

Navajo Division of Transportation



NAVAJO D.O.T.

Request for Qualifications
BID Number: 25-04-3656LE
Engineering Services

16 Old Coalmine Road
Mentmore, New Mexico 87319
(505)371-8301

NAVAJO NATION DIVISION OF TRANSPORTATION (Navajo DOT)

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ON-CALL ENGINEERING 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 On-Call Engineering 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 disciplines:

- Transportation Planning
- Project Management
- Highway Engineering
- Traffic Engineering
- Geotechnical Engineering
- Structural Engineering
- Drainage Engineering
- Construction Management
- Road Maintenance
- Airport/Airfield Maintenance
- Planning, and Engineering
- Land Status Services
- Surveying Services

General Task: General Requirements *

1. The design and all work shall conform to the latest edition and amendments of the required specifications i.e. *FP-14 (U.S. English), by the Federal Highway Administration (FHWA). *A policy on Geo English Design of Highways and

Streets, 2011 (Green Book) *Highway Drainage Guidelines, lasted edition, by AASHTO.

2. Data Collection; Maps and Easement information shall be obtained from the utility companies.

3. Utility Coordination; DESIGN CONSULTANT shall coordinate with utility companies

4. Progress Meetings;

1. DESIGN CONSULTANT shall hold the following progress meetings at the NDOT offices or project site. a) Monthly Progress Meetings (conference call) shall be held. b) Utility Coordination Meetings shall be held at project after the plan submittal and as needed. c) Plans-in-Hand field Review to be held with the Chapter Meeting. d) Two (2) Miscellaneous Design Meetings. e) DESIGN CONSULTANT shall prepare and distribute meeting minutes for each Progress Meeting, including action items to be reviewed and updated at each Progress Meeting.

5. Chapter Meetings (optional) DESIGN CONSULTANT shall prepare for and participate in one (1) Public Information Meeting.

6. Project Management;

1. DESIGN CONSULTANT shall prepare monthly progress reports; perform regular budget and schedule monitoring; coordinate with utilities, NDOT representatives and other project stakeholders; and manage subconsultants. 2. The DESIGN CONSULTANT shall perform a Quality Review of the 95% documents and the sealed 100% Documents.

7. Design Survey;

1. The person responsible for the surveying shall be a Registered Land Surveyor in the State where the project is located and be proficient in preliminary road/bridge project surveying.

2. Survey data shall be collected and recorded in units and notation consistent with U.S. English Units.

3. Control points shall be established every 1000 ft. along the project and shall be identified by point a number, northing coordinate, easting coordinate, elevation and a descriptor code (i.e., cp-1, cp-2, cp-3). Control points shall be 3/4x 24 rebar with aluminum or plastic cap set outside of the anticipated construction limits. For projects less than 1,000 feet in length, a minimum of three control points shall be set for each

project. The control points shall be tied to at least two public land monuments which shall also be identified by a point number, northing coordinate, easting coordinate, elevation and a descriptor code.

4. The surveyor shall provide a complete survey of all topographic and physical features within a data collection corridor (1,000 feet left and 1,000 feet right on the approximate centerline of the existing roadway). The surveyor shall be responsible for contacting the local utility authorities to have existing utilities blue staked so that the utilities can be included in the survey. Each shot shall have a point number, northing coordinate, easting coordinate, elevation and a descriptor code. Shots shall include but are not limited to ground points, reference points, section line ties, property line ties, topographic string-lines (i.e. top of bank, bottom of bank, middle of drainage, top of ditch, bottom of ditch), physical feature string-lines (i.e. edge of road, edge of driveway, edge of building, fence lines, water lines, sewer lines, utility meters, utility valves, telephone pedestals, etc.), as well as any feature that might be anticipated to impact the design and/or construction of the proposed roadway.

5. The surveyor shall locate the existing Section Corners and Quarter Corners within the project limits to define the sectional boundary of the project. NDOT will provide Section Corner Data prior to survey.

