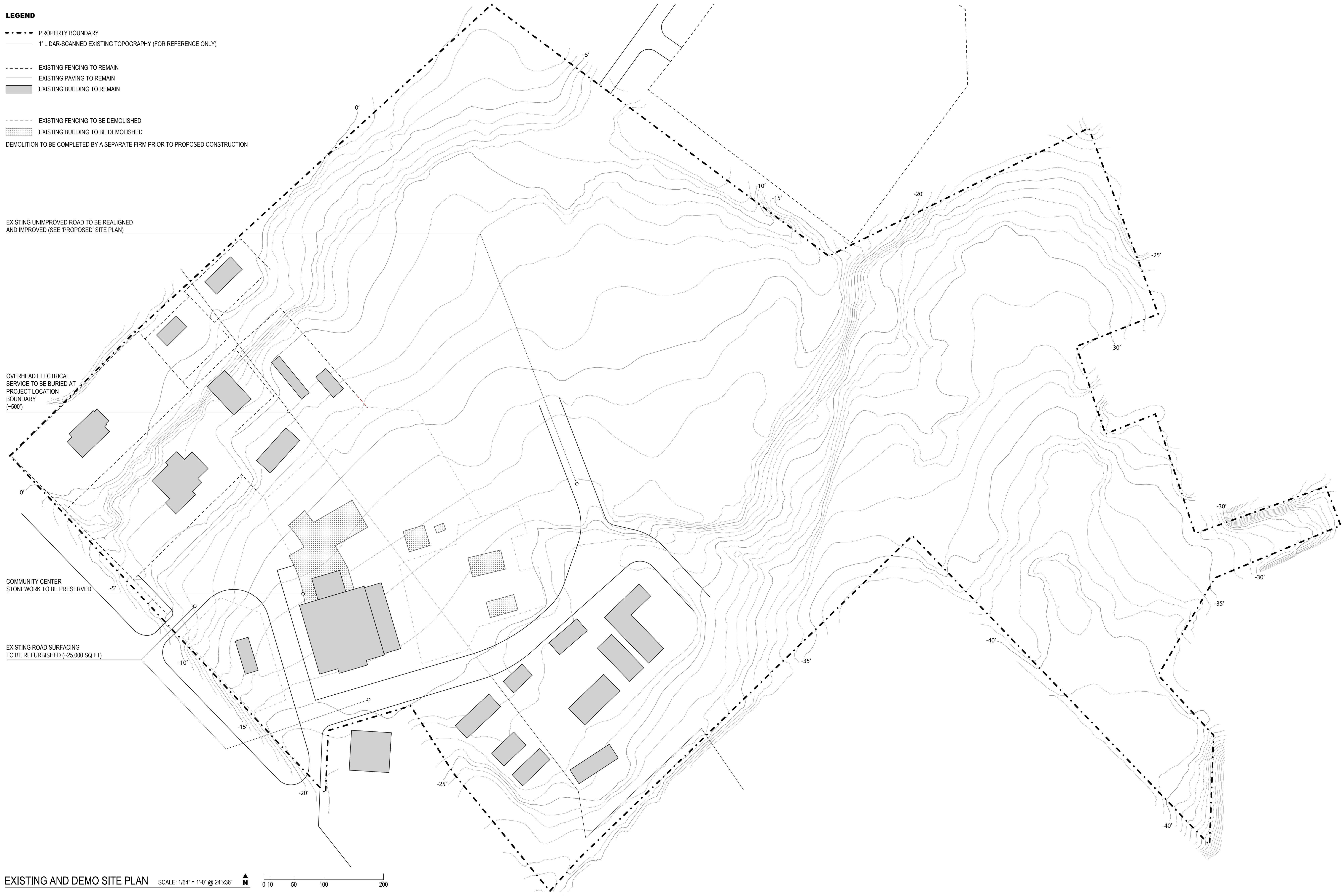
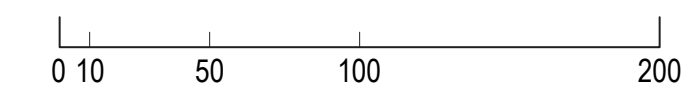
OVERHEAD ELECTRICAL SERVICE TO BE BURIED AT PROJECT LOCATION BOUNDARY (-500)

