

Navajo Division of Transportation



NAVAJO D.O.T.

Request for Qualifications

BID Number: 25-04-3655LE

**PROFESSIONAL ON-CALL PRELIMINARY STUDIES AND
COMPLIANCE SERVICES**

16 Old Coalmine Road
Mentmore, New Mexico 87319

(505)371-8301

NAVAJO NATION DIVISION OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ON-CALL PROFESSIONAL PRELIMINARY STUDIES AND COMPLIANCE SERVICES

SECTION 1 – Overview

A. General Information

1. Type of Service

The Navajo Nation Division of Transportation (Navajo DOT) hereby solicits proposals from qualified and experienced firms to provide comprehensive, professional Preliminary Studies and Compliance Services across the Navajo Nation within the states of Arizona, New Mexico, and Utah. The scope of services required for these projects includes, but is not limited to, the following areas of compliance:

- Right of Ways/Tribal Authorization Act (TAA)
- Archaeological Studies
- Environmental Compliance (401/404 Permitting; Biological Assessments)
- Surveying (Legal Descriptions)

The selection of firms will be based on demonstrated qualifications relevant to the aforementioned services, following a competitive Request for Qualifications (RFQ) process. A minimum of two (2) firms will be selected based on professional abilities, independent of whether specific services are provided, upholding the requirement that selected firms deliver the full spectrum of services requested.

The work encompasses the stages of regulatory compliance; environmental assessment; preparation of reports and applications for required permits; conducting archaeological surveys; and providing legal descriptions for land surveying. Funding sources for these services will primarily include the Navajo Nation's Non-Federal Funded Tribal Transportation Program, supplemented by allocations from the Navajo Nation's Road Fund Management program as well as state-level funding from Arizona, New Mexico, and

Utah. It should be noted that funds from the Federal Aviation Administration's Airport Improvement Program will not be utilized for this contract.

2. Request for Qualification (RFQ) Packet

All instructions related to proposal preparation, necessary documentation, applicant eligibility, and evaluation criteria are delineated in this solicitation.

The RFQ packet is available for collection at the Navajo Division of Transportation located at the Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, beginning February 00, 2025, during normal business hours. The complex is accessible north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Interested parties may contact the Navajo DOT at (505) 371-8301 to request a packet, or download it from the official Navajo DOT website: www.navajodot.org.

3. General Scope of Work (SOW)

The selected firms will provide Navajo DOT with an extensive suite of Preliminary Studies and Compliance Services across various disciplines. Specific project assignments or task orders will be issued in writing, stipulating the exact scope of services required. Upon receipt of a task order, the selected firm must submit an estimate of man-hours and a detailed cost proposal within three (3) working days.

4. Schedule of Activities

Listed below are important dates related to this RFQ process:

Activities	Due Dates
Advertised Period	April 23, 2025 – May 23, 2025
Deadline to Submit RFQ Questions	May 21, 2025
Response to Written RFQ Questions	May 21, 2025
RFQ Submittal Deadline	May 23, 2025, 4:00 PM MDT
Evaluation of RFQ & Firms	May 26, 2025 – May 30, 2025
Final Selection of Firm(s)	June 6, 2025

Activities	Due Dates
Consultant Interviews of Top Five Firms	June 13, 2025

5. Inquiries

Written questions regarding this RFQ must be sent to the Project Contact as listed below, via mail, fax, or email, by 4:00 PM (Window Rock, AZ time) on May 21, 2025. Responses to queries, as well as any amendments to the RFQ, will be communicated in writing to all parties who acquired the RFQ. No further questions will be accepted after this date.

Project Contact:

Ardaniel Begay

Principal Contract Analyst

Navajo Division of Transportation (Navajo DOT)

Telephone: (505) 371-8351

Fax: (505) 371-8399

Email: abegay@navajodot.org

6. Proposal Submittal Deadline

Proposals must be submitted in person to the following address by May 23, 2025, no later than 5:00 PM local time (Window Rock, AZ):

Navajo Division of Transportation
Attention: Ardaniel Begay
Navajo Transportation Complex
#16 Old Coal Mine Road,
Mentmore, NM 87319

Late, facsimiled, or emailed proposals will not be accepted and will be returned un-rated, resulting in the firm being declared non-responsive.

7. Addendum to the RFQ

Should revisions to any RFQ component be necessary, written addenda will be issued detailing such changes and will be communicated to all interested parties. Addenda will be available for download from the Navajo DOT website. It is not mandatory to include addenda in proposal packages; however, acknowledgment of their receipt and review must be incorporated in the Letter of Interest.

8. Rejection of Proposals

The Navajo DOT retains the right to reject any or all proposals and to waive

informalities in the received proposals whenever such rejection or waiver serves the best interest of the Navajo Nation.

9. Proprietary Information

Proposals containing restricted data must clearly annotate such restrictions. Any proprietary information must be stamped or imprinted distinctly on each page.

