REQUEST FOR PROPOSAL

RFP # **25-06-3752GC**
Project Title: Water Resources and Wastewater Feasibility Study for the Proposed Thoreau Travel Center and Hotel

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

Contact Person: Edgar Tohtsoni, *Senior Economic Development Specialist*
Eastern Regional Business Development Office
etohtsoni@navajo-nsn.gov
505.905.6400

cc: Jeremy L. Buckinghorse, Program Manager I
Eastern Regional Business Development Office
jbuckinghorse@navajo-nsn.gov
505.905.6400

cc: Myron Rintala, *Senior Programs & Projects Specialist*
Small Business Development Department
mrrintala@navajo-nsn.gov
928.357.6579

RFP Issue Date: November 20, 2025

Proposal Closing Date: December 19, 2025, at 5:00 PM MDT

Table of Contents

1.0 Introduction 4
1.1 Location 4
1.2 New Commercial Planned Developments 4
1.3 Background 4
2.0 Scope of Work 4
2.1 Data Collection and Regulatory Review: 5
2.2 Site Investigation and Characterization: 5
2.3 Water Demand Analysis: 5
2.4 Water Supply Options Analysis: 5
2.5 Water Quality Analysis: 5
2.6 Wastewater Treatment and Disposal Evaluation: 6
2.7 Permitting Pathway and Cultural Clearance Analysis: 6
2.8 Conceptual Cost Estimation: 6
2.9 Final Recommendations & Reporting: 6
3.0 Required Proposal Content 6
3.1 Letter of Transmittal 6
3.2 Executive Summary 7
3.3 Firm Qualifications and Experience 7
3.4 Project Team (Include resumes and professional licenses) 8
3.5 Navajo Nation Experience (*if, applicable*) 8
3.6 Navajo Nation Compliance 9
3.7 Project Approach and Methodology 9
3.8 Proposed Schedule 10
3.9 Detailed Cost Proposal 10
3.10 References (Include references from Navajo Nation projects if available) 11
4.0 Evaluation Criteria 11
4.1. Firm and Personnel Experience (30 Points) 11
4.2. Experience with Navajo Nation Projects & Compliance (25 Points) 12
4.3. Understanding and Approach (20 Points) 12
4.4. Cost (15 Points) 13
4.5. Schedule and Clarity of Proposal (10 Points) 13

5.0 Submission 13
6.0 General Terms and Conditions 14
7.0 Inquiries and Contact Information 14

1.0 Introduction

The Eastern Regional Business Development Office (hereinafter referred to as "the Owner") invites proposals from qualified engineering, hydrogeological, and environmental consulting firms (hereinafter referred to as "the Proposer") to conduct a comprehensive Water Resources and Wastewater Feasibility Study.

1.1 Location

The study is for a proposed commercial development located in Thoreau, New Mexico. The site is 86 acres raw, undeveloped Navajo Fee Land. Located northeast of Interstate 40 (exit 53), directly north off State Highway 122 (US Route 66), 3/8 mile east of NM State Highway 371 and south of the railroad tracks (bordered by North fence line). Site Boundaries to the West (fence line), East by a dirt road, North by a fence line, and South adjacent to the frontage road. Land Survey available upon request. It is critically important to note that the project site is located on Navajo Nation Fee Lands. The successful Proposer must demonstrate a thorough understanding of and capability to comply with all applicable laws, regulations, and policies of the Navajo Nation as the primary regulatory authority.

1.2 New Commercial Planned Developments

This development is envisioned to include a hotel, restaurant, retail space, and fueling stations. The success of this project is contingent upon securing a sustainable and reliable water supply and wastewater disposal solution that meets the stringent requirements of the Navajo Nation and other applicable authorities. This RFP outlines the scope of services, deliverables, and submission requirements to select a firm that can expertly navigate the unique regulatory landscape of this project.

1.3 Background

The Navajo Thoreau Water System's daily water usage averages 58,000 gallons per day (GPD) to a maximum of 66,000 gallons per day. There are currently two wells supplying this system, those wells operate 11 hours per day to meet the current demand. Equipment integrity and reliability operating parameters recommend that Navajo Tribal Utility Authority (NTUA) operate wells below 12 hours per day allowing the wells to recharge. The Eastern Regional Business Development Office (ERBDO) proposed development as part of their commercial development is not feasible.

