

WESTERN REGIONAL BUSINESS DEVELOPMENT OFFICE-TUBA CITY AUTO
REQUEST FOR PROPOSALS FOR PARKING LOT PAVING
RFP BID NUMBER: 25-09-3868SB

Bid Open: October 20, 2025

Bid Close: November 14, 2025

Invitation: Authorized licensed/certified road paver for Tuba City Auto

BACKGROUND: This primary goal of this project is to construct a new parking lot that will cover approximately $\frac{3}{4}$ of the 1-acre property. The remaining $\frac{1}{4}$ of the land is occupied by the existing building. The construction is to comply with a design developed by Hooghan, LLC, and all relevant federal, state, and local utility specifications for parking lot pavement projects.

Barney Enterprise, LLC operates and manages an auto repair shop, a laundromat and its office headquarters, the business is situated on approximately 1+- acre of land, $\frac{3}{4}$ of the land will be paved for a parking lot for customers and staff, $\frac{1}{4}$ of the land is occupied with a building that houses the laundromat, auto shop and an office.

BID SCHEDULE

1.	Issue of Invitations	October 20, 2025
2.	RFP-Questions Due	October 31, 2025
3.	RFP Proposal Due	November 03, 2025
4.	Official Opening of RFP Proposals, including Evaluation and Selection begins	November 07, 2025
5.	Notice of Selection	November 14, 2025

PURPOSE: Western RBDO seeks Request for Proposal (RFP) from qualified licensed/certified road pavers to pave the parking lot for Tuba City Auto.

Scope of Work

Key Objectives and Requirements:

The SOW emphasizes several critical aspects for the construction of the new parking lot:

- **Longevity and Maintenance:** The parking lot must be constructed to have the longest possible life and the lowest maintenance cost, using high-quality materials and workmanship.
- **Design Compliance:** The design by Hooghan, LLC, is to be strictly followed.
- **Pavement Thickness:** A conservative pavement thickness, as recommended in the design, is to be used to support daily vehicle traffic, including dumpster trucks.
- **Subbase and Base Layer:** The subbase must be checked for adequate compaction, with no visible water or movement. The base layer/subsoil must be firm and unyielding under the pressure of repeated construction trucks.

- **Drainage:** Proper drainage must be constructed to prevent water puddling.
- **Utility Coordination:** Before excavation, the contractor/firm must contact local utility authorities to prevent damage to underground utilities, referring to the design for specific locations.
- **Grading and Materials:** The parking lot must be properly graded, the pavement must have the correct depth, and the correct crushed aggregate materials must be installed.
- **Accessibility:** All ramps, parking areas, and walkways must meet American with Disabilities Act Standards.
- **Pre-Paving Inspection:** Before asphalt mixture delivery, an inspector must review the site to ensure it is ready for construction and asphalt paving.
- **Safety:** Safety is paramount. Steps must be taken to always ensure the safety of all workers and the public. This includes protecting entrances, exits, and crossing points, planning vehicle movement, ensuring pedestrian safety, and having construction warning signs and clear work zone markings. Traffic on Peshlakai Street must have proper signage for smooth flow.
- **Meetings:** A pre-construction meeting is required within two weeks of the Notice-to-Proceed, followed by regular construction meetings to keep the project on schedule and ensure a high-quality product.

Additional Considerations/Reference Notes: The design by Hooghan, LLC, and soil testing report developed by GeoMat, Inc., are to be used to ensure all necessary details, procedures, and specifications are included, even if omitted from this SOW.



INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Edbert Little, Western Regional Business Development Office's Program Manager II. Only Written responses will be considered official. All questions will be directed to:

Edbert Little, Program Manager II

Western Regional Business Development Office

720 South Main Street, Suite C (KFC Building)

P.O. Box 485

Tuba City AZ 86045

PH. (928)283-3011

Email: esliddle@navajo-nsn.gov

Questions regarding this RFP will be accepted until 4:00 p.m. (MDT) on October 31, 2025.

SUBMISSION: All proposed bids shall be submitted in a sealed bib, in written documentation, and attach all required licenses and registrations to Western Regional Business Development Office. All bids shall be submitted by mail or delivered in-person to:

Western Regional Business Development Office

720 South Main Street, Suite C (KFC Building)

P.O. Box 485

Tuba City AZ 86045

RFP BID NO: 25-09-3868SB

PRIORITY: It is the responsibility of the bidder to identify themselves as a certified vendor registered and in good standing with the Navajo Nation Business Opportunity Act. All bidders are responsible for marking on the outside of their sealed bid, if applicable, their priority status Number (e.g., Priority One, Priority Two) as recorded by the Navajo Nation Business Opportunity Act.