COMMUNITY CENTER STONEWORK TO BE PRESERVED

EXISTING ROAD SURFACING TO BE REFURBISHED (~25,000 SQ. FT)



EXISTING AND DEMO SITE PLAN

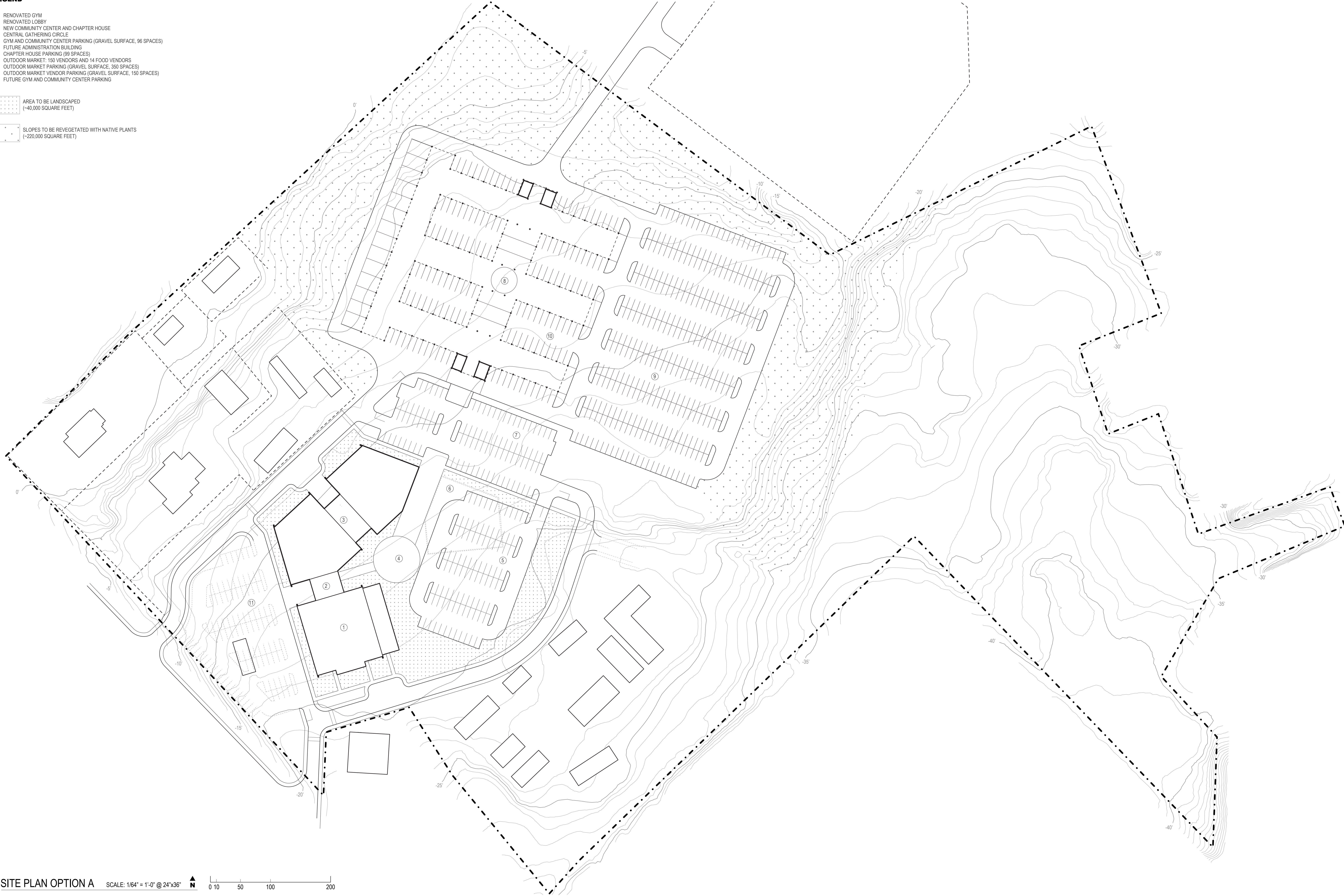
SCALE: 1/64" = 1'-0" @ 24"x36"