6. Traffic control during the field surveying operations shall be in accordance with the

“Manual on Uniform Traffic control Devices, 2009 Edition”
by Federal Highway Administration (FHWA).

8. Deliverables: Bound report containing the following information:

a. Cover letter of submittal to the Navajo Division of Transportation. b. Signature sheet with project name, project number, date, registered land surveyor's professional stamp with signature and the signature of who prepared the report.

c. Table of Contents.

d. Introduction page describing project location, background and purpose. Include 7.5-minute series USGS topographical map showing the approximate location of the survey.

e. Survey log(s) showing project name, name or RLS and survey crew, equipment used, coordinate system used (i.e. UTM at ground), project datum (i.e. NAD 1983 for coordinate system at ground), coordinate units

(i.e. international feet), distance units (i.e. international feet), vertical units (i.e. U.S. survey feet), date, time weather, temperature, GEOID model (i.e. G03), and other appropriate information.

f. Hard copy of feature codes used with descriptions for each code.

g. Hard copy of a map showing the public land monuments that the control points are tied to, description of the public land monuments, description of the basis of bearing for the subject survey.

h. USB drive of collected survey data. Label the File with the project name, project number and date.

9. Plans, Specifications and Estimates;

DESIGN CONSULTANT will provide plans which incorporate the firm's logo, designers, reviewers, dates, etc.

DESIGN CONSULTANT will conduct a quality review and revise plans to reflect review comments.

DESIGN CONSULTANT will provide plans and special provisions to reference FP-14 specifications.

Detailed Design Plans and Special Contract Requirements:

1. The detailed plans shall include:

a. Cover Sheet.

b. Typical Section Sheet.

c. Project Plan Map.

d. General Notes.

e. Quantity List.

f. Project Land Ties.

g. Control Point Table. The Table shall include information on all critical points such as control points vertical control points, land ties points and PI points. Please note the following: The format of the Sheets described above (a, b, c, d, e, f, and g) shall be similar to the format currently used by the Navajo Regional Division of Transportation. A sample set of plans shall be provided upon request.

h. Plan and Profile Sheets. The plan and profile sheets shall show as a minimum (but not limited to) the following:

- (1) Existing topography, physical features, structures and utilities with appropriate labeling. A table shall be shown on either the p&p sheet or on a separate detail sheet summarizing information on utilities such as size and type of utility, height of utility and/or cover over the utility in relation to the finished grade of the proposed roadway.
 - (2) Horizontal alignment with stations every 100'. Show the bearings of the tangent portion of the alignment.
 - (3) Horizontal curves with table showing curve data and PI station with coordinates.
 - (4) Proposed construction.
 - (5) Proposed and/or existing right-of-way.
 - (6) Location and dimensions of existing and proposed turn-outs or road approaches.
 - (7) Location of existing and new drainage structures with a table showing station, size, and structural excavation required to install the new structure.
 - (8) Construction notes.
 - (9) Contour lines plotted at an appropriate interval that will not cover up other important details.
 - (10) Profile portion of the p&p sheets shall show curve transitions and full super data reference by station.
 - (11) Profile alignment showing vertical curve data and existing ground lines appropriately labeled.
 - (12) Drainage structures shown on the profiles with size, invert elevations and design flows for each drainage structure.
 - (13) Earthworks with balance points shall be shown on the profile portion of the sheets.
- i. Detail sheets as applicable to the project. All details shall show type of materials, installation procedures and references if any to the standard specifications and special contract requirements.

j. Legend.

k. Standard Detail Sheets such as Object Market Detail; Warning and Regulatory Signs; Slope Staking Examples; Construction Sediment Control; and Standard Construction Signs shall be similar to the format currently used by the Western Regional Division of Transportation (DOT). A sample set of plans shall be provided upon request.

