

REQUEST FOR PROPOSALS

PROPOSAL DUE DATE: August 26, 2026 @ 3:00 P.M. MST
Proposals will not be accepted after this date and time.

DESCRIPTION: RFP #26-001 Nihi Dine'é Bá Wellness Center Vestibule Project
Purchasing Department
Fort Defiance Indian Hospital Board, Inc.

CONTACT PERSON: Ms. Verlana Hale, Buyer II
Phone Number (928) 729-8866
Email: Verlana.Hale@fdihb.org

ALL SHALL BE CLEARLY MARKED AS
“DO NOT OPEN- RFP# 26-001 Nihi Dine'e Bá Wellness Center Vestibule Project”
to:

HAND DELIVERED TO: Fort Defiance Indian Hospital Board, Inc.
Purchasing Department, 1st Floor
Corner of Route N12 and Route N7
Fort Defiance, AZ 86504
Attn: Ms. Verlana Hale, Buyer II

MAIL TO: Fort Defiance Indian Hospital Board, Inc.
Purchasing Department
P.O. Box 649
Fort Defiance, AZ 86504
Attn: Ms. Verlana Hale, Buyer II

The Fort Defiance Indian Hospital Board, Inc. reserves the right to reject any or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the Fort Defiance Indian Hospital Board, Inc.

FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.
RFP# 26-001 Nihi Dine'é Bá Wellness Center Vestibule Project

SECTION I
General Information

- A. Request for Proposals (RFP): The Fort Defiance Indian Hospital Board, Inc. (FDIHB) is hereby contacting prospective General Contracting Firms that may have an interest/or known to partake in the activities of Request for Proposal. All interested General Contracting Firms are invited to submit a proposal in accordance with instructions herein. The General Contracting Firms who responds to this RFP is herein referred to as the "General Contracting Firms".
- B. This RFP provides prospective General Contracting Firms with sufficient information to enable preparation and submittal of proposal for the purpose of providing a new Vestibule addition Project for the Fort Defiance Indian Hospital Board, Inc. This Request for proposal is an invitation to a select group of qualified General Contracting Firms to submit proposal for a new Vestibule addition to the Nihi Dine'e Bá Wellness Center Vestibule Project for the Fort Defiance Indian Hospital Board, Inc. (FDIHB). Any interested General Contracting Firms that have proven experience in providing and implementing general contracting services to support the needs of Fort Defiance Indian Hospital Board, Inc. are encouraged to submit their proposal.
- C. Scope. This RFP contains the instructions governing the proposals to be submitted and the documents to be included therein and mandatory requirements which must be met to be eligible for consideration.
- D. Schedule of Activities:
- | | |
|---|----------------------------------|
| 1. Advertisement Period | July 13, 2026 – July 24, 2026 |
| 2. Inquiries to FDIHB | July 31, 2026 by 3:00 p.m. MST |
| 3. RFP# 26-001 Due Date | August 26, 2026 by 3:00 p.m. MST |
| 4. Evaluation of Proposals | September 2026 |
| 5. Tentative Official Award of Contract | September 2026 |
- E. Inquiries. No informational conference/pre-proposal meeting will be held. However, prospective General Contracting Firms may make inquiries concerning the RFP to obtain clarification of requirements by contacting Buyer II, Ms. Verlana Hale via email **only** at Verlana.Hale@fdihb.org until 3:00 p.m. MST on July 31, 2026 with subject line **"Questions: RFP# 26-001 Nihi Dine'é Bá Wellness Center Vestibule Project"**. It is always the prospective General Contracting Firm's responsibility to check the FDIHB website for any/all addenda as stated in this Section I, Paragraph G below.
- F. Proposal Standards. One (1) marked "Original" and six (6) marked "Copy" of the proposal are required and shall be submitted in a sealed envelope clearly marked **"Do Not Open; RFP# 26-001 Nihi Dine'é Bá Wellness Center Vestibule Project"** by August 26, 2026 at 3 P.M. (MST) and addressed to the Fort Defiance Indian Hospital Board, Inc., P. O. Box 649, Fort Defiance, AZ 86504, Attention: Ms. Verlana Hale, Buyer II, or be hand delivered to Ms. Verlana Hale, Buyer II,