LEGEND



- 1 RENOVATED GYM
- 2 RENOVATED LOBBY
- 3 NEW COMMUNITY CENTER AND CHAPTER HOUSE
- 4 CENTRAL GATHERING CIRCLE
- 5 GYM AND COMMUNITY CENTER PARKING (GRAVEL SURFACE, 96 SPACES)
- 6 FUTURE ADMINISTRATION BUILDING
- 7 CHAPTER HOUSE PARKING (99 SPACES)
- 8 OUTDOOR MARKET: 150 VENDORS AND 14 FOOD VENDORS
- 9 OUTDOOR MARKET PARKING (GRAVEL SURFACE, 350 SPACES)
- 10 OUTDOOR MARKET VENDOR PARKING (GRAVEL SURFACE, 150 SPACES)
- 11 FUTURE GYM AND COMMUNITY CENTER PARKING

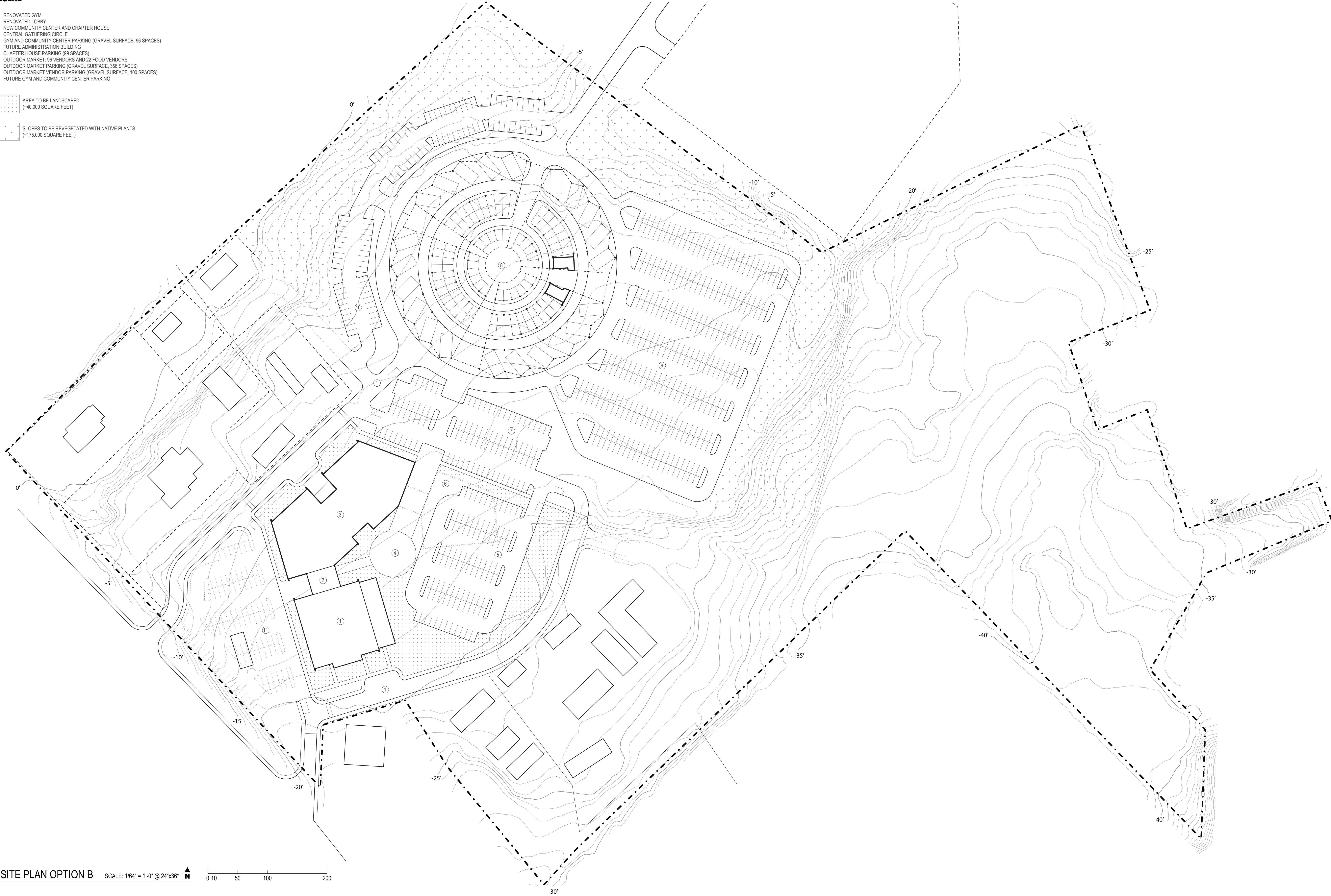
-  AREA TO BE LANDSCAPED
(~40,000 SQUARE FEET)
-  SLOPES TO BE REVEGETATED WITH NATIVE PLANTS
(~220,000 SQUARE FEET)