2. Process Review:

The DESIGN CONSULTANT is required to participate in office and field reviews of the proposed design. For each process review the selected Respondent shall submit 5 copies all documents to the NDOT. The review process and the level of design to be completed for the review(s) shall be as follows:

a.30% Review:

(1) Minimum design criteria, cover sheet, preliminary typical section sheet, project plan map, control point sheet, public land ties sheet and plan & profile (p&p) sheets. The p&p sheets shall show all existing topography (i.e. water valves, fire hydrants, buildings, edge of roads, fence lines, drainage structures, etc.), contours, preliminary horizontal alignment with curve data, preliminary location of drainage structures, control points, reference points, benchmarks, property corners, existing terrain profile and preliminary vertical alignment with curve data.

(2) The review will be performed by appropriate Regional DOT, Agency, and Tribal staff for recommendations and/or clarifications to be incorporated into the design. A maximum of 15 working days shall be required to conduct the review. Included in the 15 days shall be a project site visit. Participants in the site visit shall be Regional Roads, Agency, and Tribal staff as well as the selected Respondent representatives. As a minimum the selected Respondent shall be represented by the Project Manager, Environmental Specialist and Archaeologist.

(3) The DESIGN CONSULTANT shall be responsible for coordinating the site visit.

b.60% Review:

(1) Geotechnical report and drainage study shall be completed

(stamped and signed) and submitted at this review.

(2) Projects that include a bridge or bridges shall include a sheet showing the proposed type, size and location (T,S&L) of the structure(s). Bridge designs shall be performed by a Professional

(Structural) Engineer registered in the State where the project is located.

(3) Cover sheet, typical section sheet, project plan map, control point sheet, public land ties sheet and plan & profile sheets. The p&p sheets shall show all existing topography (i.e. water valves, fire hydrants, buildings, edge of roads, fence lines, drainage structures, etc.), contours, proposed horizontal alignment with curve data, proposed location, type and size of drainage structures, control points, reference points, bench marks, property corners, existing terrain profile, proposed vertical alignment with curve data, preliminary earthworks, appropriate detail sheets and end-areas.

(4) The review will be performed by appropriate Regional Office, Agency, and Tribal staff for recommendations and/or clarifications to be incorporated into the design. A maximum of 15 working days shall be required to conduct the review. Included in the 15 days shall be a plan-in-hand field review at the project site as well as a public meeting. For the plan-in-hand review, stakes with stationing marked on them shall be placed every 100 feet on the proposed centerline. Participants in the field review shall be Regional DOT, Agency, and Tribal staff as well as the selected Respondent's representatives. As a minimum the selected Respondent shall be represented by the Project Manager, Environmental Specialist and Archaeologist.

The DESIGN CONSULTANT shall be responsible for coordinating the

c.90% Review:

(1) Projects that include a bridge or bridges shall include finalized structure drawings and associated details that have been stamped and signed by the professional (Structural) Engineer. Copies of structural calculations shall also be submitted at this review.

(2) For projects that include a bridge or bridges, the BIA will submit the deliverables from Geotechnical Investigation and Analysis; Hydrology and Hydraulics; Structure Drawings and Associated Details; and Structure Calculations to the Federal Highway Administration for review.

(3) The detailed plans as described under E. Detailed Design Plans, 1.a through 1.k.

(4) End areas that show elevations at the catch point, ditch lines, centerline of the template, distance from the centerline to the catch point, right-of-way location and drainage structures.

(5) Special contract requirements.

(6) Engineer's estimate

(7) This review shall involve finalizing the plans and special contract requirements prior to submittal to the Regional Road Engineer for final acceptance. The review will be performed by appropriate Regional Office, Agency, and Tribal Staff for recommendations and/or clarifications to be incorporated into the design.