2.0 Scope of Work

The selected Proposer will be responsible for executing the following tasks. Proposers must address each of these points in their proposed methodology, with specific emphasis on the hierarchy of applicable regulations.

2.1 Data Collection and Regulatory Review:

- Identify and review all applicable laws and regulations of the Navajo Nation, which is the primary regulatory authority. The review must also include any applicable United States Environmental Protection Agency (U.S. EPA) federal regulations and New Mexico state regulations that may apply to the project or its potential off-reservation impacts.
- Collect and review all available technical data, including geologic maps, aquifer studies, well logs from the Navajo Nation Water Code Administration and the New Mexico Office of the State Engineer (OSE), and existing water quality reports.

2.2 Site Investigation and Characterization:

- Conduct a thorough site visit to assess existing infrastructure, topography, and potential locations for new wells or connections, in coordination with the local Chapter House and any grazing permit holders.
- Evaluate potential hydrogeological or environmental constraints that could impact the project.

2.3 Water Demand Analysis:

- Develop a detailed water demand model to estimate the average daily, maximum daily, and peak instantaneous water requirements for the fully operational travel center and hotel, consistent with NNEPA and applicable federal standards.

2.4 Water Supply Options Analysis:

- Connection to Public System: Assess the feasibility, capacity, and cost of connecting to an existing public water system, including any requirements from the Navajo Tribal Utility Authority (NTUA) or other local providers.
- On-Site Groundwater Development: Evaluate the potential for developing on-site water wells. This shall include an assessment of probable drilling depths, water yield, and long-term sustainability, adhering to the Navajo Nation Water Code and any relevant U.S. EPA requirements for sole source aquifers.

2.5 Water Quality Analysis:

- Propose a plan for collecting water samples for certified laboratory analysis, evaluating the results against the standards established by the NNEPA Public Water System Supervision Program. These standards must meet or exceed the National Primary Drinking Water Regulations set by the U.S. EPA.
- Identify potential water quality concerns and recommend appropriate treatment solutions that are compliant with all applicable regulations.

2.6 Wastewater Treatment and Disposal Evaluation:

- Evaluate wastewater treatment and disposal options, focusing on systems that meet NNEPA and U.S. EPA discharge and permitting requirements.

2.7 Permitting Pathway and Cultural Clearance Analysis:

- Develop a clear permitting strategy and timeline, prioritizing Navajo Nation approvals.
- The analysis must identify all necessary permits and clearances from Navajo Nation government entities (NNEPA, Division of Natural Resources, NNHPD), as well as any required permits from federal agencies like the U.S. EPA (e.g., for underground injection control or specific discharge permits) and potentially the New Mexico Environment Department (NMED) or Office of the State Engineer (OSE) for any off-reservation activities or water rights implications.

2.8 Conceptual Cost Estimation:

- Develop preliminary cost estimates for the viable water supply and wastewater options, including capital and long-term operational costs.

2.9 Final Recommendations & Reporting:

- Provide a final recommendation for the most feasible and compliant water and wastewater solution.
- Deliverables include a Draft Report, a Final Report, and all supporting data..

3.0 Required Proposal Content

This section outlines the mandatory structure and specific information that all proposals must contain. Adherence to this organization is critical for efficient review and comparison of proposals by the Owner. Failure to include any of the specified sections or information may result in the disqualification of the proposal.

3.1 Letter of Transmittal

This should be a formal, one-page cover letter addressed to the Owner. It serves as an official introduction to the proposal. Key elements to include are:

- Proposer Identification: Clearly state the name of the submitting firm and its primary contact information (address, phone, email, website).
- RFP Reference: RFP BID # 25-06-3752GC - Water Resources and Wastewater Feasibility Study RFP for Thoreau, New Mexico.
- Statement of Intent: A concise statement indicating the firm's interest in and commitment to undertaking the proposed study.
- Key Strengths (Brief): A very brief highlight of one or two key strengths of the firm relevant to this project, without going into detail.

- Authorization: A statement confirming that the submitting individual is authorized to represent the firm and make contractual commitments.
- Signature: Duly signed by an authorized representative of the firm.