LEGEND

- 1 RENOVATED GYM
- 2 RENOVATED LOBBY
- 3 NEW COMMUNITY CENTER AND CHAPTER HOUSE
- 4 CENTRAL GATHERING CIRCLE
- 5 GYM AND COMMUNITY CENTER PARKING (GRAVEL SURFACE, 96 SPACES)
- 6 FUTURE ADMINISTRATION BUILDING
- 7 CHAPTER HOUSE PARKING (99 SPACES)
- 8 OUTDOOR MARKET: 96 VENDORS AND 22 FOOD VENDORS
- 9 OUTDOOR MARKET PARKING (GRAVEL SURFACE, 356 SPACES)
- 10 OUTDOOR MARKET VENDOR PARKING (GRAVEL SURFACE, 100 SPACES)
- 11 FUTURE GYM AND COMMUNITY CENTER PARKING

-  AREA TO BE LANDSCAPED (~40,000 SQUARE FEET)
-  SLOPES TO BE REVEGETATED WITH NATIVE PLANTS (~175,000 SQUARE FEET)



LEGEND

- RENOVATION**
1 GYM
2 STAGE AND STAGE WINGS
3 STAGE STORAGE
4 GYM STORAGE
5 GYM STORAGE
6 MECHANICAL ROOM
7 WORKOUT ROOM STORAGE
8 WORKOUT ROOM
9 MENS LOCKERS, RESTROOMS, SHOWERS
10 WOMENS LOCKERS, RESTROOMS, SHOWERS
11 TICKETING OFFICE
12 LOBBY AND RECEPTION

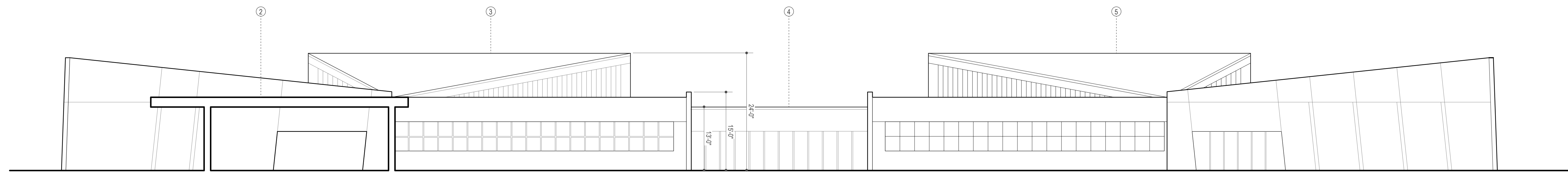
- NEW CONSTRUCTION**
13 CONCESSIONS AND CAFE WITH BOH STORAGE
14 RESTROOMS AND FAMILY RESTROOM
15 FIREPLACE AND LIVING ROOM
16 LAPTOP WORK BAR
17 LOUNGE AND BUSINESS CENTER
18 SMALL CONFERENCE / MEETING ROOMS (3)
19 AMAZON LOCKERS
20 EXPANDABLE CLASSROOMS (4)
21 ZOOM ROOMS AND WORK NOOKS
22 EVENT HALL STORAGE
23 EVENT HALL
24 RESTROOMS
25 COMMERCIAL KITCHEN WITH DRY AND COLD STORAGE
26 COMMUNITY CENTER MECHANICAL ROOM
27 LOADING
28 CHAPTER HOUSE MECHANICAL ROOM
29 LOBBY AND LIVING ROOM
30 RECEPTION
31 CHAPTER HOUSE MEETING HALL
32 EXECUTIVE OFFICES
33 COPY/PRINT STATION AND CHAPTER MANAGER'S OFFICE
34 BREAK ROOM / CONFERENCE ROOM
35 COUNCIL CHAMBER
36 RECORDS ROOM
37 AUDIOVISUAL ROOM
38 PODCAST/STUDIO ROOMS (2)
39 LOADING
40 CENTRAL GATHERING CIRCLE
41 PEDESTRIAN CONNECTION TO MARKET
42 FUTURE ADMINISTRATION BUILDING
43 FUTURE GYM AND COMMUNITY CENTER PARKING
44 TEMPORARY GYM AND COMMUNITY CENTER PARKING (GRAVEL SURFACE, 96 SPACES)