Purchasing Department, 1st Floor, at the Fort Defiance Indian Hospital Board, Inc., Corner of Route N12 and Route N7, Fort. Defiance, AZ 86504. General Contracting Firms **who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. No proposals will be accepted after the due date. Proposals postmarked by the due date specified herein. No faxed or e-mail proposals accepted.**

- G. Addendum of Supplement to this RFP. In the event that it becomes necessary to revise any part of this RFP, a written addendum shall be issued by the Purchasing Department, noting the revision. It shall be the General Contracting Firms responsibility to check FDIHB's website (www.fdihb.org) for any/all addenda. Answer(s) to all questions will be listed in an Addendum and posted on the FDIHB website, if applicable.
- H. Late Receipt of Proposals. **All late proposals shall not be accepted. It is the responsibility of the General Contracting Firms to ensure their proposal arrives at the Purchasing Department by the due date and time specified in this RFP.**
- I. Rejection of proposals. FDIHB reserves the right to reject any or all proposals and to waive all informalities in the proposals received whenever such rejection or waiver is in the best interest of FDIHB.
- J. Proprietary Information. Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal itself. Each and every page of the proprietary material must be labeled or identified with "Proprietary".
- K. Response Material Ownership. All material submitted regarding this RFP shall become the property of FDIHB and will not be returned to the General Contracting Firms. Responses received will be retained in a file. FDIHB has the right to use any or all system ideas presented in reply to this RFP, subject to limitations outlined in paragraph "J" above. Disqualification or non-selection of a General Contracting Firms or proposal does not eliminate this right.
- L. Incurring Costs. FDIHB is not liable for any cost incurred by the General Contracting Firms prior to issuance of a contract and/or purchase order.
- M. Acceptance of proposal content. Failure of the successful General Contracting Firm to accept these obligations may result in cancellation of the award and such General Contracting Firms may be removed from future solicitation. FDIHB reserves the right to pursue appropriate legal action in these set of circumstances in Navajo Nation Tribal Courts.
- N. Acceptance Time. FDIHB intends to make a selection, tentatively within thirty (30) calendar days after the closing date of receipt of proposal. No inquires will be accepted during the evaluation period. The evaluation period will begin on the specified time and may last up to ten (10) working days thereafter.
- O. Award of Proposal. Upon selection, a purchase order and contract document will be prepared by FDIHB and provided to the successful General Contracting Firm and the proposal submitted by the General Contracting Firm will become a part of the contract.

P. Evaluation Procedures and Criteria.

1. All proposals will be opened during normal course of business, during normal business hours within the month specified herein at which time the Evaluation Panel will begin review in accordance with the FDIHB Purchasing Policies and Procedures and the Navajo Business Opportunity Act (NBOA).
2. A review team will evaluate the proposals received in accordance with the general criteria stated herein. General Contracting Firms should be prepared to provide any additional information the team feels necessary to the fair evaluation of proposals.
3. Endorsement. Failure of a General Contracting Firms to provide any information requested in this RFP may result in disqualification of the proposal being considered. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to the execution of the proposal. The person signing the proposal will show Title or Authority to Bind the General Contracting Firm in a contract.
4. Navajo/Indian Preference. This RFP is not restricted to Navajo/Indian owned or operated business, Navajo/Indian Organizations/Businesses and Navajo-Owned Economic Enterprises; however, Navajo/Indian Preference will apply in the selection and evaluation of the contract award in accordance with FDIHB's Purchasing Policies and Procedures and NBOA. Persons or businesses seeking qualification under the NBOA must comply with the requirements of the Act and shall submit proof showing qualification as a Navajo-owned or Indian-owned business, enterprise or organization. Specific instructions for considering Navajo/Indian preference are as follows:
 - a. The outside of the envelope on the lower left hand corner and on the title page must indicate whether a General Contracting Firms is a "Priority One" business (certified 100% Navajo-owned) or "Priority Two" business (Certified 51%-99% Navajo or 51%-99% other Indian owned). Mark "Priority One" or "Priority Two" on the outside of the sealed envelope on the lower left hand corner and on the title page.
 - b. The proposals will be opened and evaluated in accordance with FDIHB's Purchasing Policies and Procedures and the NBOA and as such, only Priority One businesses will be considered first. If there are no qualified Priority One businesses, then FDIHB will proceed to open Priority Two proposals. If there are no qualified Priority Two businesses then FDIHB can then proceed to open all other proposals.
 - c. General Contracting Firm's failure to indicate whether General Contracting Firms is a Priority One or Priority Two businesses will result in the General Contracting Firms not being considered as a Priority One or Priority Two business, whichever the case may be.
5. Compliance with the Navajo Preference in Employment Act. Any contract resulting from the award of this RFP will be performed in strict compliance with the Navajo Preference in Employment Act (NPEA). The General Contracting Firms that is awarded a contract pursuant to this RFP shall agree to abide by all requirements of the NPEA. FDIHB is not responsible for providing information to General Contracting Firms on the NPEA or any other applicable Navajo laws.

