REQUEST FOR PROPOSAL

RFP # **25-06-3751GC**
Project Title: Topographic Survey Services for Site Development of the East Gallup Mixed Development Initiatives

Issuing Office: Eastern Regional Business Development Office
Division of Economic Development
THE NAVAJO NATION

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RFP Issue Date: June 25, 2025

Proposal Closing Date: July 15, 2025, at 5:00 PM MDT

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Introduction

The Navajo Nation Division of Economic Development (DED), through its Eastern Regional Business Development Office (ERBDO), is seeking a highly qualified Consultant to provide comprehensive Topographic Survey Services for the East Gallup Mixed-Use Development. The objective of this survey is to inform the next crucial steps in the planning and development of this significant initiative by identifying areas suitable and unsuitable for development.

Interested parties are invited to submit proposals outlining their qualifications, experience, and strategic vision for this transformative project.

Project Overview

The East Gallup Mixed-Use Development site encompasses 81.52 acres of undeveloped trust land within the Church Rock Chapter boundary. This strategically located parcel is positioned directly across from Gallup-Miyamura Public High School, off New Mexico State Highway 564, offering exceptional visibility and high traffic exposure at the intersection of Historic Route 66 and U.S. Highway 564. While the topography presents a challenge with hilly and uneven terrain requiring significant earthwork, the site's prime location and accessibility make it an extremely compelling prospect for development.

Potential Projects

- Commercial/Retail Complex: Offering a variety of retail options and services.
- Industrial/Light Manufacturing: Providing space for light industrial operations and manufacturing.
- Restaurants/Cafes: Creating diverse dining experiences.
- Medical Facilities: Expanding access to healthcare services.
- Residential Development: Including apartment complexes and housing units.
- Public Safety Facilities: Enhancing community safety and security.
- Senior Assistance Living: Providing supportive housing for seniors.
- Wellness Center: Promoting health and well-being.
- Professional Office Complex: Offering modern office space for businesses.
- Government Office Complex: Consolidating government services.

The consultant should possess in-house capabilities or established partnerships in the following areas:

- Civil Engineering: Planning and design of infrastructure, including roads, utilities, and drainage systems.
- Land Planning: Creating site plans, master plans, and development strategies.
- Utility Analysis: Assessing utility needs and infrastructure requirements.

A Conceptual Master Planning, Preliminary Economic Feasibility, and Preliminary Engineering Analysis report was completed in 2023. This report provides valuable insights into the project's potential and includes schematic layouts for the proposed developments. This existing documentation will serve as a foundation for the Master Developer's planning and design efforts.

Site Overview

General Site Characteristics and Existing Conditions

Location and Accessibility

The proposed development site enjoys high visibility and traffic volumes due to its strategic location on the eastern side of New Mexico State Highway 564 (Broadman Drive), directly across from Gallup-Miyamura High School.

Legal Description

The available land is a rectangular parcel running north to south, as detailed in the attached land survey (Exhibit A).

Legal Land Survey

A legal land survey can be provided by request.

Topography

The site is characterized by two hills situated at the north and south ends, with a generally flat area in between. A traffic signal provides convenient access to the site.

Utilities

Electricity and natural gas services are provided by the City of Gallup. Navajo Tribal Utility Authority (NTUA) active water line runs through the property

Preliminary Assessments

While a conceptual master plan and preliminary feasibility studies have been conducted, further site-specific investigations are required. These include:

- **Topographic Survey:** A precise survey to determine elevations and contours.
- **Geotechnical Soil Investigations:** Assessment of soil conditions to inform foundation design and construction.

Service Required

This Request for Proposals (RFP) seeks proposals that encompass the following tasks and all other necessary work to fully achieve the project's goals and objectives. The selected Respondent will be required to coordinate closely with the Division of Economic Development/Eastern Regional Business Development Office, other relevant officials and entities, and manage documentation, public workshops, and project updates with the Owner.

1.0 Site Inventory & Mapping:

This section consists of a detailed inventory and mapping of existing property conditions that affect facility stewardship and future development. All mapping and drawings will be provided in hard copy and in digital format.

1.1 Survey mapping:

To include topography, boundary, and easement locations, trees/vegetation mapping, paving areas, walkways and other site improvements.

1.2 Future building floor plans:

Field verification of buildings, placed in the context of the overall site plan.