REJECTIONS: Western Regional Business Development Office reserves the right to reject any or all statements of qualifications and shall be the sole judge of the merits of the respective statements of qualifications received.

PROCUREMENT OF REQUEST FOR PROPOSAL: This RFP shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations, including the Navajo Nation Business Opportunity Act. All applicable rules, regulations, and law shall also be followed by all parties. Bidders shall have familiarized themselves with Navajo Nation regulations and laws prior to submitting their proposed responses to this RFP. Bidders may request a copy of the Navajo Business Opportunity Act from Western Regional Business Development Office at any time up to the deadline for proposals.

AMENDMENTS TO SUBMITTED BIDS: A Bidder who submitted their bid but needs to modify/amend their bid may do so **before** the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.

PROPOSAL SUBMISSION: All bids must be received on or before 4:00 p.m. (MDT) on November 03, 2025. Bidders who are mailing their bids should allow for sufficient time for mail delivery to ensure timely receipt by the date specified. If a bid is mailed, it is recommended that the bid be sent by certified or registered mail to the address indicated on the cover sheet of the RFP. Late bids shall not be considered.

RESPONSE MATERIAL OWNERSHIP: All materials submitted in response to this RFP shall become property of the Western Regional Business Development Office and will not be returned to the Bidder. Responses received will be retained by the Western Regional Business Development Office and may be reviewed by any person after final selection has been made. The Western Regional Business Development Office has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a Bidder or their proposal does not eliminate this right.

INCURRING COST: Any Cost(s) incurred by the Bidder in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the Bidder.

APPLICATION REQUIREMENTS

1. PROPOSAL FORMAT

- a. Bidder(s) must state whether they are a Priority One or Priority Two vendor under the Navajo Nation Business Opportunity Act.
- b. All proposals must be typewritten on standard 8-1/2 x 11 paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or that a like.
- c. An original RFP response and three (3) copies must be provided in a sealed envelope.
- d. The proposal must be organized and indexed in the following format.
 - i. A letter of transmittal;
 - ii. Statements of qualification;
 - iii. Proposal of Contract Approach; and
 - iv. Proposed cost (Sealed in Separate Envelope)
- e. Each Proposal must be accompanied by a letter of Transmittal. The letter of transmittal must:
 - i. Provide background on company;
 - ii. Identify the name of person responding to the RFP;
 - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - iv. Identify the name(s), file(s), and telephone number(s) of person to contact for clarification;
 - v. Explicitly indicate "Acceptance" of the conditions governing this procurement;
 - vi. Be signed by the person responding to the RFP; and
 - vii. Acknowledge receipt of any and all amendments to the RFP.

2. STATEMENT OF QUALIFICATIONS: The Bidder must submit a statement of qualifications to include:

- a. Resume;
- b. Number of years of experience working with the Navajo Nation government or other governmental entities;
- c. Provide current and valid license from an appropriate State Licensing Board or Agency for the type of work to be performed under this RFP, which license is customarily maintained in the industry.
- d. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity and substances of services provided. These references should include past and present clients, including names and contact information.
- e. Field related degree and/or certification;
- f. Safety Certification;
- g. Provide number of employees in the company/organization;
- h. Provide in detail how the Bidder would accomplish the objectives described in the scope of work. This section must include details and sample reports regarding approach to complete the paving of the facility's parking area.

3. COST & BUDGET BREAKDOWN: Bidder must submit a cost and budget breakdown. This section must include a detailed cost proposal broken down in the following areas:

- a. Price of Service Fee;
- b. Price of Materials;
- c. Navajo Nation Tax of 6% and applicable local tax;

d. Total cost.

- 4. OTHER ADDITIONAL REQUIRED DOCUMENTATION:** The following documents listed below are required and must be submitted:
- a. Navajo Nation Certification regarding Debarment & Suspension Form(attached)
 - b. Federal Internal Revenue Tax Form (W-9)
 - c. Licensed, bonded and current General Liability Insurance as recommended and verified by the Navajo Nation Risk Management Program. The insurance shall name the Navajo Nation/Western Regional Business Development Office/Tuba City Auto Tech as an additional insured, if contractors are performed under the RFP.
 - d. Provide latest financial documentation to ensure their financial capabilities to purchase paving materials in advance, if needed.