10. Ownership of Proposals

All materials and documents submitted in response to this RFQ will become the property of the Navajo DOT and will not be returned to the submitting firm. The Navajo DOT reserves the right to utilize any information contained in the RFQ submissions, maintaining confidentiality as outlined in paragraph 9.

11. Cost Incurred

The Navajo DOT shall not bear any responsibility for costs incurred by the firm before an official contract award has been signed.

12. Contractual Obligation

The details provided in the proposal may form part of the contractual obligations in the award process. A firm's non-acceptance of these conditions may lead to contract cancellation.

13. Evaluation Criteria

All proposals will be reviewed and rated based on the criteria established in Section 5 of this RFQ.

14. Award of Contract

The Navajo DOT intends to retain the services of at least two (2) of the highest-rated firms on an as-needed basis. Notification of selection will occur; however, no contract will be finalized until services are officially requested. Upon establishing the need, a specific scope of work and cost proposal will be developed and subject to Navajo DOT approval before contract issuance. The effective date of the contract will be from the date of execution by the Navajo Nation and the chosen firm.

15. Duration of Services

These on-call services will be valid for a period of five (5) years following the selection and notification of selected firms. Responses to this RFQ, inclusive of Contract Billing Rates, will be deemed valid for ninety (90) days post-receipt.

16. Standard Contract Provisions

The Navajo Nation reserves the ability to incorporate contract provisions aligned with statutory requirements, including the Navajo Business and Procurement Act and the Navajo Business Opportunity Act, and other relevant legal frameworks.

17. Taxes

All activities and services rendered within the Navajo Nation's jurisdiction are subject to the six percent (6%) Navajo Sales Tax.

18. Insurance

The selected firms will be expected to procure and maintain adequate insurance coverage for all potential liabilities, including but not limited to commercial general liability, automobile liability, workers' compensation, professional liability, and errors and omissions liability.

19. Disclaimer

Acceptance or review of any proposal by the Navajo Nation does not warrant the execution of a contract. The proposed contract will undergo a thorough evaluation process by the relevant Navajo Nation departments, subject to legal compliance, before any execution. The Navajo Nation maintains the right to dismiss any proposed contract due to procurement irregularities or non-compliance with local, federal, or Navajo Nation legislation.

SECTION 2 – Proposal Requirements and Selection**A. Proposal Submission****1. Proposals must be submitted in a sealed envelope clearly marked with:**

- "DO NOT OPEN – RFQ # 25-04-3655LE – PRELIMINARY STUDIES AND COMPLIANCE SERVICES"
- The submitting firm's name, address, and contact information.

2. Proposal Standards

The firm should provide one (1) original copy and six (6) identical copies of the RFQ proposal, adhering strictly to the following formatting guidelines:

- Proposals must NOT exceed 30 single-sided pages (maximum size 8 ½" x 11") with a minimum font size of 10 pt.
- Any pages containing photographs, charts, and graphs will count towards the 30-page limit.
- Exclusions from the page limit include the front and back cover, cover letter on company letterhead, dividers/tabs, and one-page resumes of key personnel.

- RFQ proposals must be spiral bound using plastic or metal binding. Proposals submitted in loose-leaf 3-ring binders will be deemed non-responsive and returned un-rated.
- Proposals exceeding the stipulated page limits will be considered non-responsive.

3. **Sealed Fee Proposal**

In a separate sealed envelope labeled "FEE PROPOSAL," provide a proposed Contract Billing Rate schedule, detailing an hourly rate for each position within the consultant team, including reimbursable expenses. This envelope will remain sealed until after the RFQ proposals have been evaluated and the top-ranked firms selected.

B. Proposal Review Process

Receipt of all proposals will be confirmed on the due date stated in this RFQ. The Navajo DOT will evaluate proposals based on compliance with the submission requirements outlined, specifically:

1. Submission received by the deadline date and time.
2. Compliance with the proposal submission requirements indicated in Section 2, A.

C. Proposal Evaluation

1. Evaluation will be structured according to the selection criteria detailed in Section 4, Proposal Content and Evaluation Criteria.
2. Proposals will be rated based on total points awarded, with the top five (5) firms identified as the most responsive. The Navajo DOT reserves the right to interview these firms or directly select at least the top two (2) based on their qualifications.

D. Award of Contract

1. The Navajo DOT will engage at least two (2) of the highest-rated firms for services as needed. Upon selection, the firm will be informed, and it is imperative that any questions regarding the submitted ratings are addressed promptly. A firm failing to sufficiently respond to queries may have their offer rescinded, which will not affect other qualified candidates.
2. When a specific service is required, the Navajo DOT will prepare a Scope of Work for negotiation. Once an agreement on costs is reached, an authorization for services contract will be executed. A Notice to Proceed will be provided upon contract execution. No work may commence before this notice is provided. The

Navajo DOT assumes no financial responsibility for costs incurred prior to the official contract award.