6. Evaluation Criteria.

Responsive Proposals shall be evaluated based on the following point system where 100 points is possible to select the proposal that is most advantageous to the FDIHB. A Proposal is required for each project.

- a. Qualification. 0 to 30 points.
- b. Experience. 0 to 25 points.
- c. Record of Past Performance. 0 to 20 points.
- d. Cost/Price. 0 to 15 points.
- e. Timeline. 0 to 5 points.
- f. Navajo/Indian Preference Requirement. 0 to 5 points.

- Q. Standard Contract. FDIHB reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. Such standard contract provisions include but are not limited to a non-waiver of sovereign immunity by FDIHB. Navajo Nation laws shall govern the contract and the Navajo Nation courts shall have sole and exclusive jurisdiction over any disputes that may arise. Failure by the successful General Contractors Firms to accept Navajo Nation law and venue in the Navajo Nation courts will result in the award being rescinded as these are material terms to all FDIHB contracts. FDIHB reserves the right to accept and reject any and all proposals and to waive any and all formalities if deemed in the best interest of FDIHB.
- R. Selection of General Contractor. A professional service agreement will be negotiated with the General Contractor whose proposal is determined to be most advantageous to FDIHB in accordance with the FDIHB Purchasing Policies and Procedures, the NBOA, and the evaluation criteria. General Contractor's proposal shall meet or exceed the established criteria for and including technical service capabilities and experience in providing a new Vestibule addition Project for FDIHB, as well as knowledge of non-profit organizations and Public Law 93-638 contracted organizations. Interviews and presentations may be scheduled if determined necessary, however, selection may be without discussion after proposals are received. Therefore proposals should be submitted on the most favorable terms, from technical standpoints, quality and price. FDIHB reserves the right to reject any or all proposals, due to past performance, etc., and to waive any and all formalities if deemed in the best interest of FDIHB in accordance with the FDIHB Purchasing Policies and Procedures, the NBOA, and the evaluation criteria.

Section II Scope of Work

- A. **Overview of FDIHB:** FDIHB is incorporated pursuant to the Navajo Nation Non-Profit Corporation Act, and is a tax exempt organization under Section 501 (a) of the Internal Revenue Code as described in Section 501(c)3, and operates and manages Fort Defiance Indian Hospital Board, Inc. (FDIHB) and Sanders Health Center (SHC). Effective March 28, 2010 FDIHB entered into a contract with Indian Health Service pursuant to Public Law 93-638 (Indian Self Determination and Education Assistance Act), at which time it has assumed operations of both aforementioned facilities. The FDIHB Board of Directors is comprised of nine (9) voting board members, and the organization has close to nine hundred (900) employees.