Deliverables; a. Cover letter of submittal to the Navajo Nation.

b.100% complete detailed design plans with special contract requirements and an engineer's estimate. These documents shall include the recommendations and/or clarifications from the 90% review. The project cover sheet shall be stamped and signed by the Professional (Civil) Engineer and all structural drawings shall be stamped and signed by the Professional (Structural) Engineer.

c. Quantity calculations.

d. Correspondence

DRAINAGE REPORT Drainage Analysis Report:

The person responsible for the study and analysis shall be a Professional (Civil) Engineer registered in the State where the project is located. The DESIGN CONSULTANT shall validate the hydrologic and hydraulic evaluation that was completed in the 2015 Drainage Study performed by Dibble Engineering. The previous hydrologic and hydraulic analysis will be validated with the following as a minimum AASHTO Highway Drainage Guidelines latest edition; Nationwide Summary of U.S. Geological Survey Regional Regression Equations for Estimating Magnitude and Frequency of Floods for Ungagged Sites, 1993 by U.S. Geological Survey, Water-Resources Investigations Report 94-4002; applicable Hydraulic Engineering Circulars such as HEC-RAS, HEC-18, HEC-20 and HEC-11, and FEMA Flood Insurance Studies and Mapping.

Deliverables:

The DESIGN CONSULTANT shall provide the validated previous hydrology and hydraulics analysis as well as a scour report & analysis for review and acceptance with the 60% review of the detailed design plans. A bound report shall include (as a minimum) the following:

- a. A Memo submitted to the Navajo Nation.
- b. Signature sheet with project name, project number, date, registered engineer's professional stamp with signature, and the signature of who prepared the validation memo.
- c. Table of Contents.
- d. A section describing project location, background and purpose. Include in this section a statement as to whether the site(s) is within a FEMA mapped flood zone. If the site is within a FEMA mapped food zone, provide the map showing this as well as a local contact person with address and phone number.
- e. A section describing the method and procedures used in the analysis. Include 7.5-minute series USGS topographical

map(s) showing the delineated drainage areas. Label each drainage area.

f. Discussion of analysis, recommended structure(s) and erosion control measures. For each structure show the calculated peak flows (Q), mean velocity (Vm) in feet per second and mean water surface elevation (WS WL) in feet.

g. Appendix sections showing computations, charts and graphs used in the analysis, and references to other information, design books, manuals, etc., used.

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 planning; scoping; project management; preparation of preliminary and final design plans, specifications, and engineer's estimates; generating construction bid documents; and managing construction operations. Funding sources for these services will primarily include the Navajo Nation's Non-Federal Funded Tribal Transportation Program, the Navajo Nation's Road Fund Management, State of Arizona, New Mexico, and Utah. No Federal Aviation Administration Airport Improvement Program will 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 Request for Qualification (RFQ) packet is available for collection at the Navajo Division of Transportation (Navajo DOT) located at the Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, New Mexico beginning **February 00, 2025**, during normal business hours. The complex is accessible north of New Mexico State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Interested parties may contact the Navajo

Division of Transportation (Navajo DOT) at (505) 371-8301 to request a packet, or download from the official Navajo Division of Transportation website: www.navajodot.org.

3. General Scope of Work (SOW)

The selected firms will provide Navajo Division of Transportation (Navajo DOT) with an extensive suite of On-Call Engineering Services in the areas of: Transportation Planning; Project Management; Highway Engineering; Traffic Engineering; Geotechnical Engineering; Structural Engineering; Drainage Engineering; Land Status Services; Surveying Services; Construction Management; Road Maintenance; Airport/Airfield Maintenance, Planning and Engineering. 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 Request for Qualification (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
Consultant Interviews of Top Five Firms	June 13, 2025

5. **Inquiries**

Written questions regarding the Request for Qualification (RFQ) must be sent to the Project Contact as listed below, via mail, fax, or email, by **4:00 PM (MST) on May 21, 2025**.

Responses to queries, and any amendments to the Request for Qualification (RFQ), will be communicated in writing to all parties who acquired the Request for Qualification (RFQ).