SECTION 3 – Scope of Work

A. Description of Work

The selected consulting firm is tasked with providing comprehensive Preliminary Studies and Compliance Services to the Navajo Nation Division of Transportation (Navajo DOT) across the entirety of the Navajo Nation. Given the unique cultural and regulatory landscape, it is essential to emphasize the importance of collaboration with tribal regulatory agencies, including but not limited to the Navajo Nation Historic Preservation Department, Navajo Nation Environmental Protection Agency (EPA), and Navajo Nation Fish and Wildlife. A robust engagement with these agencies is crucial for obtaining all necessary clearances and permits, ensuring that the work aligns with the Navajo Nation's cultural values, environmental standards, and regulatory requirements.

The scope of work will encompass a comprehensive range of compliance services, including but not limited to:

1. Right of Ways and Tribal Authorization Act (TAA):

The firm will conduct thorough assessments related to Right of Ways, ensuring strict adherence to Navajo Nation policies and TAA regulations. This process will involve coordinated engagement with relevant stakeholders, including tribal departments and community representatives, to facilitate informed decision-making and support for the proposed actions.

LAND STATUS

- Prior to survey, need to contact Navajo Nation Land Department for Land status.
- Need to contact BIA reality, BIA allotment properties, BLM, State, and Other (land status entities). Need permission to survey.
- Need prior approval from land status entities.

GENERAL LAND DEVELOPMENT DEPARTMENT:

1. Cover letter/Scope of work
2. Legal Land Survey
3. Shapefile
4. Chapter Resolution
5. Grazing Permittee Consents
6. Navajo Environmental Compliance Forms

- a. BRCF
- b. CRCF

Visit link for more information: <https://img1.wsimg.com/blobby/go/3e88f59c-1ad7-494a-b574-cad6ef509ac8/downloads/Tribal%20Access%20Authorization%20Checklist%202023.pdf?ver=1742944361096>

BIA Right of Way

1. Complete application to the BIA office
2. Consents of percentage of ownership of individual landowners

Visit link for more information: <https://www.ecfr.gov/current/title-25/chapter-I/subchapter-H/part-169>

3. Archaeological Studies:

The firm will conduct archaeological surveys in compliance with tribal, state, and federal regulations. All investigations will employ culturally sensitive methodologies, which are critical to respecting the historical significance and integrity of Indigenous lands. Collaboration with the Navajo Nation Historic Preservation Department will be vital to determine appropriate approaches and ensure that any findings are addressed in a manner that honors tribal heritage.

ARCHAEOLOGICAL ASSESSMENTS

All projects will obtain archaeological compliances.

- A 300 ft. survey corridor =150 ft. from centerline will be surveyed with a Class III parallel pedestrian survey; survey includes a ROW corridor and cultural buffer on either side of ROW. *See attached map
- Prior to survey, a thorough research through the archives of Navajo Nation Heritage & Historic Preservation Department (NNH&HPD) and the Traditional Cultural Property Section (NNH&HPD-TCP) must be completed to ensure that any prior work within the new project area has been thoroughly documented and included within the new project report and/or updated fully, and their own stipulations for compliance are adhered to respectively.
- NNH&HPD Fieldwork, Report Standards, and Guidelines will be adhered to.
- https://hpd.navajo-nsn.gov/Portals/0/Files/Permit_Package_2016.pdf?ver=gBKKd_eEkI5KX0Qg2-UOgw%3d%3d
- Archaeology inventory reports will include a complete ethnography. *A qualified ethnographer will complete the ethnography with an appropriate Navajo translator or must be themselves be fluent in the Navajo Language.

- All burials and funerary remains will have the appropriate burials forms completed, in accordance with the NNH&HPD Policy for the protection of Jísh'cháá and its guidelines.
- A DRAFT archaeology report will be reviewed by Navajo DOT and a field review entailing an overview of cultural resources identified for each project will be completed with Navajo DOT staff PRIOR TO ANY SUBMISSION.
- All site datums will be marked with 5/8" in width and 16" in length (at minimum) rebar and rebar cap (aluminum or plastic). Datum will be used as site coordinate.
- All GIS/GPS data collection needs to be provided along with report(s). All GPS data will be in WGS 84 or NAD 83 coordinate projection.
- Two (2) FINAL reports (hard copies and electronic copies) will be submitted to the Navajo DOT and (NNHHPD-THPO) for Cultural Resource Compliance on each project. Navajo DOT WILL SUBMIT FINAL REPORTS to NNH&HPD on behalf of the consultants.