COMMUNITY CENTER AND CHAPTER HOUSE FLOOR PLAN SCALE: 1/16" = 1'-0" @ 24"x36" N

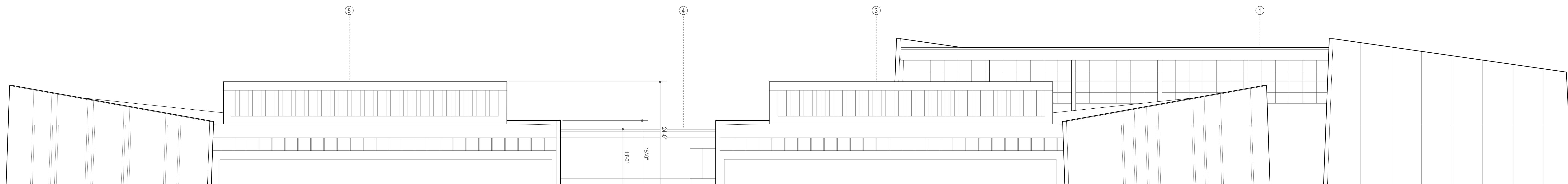
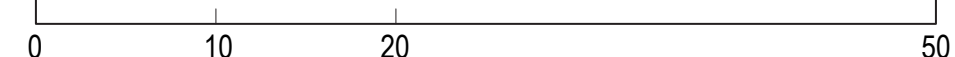
LEGEND

- 1 GYM
- 2 LOBBY
- 3 COMMUNITY CENTER
- 4 KITCHEN, MECHANICAL, AND RESTROOMS
- 5 CHAPTER HOUSE



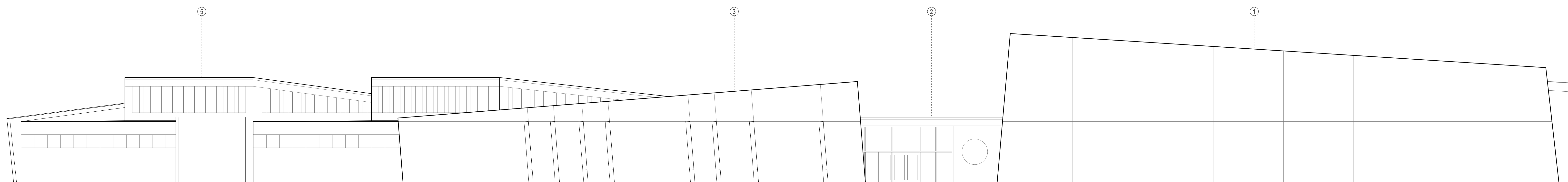
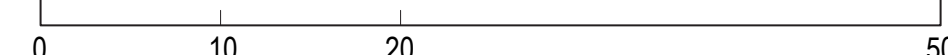
SOUTHEAST ELEVATION

SCALE: 3/32" = 1'-0" @ 24"x36"