EVALUTION PROCEDURES & SELECTION CRITERIA

1. EVALUATION PROCEDURES AND SELECTION CRITERIA

- a. An evaluation team will evaluate the proposals received, in accordance with the general used herein. Bidders should be prepared to provide additional information when the team feels necessary for the fair evaluation of proposals.
- b. Failure of the Bidder to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the Bidder to the execution of the contract.
- c. The sole objective of the review team will be to select the Bidder who is most responsible to the needs of Tuba City Auto Tech/Western Regional Business Development Office. The specification in the RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review will select and recommend the Bidder who best meets the objective. If there is only one responsive bid, the Division of Economic Development may elect to evaluate the RFP solely.

2. EVALUATION CRITERIA

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| a. Presentation of response | 1-20 points |
| i. Completeness | |
| ii. Clarity of Presentation | |
| b. Statement of Qualification | 1-10 points |
| i. List of three (3) client references | |
| c. Technical Requirements | 1-20 points |
| i. Project Description | |
| ii. Projected accomplishments | |
| d. Project Management | 1-20 points |
| i. Project Management Experience | |
| ii. Schedule/Project Plan | |
| iii. Staffing | |

3. RELATED EXPERIENCE/EDUCATION CREDENTIALS

- | | |
|--------------------|--------------------|
| a. Cost of Service | 1-30 points |
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TOTAL POSSIBLE POINTS

100 POINTS

GENERAL TERMS AND CONDITIONS

1. **STANDARD CONTRACT:** Western Regional Business Development Office reserves the right to incorporate standard contract provision (s) into any contract negotiations because of a proposal submitted in response to the RFP.
2. **TAXES:** Bidder shall comply with all applicable Navajo Nation tax laws under Title 24 of the Navajo Nation Code and corresponding regulations. All appropriate taxes should be included in cost including the Navajo Nation Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at 6% pursuant to 24 N.N.C. § 601 et. Seq., and the Navajo Nation Sales Tax Regulations.
3. **SOVEREIGNTY:** Nothing herein shall be considered a waiver, express or implied of the sovereign immunity of the Navajo Nation, except to the limited extension provided for under the Navajo Nation Sovereign Immunity Act, as amended, at 1 N.N.C. §§ 551 et. Seq.
4. **AMENDMENTS:** Any revisions, amendments, addendums, change orders, modifications, increase in payment over and above the original contract amount or change whatsoever to any provision of the RFP or scope of work shall be made only by a duly approved written agreement, deemed a modification and signed by the Navajo Nation President.
5. **SUFFICIENT APPROPRIATIONS:** A contract awarded as result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the vendor shall effect such termination or reduction in scope. Western Regional Business Development Office's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Bidder.
6. **WARRANTIES:** Bidder warrants that all labor, materials, equipment, and fixtures shall be of good quality, new, that the work will be free of defects in design, materials and workmanship. Any portion of the work not conforming to these requirements, including substitutions not properly approved and authorized by the Western Regional Business Development Office, and including nonconformance relating to any materials, equipment, furnishing, labor, installation or workmanship, may be considered defective. Additionally, Bidder will ensure all materials, equipment, and fixtures are covered by the warranty provided by the manufacturer and shall be at least twelve (12) MONTHS OR MORE. At a minimum, the manufacturer's warranty shall cover installations errors, defective workmanship and missing or incorrect parts for at least twelve (12) months or more.
7. **REPAIR PARTS AND SERVICE:** Bidder will repair, replace, or re-reform or pay the Navajo Nation the reasonable cost of such repair, replacement or re-performance, any portion of the work Western Regional Business Development Office deems in its discretion to be defective. Additionally, the manufacturer shall be able to furnish replacement parts or furnish service by providing a list of agencies where a stock of repair is available and can be secured in a reasonable time.
8. **WARRANT REPAIR WORK:** All work performance by the Bidder, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date of completion of the constructed parking lot/area.
9. **WORK PERFORMED:** Work performed by the Bidder shall not void any manufacturer's warranty on equipment or fixtures. All warranty repair must be initiated within forty-eight (48) hours after notification by the Western Regional Business Development Office Manager.
10. The Bidder shall provide a timeline for repair. If the warranty repair is improper or inadequate, the Western Regional Business Development Office Manager will initiate the repair. All costs incurred will be billed to the Bidder and the Bidder will reimburse the Western Regional Business Development Office for the cost of the repairs within ten (10) working days from the date of the repair.