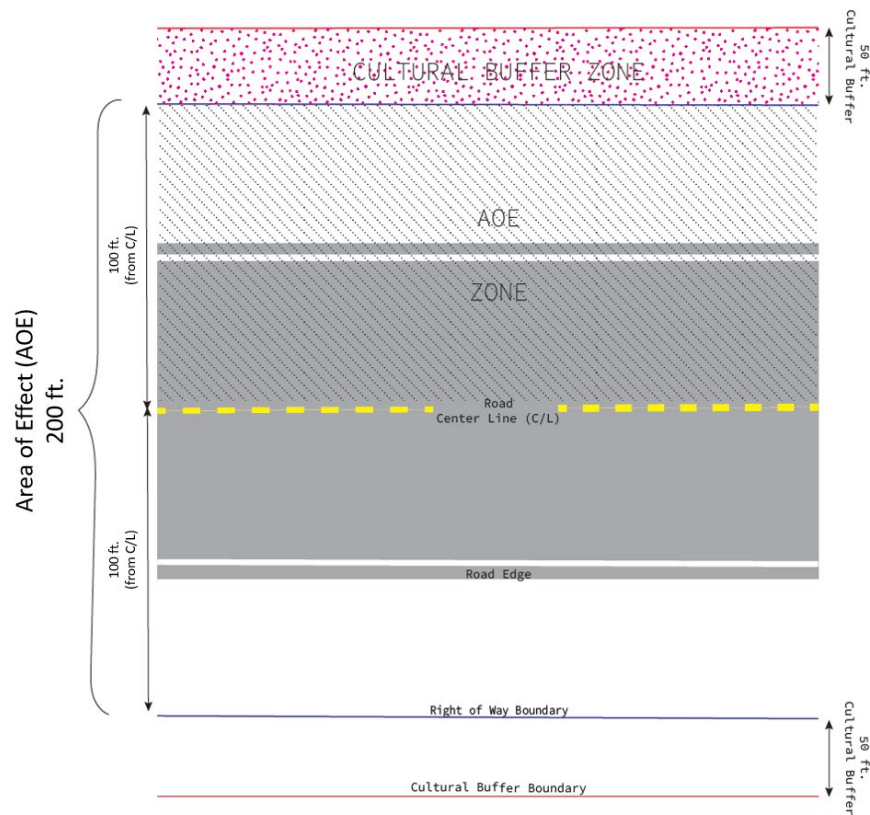


Figure 1. ROW-Clearance map.

****Note:** All Navajo Nation Laws in accordance to Navajo Nation Cultural Resources Protection Act (NNCRPA), Navajo Nation Jísh'cháá Policy; and all other Federal Laws including, but not limited to: Archaeological Resources Protection Act (ARPA), National Historic Preservation Act (NHPA)-Section 106 process, National Register of Historic Places (NRHP), and the Antiquities Act of 1906 and also applicable Executive Orders,

such as Executive order 13007, will be adhered to accordingly per project. All projects will comply in accordance with all existing Tribal, State and Federal policies and regulations.

4. Environmental Compliance:

The firm will meticulously plan and execute the assessment of potential environmental impacts associated with proposed projects and prepare all requisite 401/404 permit applications. This will involve conducting comprehensive biological assessments, wetland delineations, and mitigation plans, ensuring full compliance with environmental regulations set forth by tribal, state, and federal entities. Close collaboration with the Navajo Nation EPA will be instrumental in adhering to environmental protection standards.

ENVIRONMENTAL ASSESSMENTS

Environmental Assessment – Adhere to all Navajo Nation and applicable regulations that pertain to the project Scope of Work (SOW).

- Environmental consultations with Navajo Nation Environmental Protection Agency (NNEPA) Departments:
 - Applicable consultation(s) shall include:
 - Project SOW
 - Description of project for lead agency (Navajo DOT)
 - Project coordinates including BOP and EOP on all U.S.G.S. Topo map(s) in NAD 83 at 1:24,000 with county and chapter location
 - Surface and Groundwater Protection – Water Quality / National Pollutant Discharge Elimination Systems
 - Waste Regulatory & Compliance – Superfund Program, Hazardous Waste Program, Underground and Leaking Storage Tank Program, Resource Conservation & Recovery Program
 - Air Quality – Air/ Noise Quality Program
 - Submit copies of consultation letter(s) to Navajo DOT for files
 - Submit Draft Environmental Assessment Report to Navajo DOT Environmental Section for review prior to submittal to Navajo BIA Environmental Section for review
 - Submit Final Report to Navajo BIA Environmental Section and a copy to Navajo DOT Environmental Section
 - Any permits, correspondence, and clearance from regulating entities shall be submitted to Navajo DOT
- Navajo Nation Natural Heritage Program – Department of Fish and Wildlife (NNDFW) Consultation:
 - Request for Data Species List including:
 - Project SOW
 - Description of project for lead agency (Navajo DOT)