3.2 Executive Summary

The Executive Summary is a high-level overview of the entire proposal, designed to provide the Owner with a quick understanding of the Proposer's approach, qualifications, and key offerings without needing to read the entire document. It should be concise (typically 1-2 pages) and effectively convey the following:

- Understanding of the Project: Briefly demonstrate an understanding of the project's scope, challenges (e.g., Navajo Nation regulatory environment, existing water system limitations), and objectives as outlined in the RFP.
- Proposed Solution (Synopsis): A summary of the Proposer's recommended approach to the water and wastewater study, including key methodologies and anticipated outcomes.
- Firm's Core Competencies: Highlight the firm's relevant expertise and experience that makes them uniquely qualified for this project.
- Key Personnel: Briefly mention the primary individuals who will be leading the project.
- Navajo Nation Relevance: Briefly touch upon the firm's understanding of and experience with Navajo Nation regulations and cultural considerations.
- Value Proposition: A concise statement of why the Proposer's firm is the best choice for this study.

3.3 Firm Qualifications and Experience

This section should comprehensively detail the Proposer's relevant capabilities and track record. It should demonstrate that the firm possesses the necessary expertise, resources, and successful history to undertake a project of this nature and complexity. Include:

- Company Overview: Brief history, mission, size, and organizational structure of the firm.
- Core Services: Highlight services that are directly relevant to water resources, wastewater engineering, hydrogeology, environmental consulting, and regulatory compliance.
- Project Portfolio: Showcase a minimum of three to five similar projects completed in the past five to ten years. For each project, provide:
    - Client Name and Contact Information (if agreeable for reference check).
    - Project Title and Location.
    - Brief Project Description: Emphasize the scope of work, challenges faced, solutions implemented, and outcomes achieved, particularly those related

to water supply, wastewater treatment, regulatory compliance, and community engagement.
    - Firm's Role: Clearly define the firm's responsibilities and contributions.
    - Project Value/Budget.
- Technical Expertise: Detail the specific technical skills and tools the firm utilizes for hydrogeological modeling, water demand forecasting, environmental impact assessments, etc.
- Certifications and Accreditations: List any relevant professional certifications, licenses, or industry accreditations held by the firm.

3.4 Project Team (Include resumes and professional licenses)

This section is crucial for demonstrating the competence of the individuals who will actually perform the work. The Owner needs assurance that the team has the right mix of expertise, experience, and leadership. For each proposed key team member (e.g., Project Manager, Lead Hydrogeologist, Lead Environmental Engineer, Regulatory Specialist):

- Organizational Chart: A clear chart illustrating the proposed project team structure, showing reporting lines and responsibilities.
- Roles and Responsibilities: Clearly define the role and specific responsibilities of each team member within this project.
- Resumes: Include detailed resumes (typically 2-3 pages each) for all key personnel. Resumes should emphasize:
    - Relevant Experience: Highlight specific projects and tasks that directly relate to the scope of this RFP.
    - Educational Background: Degrees, universities, and relevant coursework.
    - Professional Licenses/Certifications: List all applicable professional engineering (P.E.), professional geologist (P.G.), or other relevant licenses and certifications, including the state(s) in which they are held. Provide copies of these licenses.
    - Years of Experience: Total professional experience and experience in relevant fields.
    - Awards or Recognitions.
- Availability: Confirm the availability of the proposed team members for the duration of the project.

3.5 Navajo Nation Experience (*if, applicable*)

Detailed Previous Projects with Navajo Nation Governmental Agencies:

- Provide in-depth descriptions of any projects undertaken directly for or in close collaboration with Navajo Nation governmental agencies (e.g., Navajo Nation Environmental Protection Agency (NNEPA), Navajo Tribal Utility Authority

(NTUA), Navajo Nation Historic Preservation Department (NNHPD), Division of Natural Resources, Office of the President and Vice-President, etc.).

- For each project, explain:
    - The specific Navajo Nation entity involved.
    - The nature of the project.
    - The challenges encountered and how they were overcome, particularly concerning regulatory compliance and cultural sensitivities.
    - The positive outcomes and lessons learned.
    - Any specific individuals within the Navajo Nation you worked with (if appropriate for public sharing).