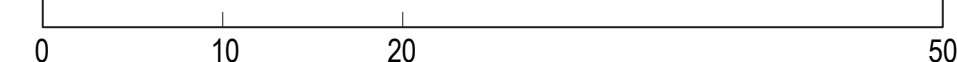
NORTHWEST ELEVATION

SCALE: 3/32" = 1'-0" @ 24"x36"

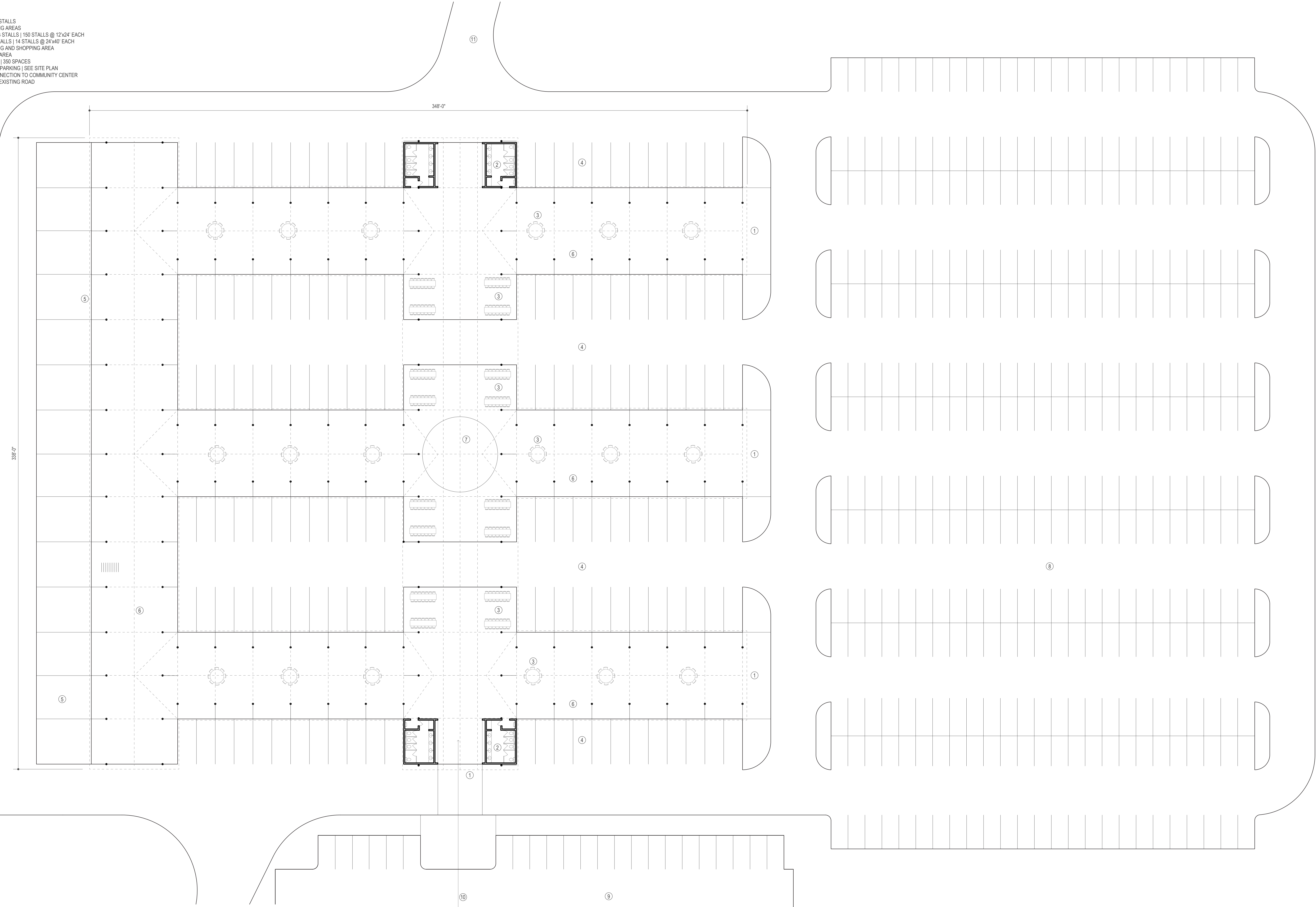


WEST ELEVATION

SCALE: 3/32" = 1'-0" @ 24"x36"