- Project coordinates shall include BOP and EOP on U.S.G.S. Topo map(s) in NAD 83 with county and chapter location
 - Adhere to the NNDFW Species Account Survey Guideline (some species have a survey season)
 - Provide a copy of consultation letter(s) for Navajo DOT
 - Submit Draft Biological Evaluation (BE) Report to Navajo DOT Environmental Section for review
 - After Navajo DOT has completed review of drafted BE, submit final BE to NNDFW for review and request for Biological Resource Clearance Form (BRCF)
 - Submit a copy of the Final BE to Navajo DOT along with BRCF
- Consultation if applicable with Navajo Nation Department of Water Resources Water Management Branch – Floodplain Section:
 - Project SOW
 - Description of project for lead agency (Navajo DOT)
 - Project coordinates shall include BOP and EOP on U.S.G.S. All Topo map(s) in NAD 83 at 1:24,000 identifying county and chapter
 - Submit a copy of consultation letter and correspondence to Navajo DOT
- Consultation if applicable with Navajo Nation Department of Agriculture:
 - Project SOW
 - Description of project for lead agency (Navajo DOT)
 - Project coordinates shall include BOP and EOP on U.S.G.S. Topo map(s) in NAD 83 at 1:24,000 identifying county and chapter
 - Submit a copy of consultation letter and correspondence to Navajo DOT
- Other Consultations if applicable with:
 - Navajo Nation Division of Natural Resources – Department of Minerals
 - Navajo Nation Division of Natural Resources – Department of Forestry
 - Navajo Tribal Utility Authority
 - Frontier Communications
 - Gas and Oil Companies
- Review of draft reports at Navajo DOT to be completed within 2 weeks' time.

5. **Surveying (Legal Descriptions):**

Professional surveying services will be performed to generate accurate legal descriptions that comply with tribal, state, and federal standards governing land use and project development. This task will require the firm to maintain open lines of communication with tribal land management entities to ensure that land use is conducted in accordance with established tribal protocols.

SURVEY ASSESSMENTS

May require additional land survey information depending on physical location of Project with Scope of Work via State(s) Statutes Survey Requirement

Survey Overview:

- BLM monuments for horizontal control/vertical control
 - Federal Geographic Data Committee (FGDC) and National Geodetic Survey
- Request for Field Surveyor notes
- Survey data should all be tied in according to standard practices
- Topographic survey for road surveys
 - Recommend centerline based on existing edge of road
- CAD, Civil 3D and compatible
- Survey software, Trimble Business Center (TBC) and compatible.
- Control points, aluminum caps, aluminum tags, plastic caps
- Design plans at 30%, 60%, 90% and 100% and meetings at each phase
- Use of English units for surveys
- Copy of all raw survey data

C-1 DATA COLLECTION. Standard acceptable survey methods will be used throughout the project. Features will be measured at survey grade quality, sub-centimeter (1/2in +/-) or with a 2 second (2") optical instrument or better or within the survey grade capabilities of the equipment being used. Digital data will be collected and analog data when necessary. The Surveyor will compile the data and will present it to Navajo DOT when requested. The surveyor will provide a list of equipment being used for the specific project including model and serial numbers. All equipment measurement specifications will be provided prior to equipment being deploy. All data collected is the property of the Navajo DOT and cannot be shared or published without the consent of the Navajo DOT.

C-2 DATA FORMAT. A computerized data format is required on survey work. Properly functioning and calibrated modern survey equipment is recommended capable of current total station functions such as electronic distance measurement, digital 360-degree Vernier displays, horizontal and vertical GPS RTK/Post-Process measurements. The surveyor shall also provide reduced and adjusted data in 2015 AutoCAD Civil 3D format including Navajo DOT code library, point CSV and point attribute files.

1.0 GENERAL. The Surveyor shall provide all land survey services required for providing a topographic (topo) survey of the proposed project. The work includes establishing horizontal and vertical ground control, obtaining plane table/cross sections, aerial photography, creating custom maps, generation of the topo maps, and field verification.

2.0 SCOPE. The land surveyor shall provide a topo and/or boundary map of the area(s) indicated. Maps will be either Arch D (24"x36") or Tabloid (11"x17") and provided at a scale of 1" = 100' or at a scale easily readable on supplied media and will show 1-foot contours, with each contour identified with an elevation label. Every sheet shall include a

title block and border will all the necessary information filled in. The borders shall be a minimum of 0.5 inches from the edge of the media except the left border no smaller than 1.5 inches. All text will be no smaller than 0.1 inches (10 point) in height. Every 5-foot elevation interval shall be highlighted in different color than the 1-foot interval contours. DATA - All the maps shall be referenced to the Navajo Nation Coordinate System (NNCS) and to the North American Vertical Datum of 1988 (NAVD88). A Projection definition will be provided by Navajo DOT. The final survey data shall be delivered on a properly labelled CD/DVD in 2019 AutoCAD Civil 3D design file accompanied by items described in section C-2.

2.1 All visible surface features and underground utilities within the area to be surveyed shall be shown and identified on the maps. The contractor is responsible for contacting the relevant utility company for blue staking requests and provide copies of any as-built maps provided by the utility company. In addition, these features shall be located by sufficient distance measurement to permit accurate scaling and identification. Enter all code and attribute data for all features measured as provided by Navajo DOT or Navajo DOT GIS. The phrase "surface features and underground utilities" is intended to include, but is not necessarily limited to, the following existing features:

2.1.1 Power and communication lines, street light poles, guy wires, transformers and substations. Measure as close as possible to the center base of the pole. Indicate the type and number of each power pole, the number of wires, and locate the intersection of all guy wires with natural ground.