3.6 Navajo Nation Compliance

- State the firm's Navajo Preference Certification status, if any.
    - Priority #1, or
    - Priority #2
- Certificate of Good Standing with Navajo Nation Business Regulatory Department within the past twelve (12) months showing the Respondent is authorized to conduct business on the Navajo Nation.
- Navajo Nation Certificate of Debarment and Suspension
- Internal Revenue Service (IRS) W-9 Form containing the Federal Identification Number
- Acknowledge the requirement to comply with NNHPD clearance processes.
- Certificate of Insurance, listing the Navajo Nation as additionally insured. The final insurance limits will be made by the Navajo Nation Risk Management Department.

3.7 Project Approach and Methodology

This section is the core of the technical proposal. It should clearly articulate how the Proposer intends to execute each task outlined in the Scope of Work (Section 2.0). It's not enough to simply restate the RFP tasks; the Proposer must demonstrate a deep understanding of the project's nuances and propose a thoughtful, efficient, and compliant methodology.

For each sub-section of the Scope of Work (2.1 to 2.9), elaborate on:

- Detailed Step-by-Step Process: Explain the specific actions, techniques, and procedures that will be employed.
- Tools and Technologies: Identify any specialized software, equipment, or methodologies (e.g., GIS mapping, hydrogeological modeling software, specific drilling techniques) that will be utilized.
- Data Sources and Analysis: Specify where data will be sourced from (e.g., specific Navajo Nation departments, state agencies, federal databases) and the methods for analyzing this data.

- Regulatory Compliance Strategy: For each task, specifically address how compliance with Navajo Nation laws and regulations (primary authority), U.S. EPA federal regulations, and New Mexico state regulations will be ensured. Provide examples of how potential conflicts or overlapping jurisdictions will be addressed.
- Quality Assurance/Quality Control (QA/QC): Describe the procedures for ensuring the accuracy, reliability, and validity of all data collected and analyses performed.
- Stakeholder Engagement: Detail the approach to coordinating with the local Chapter House, grazing permit holders, NTUA, and other relevant stakeholders.
- Deliverables (Specific to each task): Reiterate the deliverables for each task and how they will be presented.
- Contingency Planning: Briefly touch upon how the firm plans to address potential unforeseen challenges (e.g., unexpected hydrogeological conditions, delays in data acquisition).

3.8 Proposed Schedule

Provide a realistic and detailed timeline for the completion of the entire study, broken down by key phases and tasks.

- Gantt Chart or Project Schedule: A visual representation (e.g., Gantt chart) is highly recommended.
- Key Milestones: Clearly identify major milestones and target completion dates for each.
- Task Durations: Estimate the time required for each sub-task.
- Dependencies: Illustrate the dependencies between different tasks.
- Reporting Intervals: Indicate when progress reports (if applicable, beyond the draft and final reports) will be submitted.
- Navajo Nation Approval Timelines: Acknowledge and, if possible, incorporate realistic estimates for Navajo Nation permitting and review processes, as these can significantly impact project timelines.

3.9 Detailed Cost Proposal

This section must provide a clear, comprehensive, and itemized breakdown of all costs associated with the proposed services. Transparency and detail are key.

- Breakdown by Task: Provide a cost estimate for each task outlined in Section 2.0 (Scope of Work).
- Personnel Costs: Itemize labor costs by position/level and estimated hours for each team member. Include hourly rates.
- Direct Expenses: List all anticipated direct expenses, such as:
    - Travel (mileage, per diem for field visits).
    - Materials and Supplies (e.g., for water sampling).

    - Laboratory Analysis Fees (for water quality testing).
    - Subcontractor Costs (e.g., for specialized drilling, cultural clearance services).
    - Permit Application Fees (if known and included in the Proposer's scope).
    - Report Production and Printing.
- Overhead and Profit: Clearly state how these are factored into the total cost.
- Total Project Cost: Provide a clear grand total for the entire study.
- Payment Schedule: Propose a payment schedule linked to milestones or deliverables.
- Assumptions and Exclusions: Clearly state any assumptions made in developing the cost estimate and any services specifically excluded from the proposal (e.g., the cost of actual well drilling, if not part of the study scope).

3.10 References (Include references from Navajo Nation projects if available)

Provide a list of at least three professional references from past clients for whom the Proposer has performed similar services.

- Client Name:
- Organization:
- Contact Person Name:
- Title:
- Phone Number:
- Email Address:
- Project Performed for Reference:

Prioritize references from projects within the Navajo Nation or other Native American tribal lands, as these are highly relevant to demonstrating the firm's cultural and regulatory sensitivity. Ensure all references are willing to be contacted and have current contact information.