No further questions will be accepted after this date.

Point of 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. Every page that contains proprietary information must be stamped or imprinted "Proprietary".

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, such as, Navajo Nation Laws, Federal, State, and local requirements including the Navajo Business and Procurement

Act, at N.N.C 1501 et. seq., and the Navajo Business Opportunity Act, at 5 N.N.C 1501 et seq., 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, at its sole expense, 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 review 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 #25-04-3656LE – ON-CALL ENGINEERING SERVICES"
 - The submitting firm's name, address, and contact information shall be written legibly and shown on the outside of the sealed envelope.

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.
- The following information is not included in the 30-page limit :proposal front and back cover, cover letter on company letterhead, dividers/tabs,

as long as there is nothing on them; and maximum one-page resumes of key personnel.

- RFQ proposals must be spiral-bound using plastic or metal binding only. Please do not submit RFQ proposals in loose-leaf 3-ring binders; these will be considered non-responsive and returned to the firm un-rated.
- Proposals exceeding the 30-page limit or any resumes exceeding the 1-page limit will be considered non-responsive and will be returned to the applicant un-rated.

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 will provide comprehensive On-Call Engineering Services for Navajo Nation Division of Transportation (Navajo DOT) across the entirety of the Navajo Nation. The scope of work will encompass a wide array of engineering services, including but not limited to:

- **Transportation Planning:** Conducting feasibility studies, needs assessments, and long-range planning to enhance the transportation infrastructure, addressing both current and future mobility needs. This includes coordination with local communities and stakeholders to ensure alignment with cultural and environmental considerations.
- **Project Management:** Implementing best practices in project planning, execution, monitoring, and closure. This includes schedule development, resource allocation, risk assessment, and stakeholder communication to ensure projects are completed on time and within budget.
- **Highway, Traffic, Geotechnical, Drainage, and Structural Engineering:** Performing detailed analysis and design for highway systems, traffic flow, geotechnical investigations, drainage systems, and structural integrity assessments. This includes preparation of engineering reports, design documents, and construction specifications that comply with the highest industry standards.
- **Construction Management:** Overseeing construction activities to ensure adherence to design specifications, quality control, safety regulations, and environmental protections. This involves daily site inspections, progress monitoring, coordination among contractors and subcontractors, and troubleshooting issues that arise during construction.
- **Road and Airport/Airfield Maintenance, Planning, and Engineering:** Developing and implementing maintenance plans for roadways and airport

facilities, including regular inspections, repair strategies, and compliance with Federal Aviation Administration (FAA) regulations. This also entails conducting safety assessments and recommending improvements to enhance operational efficiency.

The firm will be responsible for the comprehensive planning, scoping, project management, and execution of these engineering services, which includes the creation of detailed design plans, compliance documentation, and oversight of construction management tasks. Specific project assignments will be determined at various locations throughout the Navajo Nation, with each task order providing explicit service requirements.

For each assignment, the firm is required to submit a detailed cost estimate and project timeline within three (3) working days of receiving a task order. This estimate must be transparent and itemized, reflecting all anticipated expenses associated with the project.

All work performed under this contract must adhere to the relevant regulations of the Navajo Nation regulations and requirements, Bureau of Indian Affairs (BIA) local standards and specifications under 25 CFR part 170, applicable state guidelines, and any other pertinent standards as outlined in this Request for Qualifications (RFQ). Additionally, the firm is expected to integrate cultural sensitivity and sustainability practices into all engineering solutions to align with the values and needs of the Navajo Nation.

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 On-Call Engineering 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

Navajo Nation covers three states: Arizona, New Mexico, and Utah. Engineering and surveying services may occur within the three states, will require a professional engineering seal, registered land surveyor seal on documents prepared for individual projects within each state.

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 home 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 engineering service experience rendered over the past five (5) years, with three (3) references that verify relevant On-Call Engineering 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 On-Call Engineering 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, Familiarity 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.