1.3 Utility Systems Plan:

Above and below ground, where they can be determined from existing drawings, member/staff knowledge and detectable landmarks.

1.4 Drainage Plan:

Overall site drainage patterns and devices, existing drainage analysis, calculations, basin mapping.

1.5 Neighborhood contextual mapping:

Site access, land use, drainage, utility services.

2.0 Property Analysis:

This section involves an analysis of how existing conditions can support the program for future development and identify which utilities will require expansion. This element requires partial completion of a "needs assessment" and is a continuation of the initial Assessment Study.

2.1 Drainage:

Capacity for on-site and off-site drainage and anticipated requirements for project

2.2 Water & Wastewater system:

Current system capacity and anticipated requirements for future - domestic water supply and fire flow supply for hydrants and sprinkler system.

2.3 Gas system:

Current capacity of natural gas piped delivery system and anticipated requirements for future use.

2.4 Electrical system:

Current capacity of existing electrical service, and anticipated requirements for future use.

2.5 Communication systems:

Current capacity of existing phone and internet services and anticipated/desired upgrades for future use.

2.6 Soils:

Geotechnical evaluation of soils for structural analysis for future building structures, drainage requirements, other civil engineering site improvements such as paving composition.

2.7 Vegetation:

Landscape architect's evaluation/assessment of trees, landscape areas, irrigation system; conceptual landscape design for master plan.

2.8 Use Permitting and rights of way:

Submission of master site plan and accompanying documents to obtain utility review of the proposed site improvements and buildings for general compliance with local standards and anticipated use permit process.

Respondents must submit any questions regarding the RFP in email writing to the following:

	Edgar Tohtsoni	etohtsoni@navajo-nsn.gov
cc:	Jeremy Buckinghorse	jbuckinghorse@navajo-nsn.gov
cc:	Myron Rintala	mrrintala@navajo-nsn.gov

No phone calls will be accepted.

Statements of Qualification (SOQ) Guidelines

Submission Requirements

Submissions shall include a comprehensive description of the respondents' capabilities to satisfy the requirements of this RFP. Emphasis should be on the completeness and clarity of content. Submissions should be prepared in the following format.

Statement Required Documentation:

1. Offeror's Statement must contain the following, completed documents:
2. Certificates and Licenses held by the Offeror or its employees relevant to the subject matter of this RFP;
3. Certificate of Offeror's NBOA Priority Classification, if applicable (include regardless of whether also sent as a separate attachment to the cover e-mail);
4. Certificate of Good Standing issued by the Business Regulatory Department within the past twelve (12) months showing that Offeror is authorized to operate on the Navajo Nation; if applicable,
5. Navajo Nation Certificate of Debarment and Suspension
6. Internal Revenue Service (IRS) W-9 Form containing the Federal Identification Number
7. Certificate of Insurance, listing the Navajo Nation as additionally insured. The final insurance limits will be made by the Navajo Nation Risk Management Department.
8. Must be in Good Standing with the Navajo Nation.

Cover Page:

The cover should contain the following relevant data:

- Statement of Qualifications: Topographical Survey Services for Eastern Regional Business Development Office
- RFP BID # 25-06-3751GC – East Gallup Mixed Development Initiatives
- Submittal Due Date and Time
- Firm Name
- Other Information / Graphics as Desired

Cover Letter:

Provide a cover letter on the firm's letterhead identifying the respondent firm and introducing key team members. Briefly summarize the respondent firm's background and any distinguishing qualities or capabilities that uniquely qualify the team for this project. Provide an expression of the firm's interest in being selected. Specifically state that reasonable diligence has been exercised in the preparation of the SOQ and that all contents are true, accurate, and complete to the best of the signer's knowledge.

Firms who are certified as Priority 1 or Priority 2 by the Navajo Business Regulatory Department for contracting preference, indicate on the outside of the packet such Priority status. The current preference certificate must be submitted for preference consideration.

Table of Contents:
The Table of Contents shall include all SOQ sections as listed below.

Introduction:

a. Firm introduction for topographic surveyor and each team member. Include general description of roles and responsibilities, and list office location(s) – headquarters and local office that would manage this project.
b. Include a team organizational chart showing lines of authority.