2.1.2 Sanitary and industrial sewer manholes and all storm drainage structures, such as culverts, headwalls, inlets, cleanouts, and manholes. Always obtain an elevation at the flow line of the inlet and outlet at the bottom of all the pipes connected to a manhole or inlet (invert elevations). Clearly identify the size and type of each pipe. Obtain the pipe invert elevation up and downstream of all manholes and inlets even if beyond the limits of the required topo. Provide sketches where needed for detail and clarity.

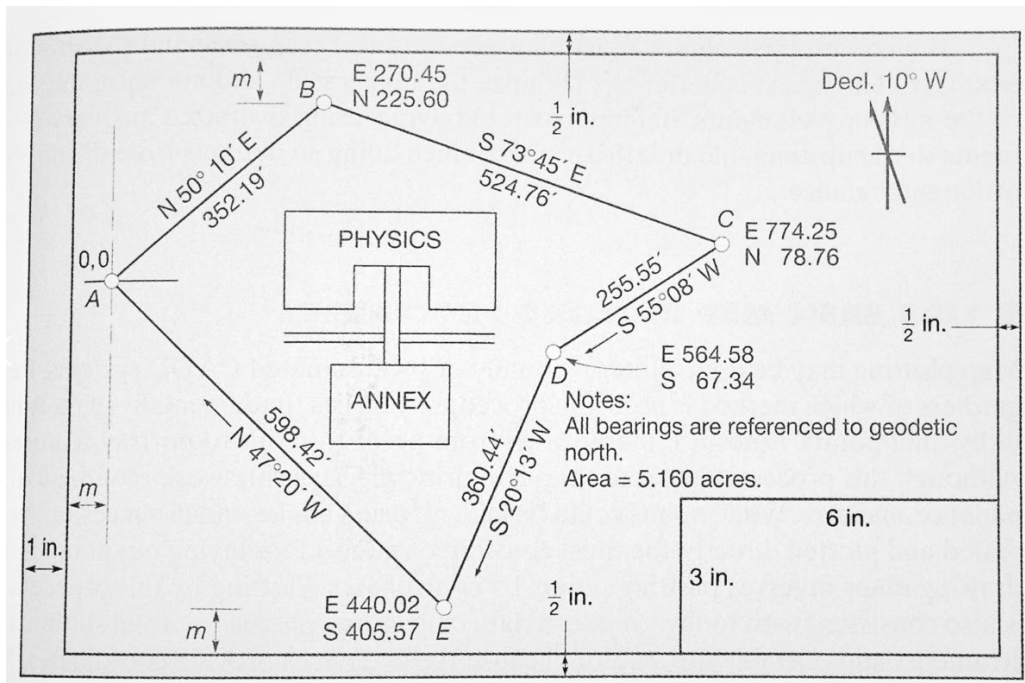


FIGURE 1. (Sample survey limits)

2.1.3 Water, gas, oil, fuel, and other ground pressure pipes. Locate all utility markers, fire hydrants, hose bibs, valve boxes, pump stations, pipeline valves, etc., within the limits beyond of the area to be surveyed enough to determine the direction of the utility beyond the site. Include all information on the location and the size of each pressure pipe on the map inside the limits of the topo survey. Use sketched inserts where needed for detail and clarity.

2.1.4 Roads and roadway assets. It is the responsibility of the surveyor to gain Permission to access. All roads shall be identified by name and have elevations shown in the centerline and each edge of the road at 25 ft., 50 ft., and 100 ft., intervals and at the centerline of each intersection and at each 500 ft. approach to BOP and EOP and any major public road intersecting the road project. In addition, show the type of surfacing and the general condition of the road. Signage will be used on all roads adhering to safety rules and protocols.

2.1.5 Fences (location, type, and height). Indicate type of wire and posts (pipe, wood, concrete, etc.), and provide adequate coordinates at each corner, angle point and curve.

2.1.6 Trees. Locate and show each tree over 12 inch trunk diameter within and 100 feet beyond the limits. The diameter is measured at the trunk. Show and identify all trees that are individually isolated outside of the tree line.

2.1.7 Ditches, streams, canals, ponds, lakes, etc. Identify by name (if possible), show the elevation at the water edge, and show the direction of the flow (if possible).

2.1.8 Other visible surface features. Locate and show any storage tanks, radio antennas, monitoring wells, concrete pads, or other surface features visible and located within the area to be surveyed. Areas with active erosion shall be noted, and shown on the maps.

2.2 Established elevations. In addition to contour lines spot elevations affecting the design of the facilities shall be provided, such as ground elevations, elevations on existing utilities, and on visible surface features within the area to be surveyed. Specifically, break points or changes in grades or terrain shall be provided, such as tops of hills, bottoms of ditches and gullies, high bank elevations, etc. Enough ground elevations shall be measured to correctly identify the feature whether it be paved roads, railroads, finished floors, utility lines, drainage structures, monitoring wells, etc.