FDIHB is certified by the Centers for Medicare & Medicaid Services (CMS) to offer a wide range of acute and ambulatory care services to patients. FDIHB and SHC provide healthcare services to an estimated 47,000 people; a majority of whom are members of the Navajo Nation and reside within the 16 Navajo communities/chapters of the Fort Defiance service area.

FDIHB is located at the Northwest corner of Navajo Route 7 and Navajo Route 12 in Fort Defiance, Arizona. FDIHB is an inpatient and outpatient facility with a 24 hour Emergency Room.

- B. **Purpose:** The purpose of this RFP is to invite General Contracting Firms to submit proposals for a new Vestibule addition at the FDIHB Rehabilitation Department, which is located southwest of the existing Nihi Dine'e Ba' Wellness Center, Fort Defiance, AZ on existing 8- acre site.
- C. **The Scope of Work:** Includes a 335 SF Vestibule addition at the existing Nihi Dine'e Ba' Wellness Center campus. Vestibule to be metal-framed with metal panels and EIFS exterior finishes to match the existing building. The Scope of Work also comprises all civil work, including, but not limited, to revised walkways, curb cuts, and hardscaping- project to tie into the existing fire alarm and sprinkler system. FDIHB will provide the Technical Specifications and the 100% Construction Drawings through Albuquerque Reprographics for bidding purposes;

The intent of proposals for this project is to:

1. Seek qualified General Contractors and
2. General Contracting Firms shall include with its proposal all requirements within this Packet.
 - a) Product Specifications. FDIHB to provide the Specifications and the 100% Construction Drawings for bidding purposes through Albuquerque Reprographics, ARI Graphix & Signs, 4716 McLeod NE, Albuquerque, New Mexico 87109, Phone No. (505) 884-0862 or www.arigraphix.com, titled Nihi Dine'e Bá Wellness Center Vestibule Project.
 - b) The cost of drawing sets will be as followed:
 - Hard Copy – \$109.10 (Plus Tax, Shipping, if applicable and Non-Refundable)
 - Electronic Copy – \$54.55 (Plus Tax and Non-Refundable)

Section III

RFP Proposal Requirements

- A. Prospective General Contractor Firm must submit a complete response to the RFP. All proposals received in response to this RFP will be retained by FDIHB. Proposals should be prepared simply and economically, providing complete details of the prospective General Contractor Firm's abilities to provide construction services.
1. Qualification of the General Contractor Firm. Proposals must specifically address the following:
 - a. Letter of Interest stating the reason your General Contractor Firm should be selected for the job.
 - b. Detailed resume for all management and key personnel that will be involved with the execution of this RFP, including professional qualifications and experience and a statement indicating the task each individual will be assigned to perform.
 - c. Responses to this RFP shall include an introduction and executive summary. Provide a brief history and general description of the General Contractor Firm.
 2. Experience.
 - a. The General Contractor Firm shall provide evidence of experience and quality services rendered relating to work needed or similarly related projects for Indian tribes/tribal organizations or federal or state agencies.
 - b. Provide a list of three (3) references for contracts of same or similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. References must include name of company in contract with, the length of contract term, contact persons, addresses and valid telephone numbers.
 - c. Business and Staff Experience: Management capacity; staff expertise; internal quality control; organizational structure.
 - d. Firm's Manpower availability to complete task required on time
 - e. Provide the timeline of completion for each project
 3. Past Performance with Healthcare Building Constructions
 - a. Qualifications and Experience of General Contractor Firm that has worked with building development and provided construction services for medical and healthcare facilities.
 - b. Include similar projects relative to tribal healthcare building development.

4. Eligibility.

General Contractor Firm hereby certifies through submittal of its response to this RFP that same is not barred from bidding as a result of violation of the Navajo Business Procurement Act Title 12, Chapter 15; and Navajo Business Opportunity Act Title 5, Chapter 2 and Excluded Parties List System.

5. Cost/Bid Price.

- a. Provide itemized cost bid pricing for 100% Construction Documents and Specifications
- b. Include all warranty information

6. Timeline.

- a. Summarize the expected schedule from the implementation phase to completion.