4.0 Evaluation Criteria

Proposals will be evaluated based on the following criteria. In accordance with the Navajo Business Opportunity Act, preference will be given to certified Navajo-owned businesses.

4.1. Firm and Personnel Experience (30 Points)

This criterion assesses the firm's direct experience and the qualifications of the proposed key personnel on similar projects.

- **Key Personnel Qualifications (15 points):**

    - Relevance and strength of resumes for key personnel, including their proposed roles, qualifications, education, certifications, and experience on similar projects.
- **Relevant Project Experience (10 points):**
    - Direct applicability and relevance of a minimum of six (6) described projects to the scope of this solicitation.
    - Demonstrated experience with projects of similar scale, including those along Interstate 40 or in the region.
- **Firm Introduction & Organizational Chart (5 points):**
    - Clarity and completeness of the firm's introduction, including roles, responsibilities, and a clear team organizational chart.

4.2. Experience with Navajo Nation Projects & Compliance (25 Points)

This criterion assesses the Proposer's demonstrated experience, qualifications, and plan for complying with Navajo Nation laws, regulations, and business preference policies.

- **Navajo Nation Project Experience (10 points):**
    - Demonstrated understanding and experience working with local community, tribal (specifically Navajo Nation), and non-tribal government entities on similar projects.
- **Navajo Nation Preference & Personnel (10 points):**
    - **NBOA Certification (5 points):** Submission of a current Priority 1 or Priority 2 certification from the Navajo Business Regulatory Department.
    - **Native-Owned Partnerships (5 points):** Presence and contribution of Native employees and/or formal partnerships with Native-owned businesses directly contributing project expertise.
- **Legal & Contractual Compliance (5 points):**
    - Demonstrated good standing with the Navajo Nation.
    - Affirmation of compliance with all applicable Navajo Nation laws, regulations, and procurement rules.
    - Clear disclosure of any potential conflicts of interest or litigation history.

4.3. Understanding and Approach (20 Points)

This criterion assesses the demonstrated understanding of the project objectives and the soundness of the proposed technical approach.

- **Technical Approach & Work Plan (10 points):**
    - Soundness and specificity of the proposed methodologies, technologies, and tools for the required services (e.g., data acquisition, software, quality control).
    - Completeness and logical flow of the detailed breakdown of tasks, activities, and deliverables.
- **Project Understanding (5 points):**

    - Clarity and accuracy in demonstrating an understanding of the East Gallup Mixed-Use Development project, its goals, challenges, and specific requirements.
- **Innovation and Value-Add (5 points):**
    - Identification of unique approaches, innovations, or added value that the firm brings to the project.

4.4. Cost (15 Points)

This criterion assesses the reasonableness, competitiveness, and transparency of the proposed budget.

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

4.5. Schedule and Clarity of Proposal (10 Points)

This criterion assesses the feasibility of the project schedule and the overall quality and completeness of the proposal.

- **Clarity and Realism of Timeline (5 points):**
    - Clear statement of proposed start and completion dates, a well-defined breakdown of phases, critical milestones, and task dependencies.
    - Demonstrated ability to meet project deadlines.
- **Completeness & Quality of Proposal (5 points):**
    - Submission of all mandatory documents (e.g., Offeror's Statement, Certificates/Licenses, W-9, Certificate of Insurance, etc.).
    - Overall quality, clarity, and adherence to all instructions in the solicitation.

5.0 Submission

The proposal must be received no later than Friday, December 19, 2025, 5:00 p.m., Mountain Standard 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.

6.0 General Terms and Conditions

- Governing Law and Sovereignty: This project is located within the sovereign territory of the Navajo Nation. The selected Proposer 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.

7.0 Inquiries and Contact Information

All questions must be submitted in writing via email to:

etohtsoni@navajo-nsn.gov
Edgar Tohtsoni, *Senior Economic Development Specialist*
Eastern Regional Business Development Office

cc: jbuckinghorse@navajo-nsn.gov
Jeremy L. Buckinghorse, Program Manager I
Eastern Regional Business Development Office

cc: mrrintala@navajo-nsn.gov
Myron Rintala, Senior Programs & Projects Specialist
Division of Economic Development Administration

No phone calls will be accepted.