2.2.1 Manholes, inlets, and all drainage structures. Provide type, length, width, and top, bottom, and all pipe invert elevations at the inlets and outlets. In addition, provide the elevations, dimensions, and the type of construction for all headwalls and wing walls. Measure rim elevations above the inlets and outlets and center of rim.

2.2.2 Curb and gutter. Provide top back of the curb and gutter (flow line) elevations along existing pavements. If necessary, provide a sketch to clearly show the type of curb or gutter.

2.2.3 Buildings and ramps. Provide and show the natural grade to each building line, including spot elevations at all building corners and roof overhangs.

2.2.4 Ground elevations. Intermediate elevations shall be provided as necessary to show all breaks in grade or changes in terrain. All grade break lines will be drawn on a separate layer called breaklines and the final DTM (Digital Terrain Model) created or adjusted to show. Also submit the Triangular Irregular Network (TIN) generated for the surface, if feasible.

2.3 Control points. Permanent control points set on natural dirt ground will be aluminum caps of 1.5 inches diameter or more or aluminum tag attached with noncorroding connector or plastic cap set atop a #5 (5/8 inch) rebar 18 inches or longer in the ground or for rocky surfaces aluminum tags 1.5 inches diameter or more set with 2 inch concrete nail stamped with the PLS/Company and control point name. Temporary control points can be nails with whiskers and/or hubs with tacks giving medium to low stability or for reference for the duration of the project. Permanent control points shall be used for all control points needing medium to high stability for the duration of the project and beyond. For all projects a minimum of four control points will be established located outside the limits and buffer/work zone of the site, and shall be set so a tangent line drawn between each exterior control point so the tangent will not cross through the site limits and buffer zone. All control points or monuments recovered and/or established at the site shall be plotted at the appropriate coordinate point on the topo sheets and shall be identified by name or number with final adjusted coordinates and final adjusted elevations. For all

projects, excluding boundary surveys, any two of these control points shall bear a NAD83 Latitude and Longitude but for boundary surveys at a minimum the basis of bearing points shall bear the NAD83 latitude and Longitude and the True Point of Beginning. Latitude and Longitudes can be less than survey grade positions and used only to navigate and find the corner(s). When measured, these points will be time stamped and measured with longer occupation times no less than 1.5 minutes and no less than 5 turned angles and averaged.

2.4 Field Notes. All field notes are to be clearly and precisely recorded in standard field books or in an electronic data recorder, and there are to be no erasures made in these books. All original field books and printouts are to be submitted to Navajo DOT.

3.0 AERIAL PHOTOGRAPHY (if survey is obtained by aerial photography) Compliance with accuracy requirements as stated in respect to the organizations in section C-1.

4.0 LIDAR (Light Detection and Ranging) Compliance with accuracy requirements as stated in respect to the organizations in section C-1.

5.0 QC/QA checks should be included.

1. A network adjustment report at 99% reliability on all Control Points that are used on the project.
2. Provide the data in State Plane Grid Coordinates and/or Ground Coordinates with a combine scale factor. For State Plane Grid projects one point/corner having a static occupation time of 4 or more hours shall be used and the Online Positioning User Service (OPUS) solution applied, and the point/corner indicated on the map. For Ground scaled projects same will apply at the point used for the scale factor. OPUS point/corner shall include in the map and necessary info alongside for any future retracement surveys. For boundary and Right-Of-Way surveys at least one reference to this point/corner from one of the boundary/ROW corners will be made and included in the legal description.

BOUNDARY SURVEYS

Basic requirement for incoming survey plats "Check List"

BIA Navajo Region Real Estate Service

1. State
2. Couty
3. Township, Range
4. Meridian (Arizona Gila and Salt River, Utah Salt Lake, or New Mexico PH)
5. Section or Tract
6. A1iquot Part(s) within a Section (NE I/4, or S1/2SW1/4, etc.)
7. Lot(s) within a Section (Lot 1, Lot 3 to 7, 1nclusiva, etc.)

8. Acreage
9. A definitive north arrow and both equivalent scale and graphic scale.
10. Plat or Map with Legal Description (description must match plat)
11. Point of Beginning - The description must have a definite point of beginning that can be located on the ground with certainty and show coordinates as require in the policy.
12. Tie to known Position - The description must be tied to a known, preferably a monument established by the General Land Office (GLO) or Bureau of Land Management (BLM)Cadastral Survey and has to be the nearest corner of the Public Land Survey System (PLSS), such as a section corner or 1/4 corner.
13. Datum (if coordinates provided) - NAD27 or NAD83, N, S, E, W or State Plane Zones, US Survey Feet or Metric.
14. Control Points (if provided)- Tri-Stations, Highway R/W Monuments, with Datum along with Latitude, Longitude or State Plane Coordinates.
15. Subdivisions, Residential (Lots, Block)- Name, location (PLSS), control points with datum, utilities easements and acreage. Attach Subdivision plat with metes and bounds of the lots or list the document number of the subdivision that has been recorded.
16. Basis of Bearing - The legal description should list what type of bearing are being used, i.e, magnetic (compass), true geodetic, grid and how they were derived (from GPS with OPUS printouts, astronomic observations, previous records with dates, ate.)
17. If the legal description is typed, ensure the legal matches the plat to avoid typo's (Example -N45-30-15W should be N45-30-15B or 1200.00 should be 200.00)
18. Curve Data Needed - Radius, Central Angle (Delta), Length of Arc, Chord Bearing and Distance (mainly needed for non-tangent curves but can always be used).
19. Right of Way Plats - There is a list of Basic Requirement for Surveys of Right-of-Way within the BIA Navajo Region.
20. A reference to all documents used to determine the boundary of the land surveyed, including the recording information for documents of record.
21. Additional Checks with 25 CFR 169.6, 169.7, 169.8, 169.10 and BIA Navajo Region Policy.