B. Proposal Review Process.

All proposals will be opened in the normal course of business, during normal business hours, within the month specified herein at which time the Evaluation Panel will begin review in accordance with the FDIHB Purchasing Policies and Procedures and the Navajo Business Opportunity Act (NBOA). FDIHB will screen proposals received in accordance with the criteria contained in this RFP for acceptance and in applying any Navajo/Indian preference pursuant to FDIHB's Purchasing Policies and Procedures and the NBOA. Proposals which fail screening will be disqualified and unrated.

1. Proposal received after specified due date and time will be considered non-responsive, rejected, and unrated.
2. All Proposals that meet or exceed the minimum specifications and criteria will be reviewed by an Evaluation Panel in accordance with FDIHB's Purchasing Policies and the NBOA.
3. The General Contractor Firms shall not contact FDIHB during the proposal review process.

C. Proposal Evaluation.

The Proposals shall be evaluated and rated in accordance with how responsive the General Contractor Firm is to the requirements stated in this RFP, the criteria outlined in Section III., RFP Proposal Requirements.

1. The General Contractor Firm shall provide additional information to FDIHB if necessary to complete the evaluation. Failure to comply may result in disqualification of the proposal.
2. Selection of Vendor. FDIHB will rank the proposals based on total points awarded. The General Contractor Firm deemed most qualified and responsive will be considered for

contract award. This RFP is not based on cost/price, however, all responders shall consider price as a factor in contract award due to budget constraints.

D. Award of the Contract.

1. FDIHB shall inform in writing the General Contractor Firm selected, of the contract award, and provide related information and instructions on completing the offer. If the selected General Contractor Firm fails to accept the contract awarded within ten (10) calendar days, FDIHB will have the option of offering the contract to the next responsive General Contractor Firm.
2. FDIHB will issue a Notice to Proceed to the General Contractor Firm upon execution of the contract.

Section IV
Rating System on Evaluation Criteria

The proposal will be evaluated and rated in accordance with the requirements and criteria set forth in this RFP. The descriptions of the components are provided in Section IV. Proposal Content and Evaluation Criteria. The overall general rating system is as follows:

A. Qualification	(0 to 30 points)	_____
B. Experience	(0 to 25 points)	_____
C. Past Performance	(0 to 20 points)	_____
D. Cost/Price	(0 to 15 points)	_____
E. Timeline	(0 to 5 points)	_____
Total Points		_____

F. Navajo/Indian Preference Requirements.

1. Navajo Preference/Indian Preference

As identified under the Navajo Business Opportunity Act, Preference Priorities Section 204 (A) (1) and (2)

- a. Priority #1: (3 points) _____
Certification of 100% Navajo-owned and controlled business
- b. Priority #2: (2 points) _____
Certification of any 51% to 99% Navajo or 51% to 100% other Indian owned and controlled business

Grand Total _____

Section V

Additional Requirements

Additional requirements are stated as follows and shall accompany the proposals at the time of submission:

1. EXHIBIT A: RFP PROPOSAL
2. EXHIBIT B: NON-COLLUSIVE AFFIDAVIT
3. EXHIBIT C: VALID ARIZONA CONTRACTORS LICENSE; (GENERAL CONTRACTOR) OR APPROPRIATE
4. EXHIBIT D: CURRENT VALID COPY OF CONSULTANTS "CERTIFICATE OF GENERAL LIABILITY INSURANCE" CERTIFICATE.
5. EXHIBIT E: COPY OF CONSULTANTS OR CONTRACTOR'S W-9 FORM.

EXHIBIT "B"

NON-COLLUSIVE AFFIDAVIT

***Must be Notarized**

State of _____) ss

County of _____) ss

_____, being first duly sworn, deposes and says:

That he/she is _____

(A partner or officer)

Of the Firm of _____

the party making the foregoing proposal or bid for _____ (Project description), that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that any other bidder, or to secure any advantage against the (FDIHB) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: _____

Bidder, if the bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation.

Subscribed and sworn to before me

this _____ day of _____, 20 _____.

My commission Expires _____