Proposed Methodology & Approach:
This section should detail the specific methods, techniques, and strategies your firm will employ to successfully execute the scope of work outlined in the RFP. Clearly articulate your understanding of the project's objectives and how your proposed approach will achieve them efficiently and effectively.

a. Project Understanding: Demonstrate a clear comprehension of the project goals, challenges, and specific requirements.
b. Technical Approach: Describe the specific methodologies, technologies, and tools you will utilize for topographical survey services. This should include data acquisition methods, software, and quality control procedures.
c. Work Plan: Provide a detailed breakdown of tasks, activities, and deliverables for each phase of the project.
d. Innovation and Value-Add: Highlight any unique approaches, innovations, or added value your firm brings to the project that distinguishes you from competitors.

Timeline:
Provide a comprehensive project schedule outlining key milestones, deliverables, and durations for each phase of the project, from commencement to completion. The timeline should be realistic and demonstrate your ability to meet the project's deadlines.

a. Project Start and End Dates: Clearly state the proposed start and completion dates for the entire project.
b. Phase Breakdown: Detail the timeline for each major project phase (e.g., planning, data acquisition, processing, reporting, etc).
c. Milestone Schedule: Identify critical milestones and their corresponding dates.
d. Dependencies: Indicate any critical dependencies or assumptions that could impact the project timeline.

Budget Breakdown:
Submit a detailed and comprehensive budget proposal that clearly itemizes all costs associated with providing the topographical survey services. The budget should be transparent and provide sufficient detail for evaluation.

a. Personnel Costs: Itemize labor costs by personnel type, hourly rates, and estimated hours for each phase.
b. Equipment and Technology Costs: List costs associated with specialized equipment, software, and technology required for the project.
c. Travel and Per Diem: Include estimated costs for travel, lodging, and per diem for all necessary personnel.
d. Other Direct Costs: Enumerate any other direct project-related expenses.
e. Subcontractor Costs: If applicable, provide a breakdown of costs for any subcontractors.
f. Total Project Cost: Clearly state the total proposed cost for the entire project.

Project Experience:

a. Describe projects (minimum of 6) that best represent the team's direct, applicable experience and capability to acquire, finance, and create a development as envisioned by this solicitation. Include a project description, location, land uses, duration, cost, role of development entity, and three references.
b. Respondent's understanding and experience working with the local community or other tribal and non-tribal government entities on similar projects.
c. List projects – completed and ongoing along Interstate 40, on or around the Navajo Nation, and other areas.

Team Qualifications:

a. Resumes for key personnel to include their proposed role, qualifications, education and certifications, community and professional affiliations, and similar project experience. Include the home office location for each key personnel. Preference will be given to teams that feature Native employees and/or partnerships with Native-owned businesses directly contributing project expertise.

Other Legal or Contractual Information:

This section should address any additional legal or contractual considerations pertinent to your firm's ability to undertake and complete the project.

a. Conflict of Interest: Disclose any potential conflicts of interest that may arise from your firm's involvement in this project.
b. Litigation History: Provide information on any past or pending litigation involving your firm that could impact your ability to perform the contract.
c. Compliance: Affirm your firm's commitment to comply with all applicable Navajo Nation laws, regulations, and procurement rules.
d. Contractual Exceptions (if any): Clearly state any exceptions or deviations you are proposing to the standard contractual terms and conditions (this should be minimal and thoroughly justified).

Evaluation Criteria

Proposals will be evaluated based on the following criteria, with points assigned as indicated. The highest-scoring proposal that meets all mandatory requirements will be selected.

Understanding of Project & Proposed Methodology (30 Points)

This criterion assesses the respondent's comprehension of the project's objectives, the proposed technical approach, and the overall work plan.

- Project Understanding (10 points):
  - Clarity and accuracy in demonstrating an understanding of the East Gallup Mixed-Use Development project, its goals, challenges, and specific requirements for topographical survey services.
  - Ability to articulate how the proposed approach aligns with the overall vision of the development.
- Technical Approach & Work Plan (15 points):
  - Soundness and specificity of the proposed methodologies, technologies, and tools for topographical survey services, including data acquisition, software, and quality control.
  - Completeness and logical flow of the detailed breakdown of tasks, activities, and deliverables for each project phase.
- Innovation and Value-Add (5 points):
  - Identification of unique approaches, innovations, or added value that the firm brings to the project.