The consulting firm will maintain responsibility for delivering comprehensive reporting and ensuring regulatory compliance throughout the project's duration. Engagement with local communities is paramount to ensure that cultural values and community interests are respected and integrated into the service delivery.

For each assignment, the firm is required to furnish a detailed cost estimate and project timeline within three (3) working days of receiving a task order. This estimate must be transparent and itemized, encapsulating all anticipated expenses associated with the project, and should reflect an understanding of the unique requirements of working within the Navajo Nation.

All work performed under this contract must strictly adhere to relevant regulations established by the Navajo Nation, the Bureau of Indian Affairs (BIA), local standards and specifications, applicable state guidelines, and any additional pertinent standards as delineated in this Request for Qualifications (RFQ). Furthermore, the firm is expected to embed cultural sensitivity and sustainability practices into all compliance activities, in alignment with the values and needs of the Navajo Nation, thereby supporting the preservation of cultural and environmental integrity for future generations.

SECTION 4 – Proposal Content and Evaluation Criteria

A. Qualification of the Firm

Proposals must include the following elements:

1. **Letter of Interest**
Indicating the reasons for your firm's selection for Preliminary Studies and Compliance Services to the Navajo DOT, along with acknowledgment of receipt and review of any addenda.
2. **Insurance Evidence**
Present proof of adequate insurance such as Professional Liability Insurance.
3. **Key Personnel Resumes**
Include resumes of individuals who will actively participate in fulfilling project requirements, detailing both qualifications and relevant experience.
4. **Organizational Chart**
Provide a clear layout of the structure and communication channels between your firm and any sub-consultants.
5. **Capability Statement**
Demonstrate the ability to perform requisite aspects of the project, highlighting recent experience relevant to the provided SOW, and showcase the qualifications and availability of key personnel.
6. **Sub-Consultant Qualifications**
Detail any outside consultants regularly affiliated with your firm, including their proposed roles and responsibilities.

7. Regulatory Compliance

Acknowledge the need for services to meet professional requirements in all three states—Arizona, New Mexico, and Utah.

8. Legal Records

Disclose any civil or criminal claims, judgments, or lawsuits against your firm within the past ten (10) years.

9. Branch Office Capability

Describe the operational independence of your branch office and its capabilities for supporting work from the main office.

B. Priority 1

In accordance with the Navajo Business Opportunity Act, Title 5, Chapter 2, firms that prioritize the employment of Native American personnel, particularly those from the Navajo Nation, will receive Priority 1 consideration during the selection process. Firms are encouraged to submit resumes of qualified Native American candidates, as this inclusion will be evaluated favorably.

This legislation emphasizes the sovereign status of the Navajo Nation, granting it the authority to regulate all commercial activities within its territory, including those conducted by non-Native Americans and non-member Native Americans. As such, all business entities operating within the Navajo Nation and issuing Requests for Proposals (RFPs) are mandated to provide certified Navajo-owned businesses with the first opportunity to bid on projects, purchase materials, and procure services.

C. Experience

Provide proof of similar compliance service experience rendered over the past five (5) years, with three (3) references that verify relevant Preliminary Studies and Compliance Services. Only services managed by current personnel should be listed.

D. Project Understanding and Interest

Articulate an understanding of the project and delineate the approach to delivering Preliminary Studies and Compliance Services. Illustrate sensitivity to Navajo cultural values and the firm's experience in dealing with relevant governmental processes.

E. Past Performance Record

Demonstrate the firm's ability to manage and execute contracts with respect to time, cost control, quality assurance, and adherence to project budgets. Previous work conducted for Navajo Nation agencies will be favored.

SECTION 5 – Rating System on Evaluation Criteria

Each proposal will be evaluated based on the following scoring criteria:

Criteria	Points
A. Qualifications	30
B. Experience	20
C. Project Understanding and Interest	30
D. Record of Past Performance	20
Total Points	100

The Navajo DOT intends to rank firms according to their submitted responses; the right to conduct detailed interviews with the top five (5) ranked firms remains at their discretion.

End of Request for Qualifications