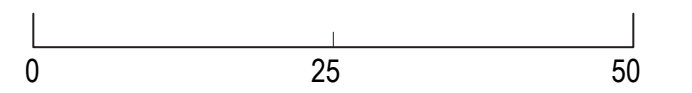


- LEGEND**
- 1 VISITOR ENTRIES
 - 2 RESTROOMS | 16 STALLS
 - 3 COMMUNAL EATING AREAS
 - 4 VENDOR PARKING STALLS | 150 STALLS @ 12'x24' EACH
 - 5 FOOD VENDOR STALLS | 14 STALLS @ 24'x40' EACH
 - 6 COVERED VENDING AND SHOPPING AREA
 - 7 ENTERTAINMENT AREA
 - 8 VISITOR PARKING | 350 SPACES
 - 9 CHAPTER HOUSE PARKING | SEE SITE PLAN
 - 10 PEDESTRIAN CONNECTION TO COMMUNITY CENTER
 - 11 CONNECTION TO EXISTING ROAD



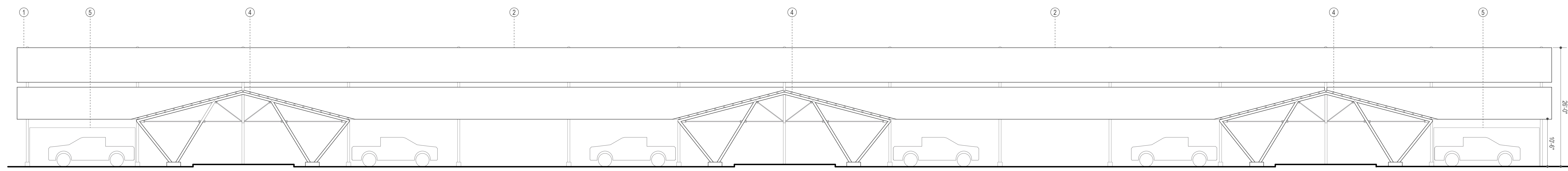
MARKET OPTION A FLOOR PLAN

SCALE: 1/16" = 1'-0" @ 24"x36"



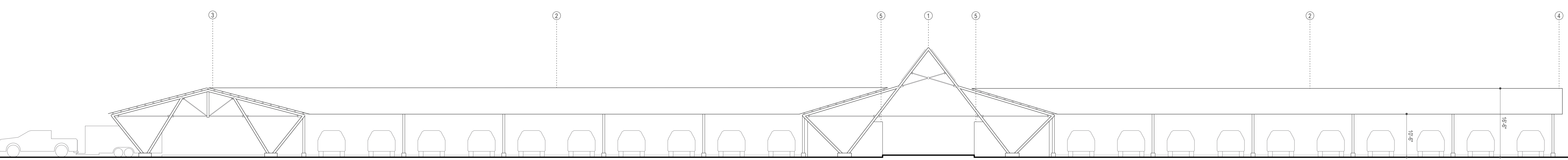
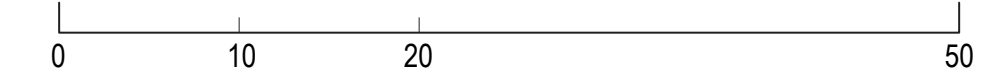
LEGEND

- 1 MAIN PEDESTRIAN ENTRANCE FROM CHAPTER HOUSE AND COMMUNITY CENTER
- 2 VENDING AND SHOPPING AREAS
- 3 FOOD VENDING AND SHOPPING AREA
- 4 PEDESTRIAN ENTRANCES FROM MAIN PARKING LOT
- 5 RESTROOMS



WEST ELEVATION

SCALE: 3/32" = 1'-0" @ 24"x36"



SOUTH ELEVATION

SCALE: 3/32" = 1'-0" @ 24"x36"