Team Qualifications & Experience (25 Points)

This criterion evaluates the qualifications and experience of the firm and its key personnel, as well as the relevance of past projects.

- Firm Introduction & Organizational Chart (5 points):
  - Clarity and completeness of the firm's introduction, including roles and responsibilities, office locations, and a clear team organizational chart.
- Key Personnel Qualifications (10 points):
  - Relevance and strength of resumes for key personnel, including proposed roles, qualifications, education, certifications, and similar project experience.
  - Presence and contribution of Native employees and/or partnerships with Native-owned businesses directly contributing project expertise.
- Project Experience (10 points):
  - Direct applicability and relevance of the minimum of six (6) described projects to the scope of this solicitation.
  - Demonstrated understanding and experience working with local community, tribal, and non-tribal government entities on similar projects.
  - Relevance of listed projects along Interstate 40, on or around the Navajo Nation, and other areas.

Timeline (15 Points)
This criterion assesses the realism, completeness, and feasibility of the proposed project schedule.

- Clarity and Realism of Timeline (10 points):
  - Clear statement of proposed start and completion dates, and a well-defined breakdown of phases, tasks, and deliverables.
  - Demonstrated ability to meet project deadlines based on the proposed schedule.
- Milestones and Dependencies (5 points):
  - Identification of critical milestones and their corresponding dates.
  - Clear indication of critical dependencies or assumptions that could impact the project timeline.

Budget Breakdown (15 Points)
This criterion evaluates the transparency, completeness, and reasonableness of the proposed budget.

- Detailed Cost Breakdown (10 points):
  - Clarity and comprehensiveness of itemized costs for personnel, equipment, technology, travel, other direct costs, and subcontractor costs (if applicable).
  - Sufficient detail to allow for a thorough evaluation of proposed expenses.
- Cost Reasonableness (5 points):
  - Overall reasonableness of the total proposed project cost in relation to the scope of work and industry standards.

Required Documentation & Legal/Contractual Information (10 Points)
This criterion evaluates the completeness and adherence to all submission requirements and legal/contractual considerations.

- Completeness of Required Documentation (5 points):
  - Submission of all mandatory documents, including Offeror's Statement, Certificates and Licenses, NBOA Priority Classification (if applicable), Certificate of Good Standing, Debarment and Suspension, IRS W-9 Form, and Certificate of Insurance.
  - Demonstrated good standing with the Navajo Nation.
- Legal & Contractual Compliance (5 points):
  - Clear disclosure of any potential conflicts of interest.
  - Transparency regarding litigation history (if any).
  - Affirmation of compliance with all applicable Navajo Nation laws, regulations, and procurement rules.
  - Justification for any proposed contractual exceptions.

Navajo Nation Preference (5 Points)
This criterion acknowledges and applies the Navajo Nation business preference policy.
Navajo Business Regulatory Department Certification (5 points):

- Demonstrated Priority 1 or Priority 2 certification from the Navajo Business Regulatory Department.
- Submission of current preference certificate.

Submission

The proposal must be received no later than Tuesday, July 15, 2025, 5:00 p.m., Mountain Daylight Time. Proposals can be submitted via drop-off at our office or via certified mail. Addresses are as follows

Eastern Regional Business Development Office,
211 East Hwy Historic 66,
Post Office Box 250,
Church Rock, New Mexico 87311

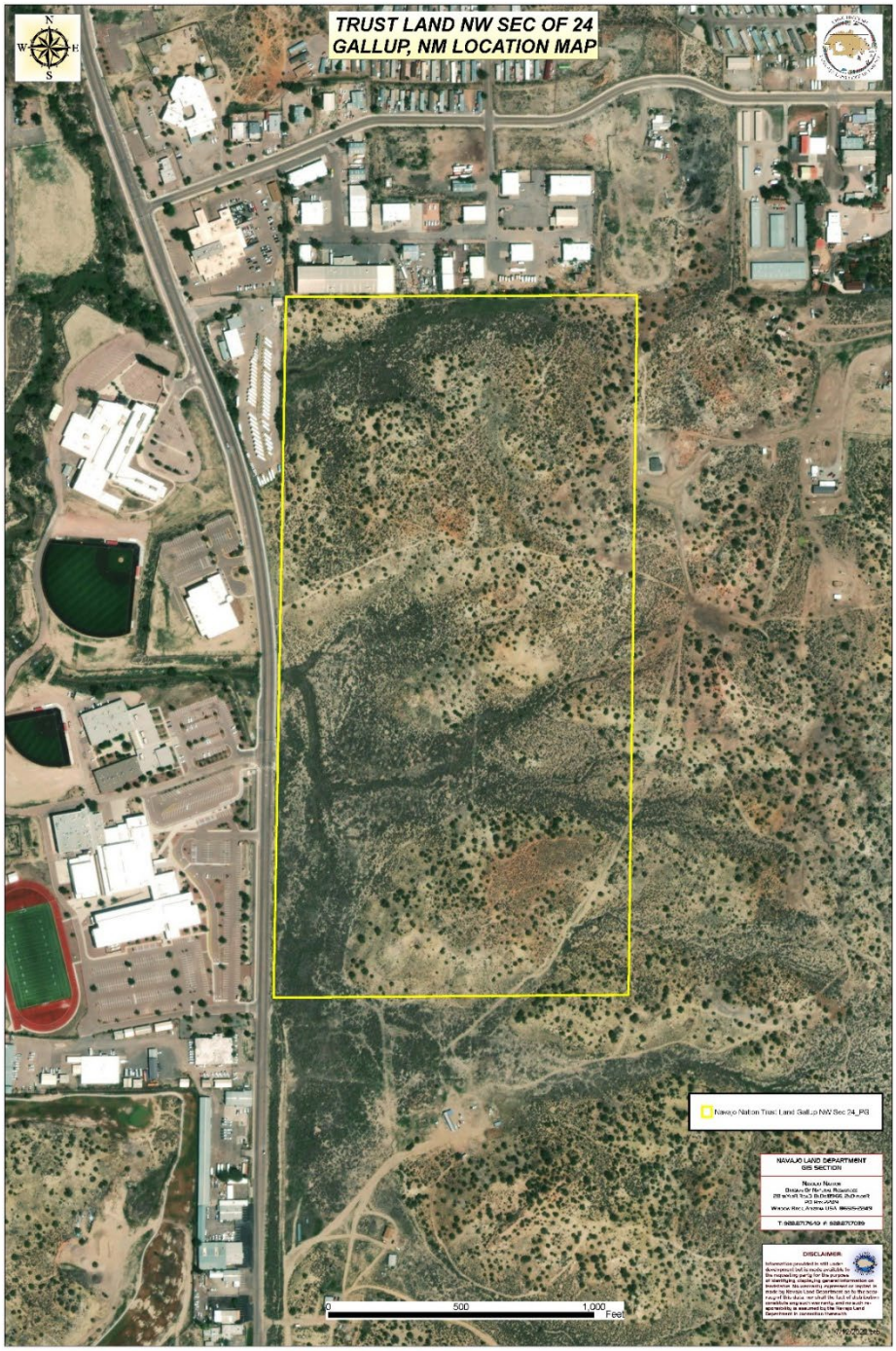
Each proposal must be bound and sealed consisting of an original and two (2) extra copies. *TELEFAXED COPIES WILL NOT BE ACCEPTED*. The ERBDO reserves the right to reject all proposals and to waive any informality in the best interest of the Navajo Nation. Any proposals received after the time frame will not be considered.

General Terms and Conditions

- Governing Law and Sovereignty: This project is located within the sovereign territory of the Navajo Nation. The selected respondent agrees to comply with all applicable laws, statutes, and codes of the Navajo Nation. Any dispute resolution will be subject to the jurisdiction of the Navajo Nation courts.
- Confidentiality: All information provided by the Owner shall be treated as strictly confidential.
- Ownership of Documents: All reports and materials produced will become the property of the Owner.

Exhibit A – Area Map

TRUST LAND NW SEC OF 24
EAST GALLUP (Church Rock Chapter Boundaries)



NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:

    A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;

    B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;

    C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;

    D. Violated contract provisions, including:

        i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,

        ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or

        iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.

2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.

3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name	Name of individual signing on Applicant's behalf (print)
Applicant Address	Title of individual signing on Applicant's behalf
Applicant Address	Signature of individual signing on Applicant's behalf
Applicant Address	Date

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they