

INVITATION FOR BID: #23-04-3009GC

Navajo Nation Office of the President and Vice-President

REQUEST FOR STATEMENT OF QUALIFICATIONS

PROJECT MANAGEMENT SERVICES

DATE ISSUED: April 24, 2023

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR PROJECT MANAGEMENT FIRMS

1. BACKGROUND AND PROJECT DESCRIPTION. The Navajo Nation Office of the President and Vice-President (President's Office) intends to procure a qualified project management firm to provide project management services for the effective deployment of approximately \$1.5 billion in Navajo Nation American Rescue Plan Act (ARPA) funding (ARPA Project Management). The President is the Chief Executive Officer of the Executive Branch of the Navajo Nation government. The Navajo Nation Council is considered the legislative branch of the Navajo Nation government.

The previous Navajo Nation Council, which is the 24th Navajo Nation Council, accepted the ARPA funding and named the ARPA funding Fiscal Recovery Funds. In addition, the previous Council created a Navajo Nation Fiscal Recovery Funds Office whose charge is to, among other things, facilitate the expenditure of all Fiscal Recovery Funds authorized projects. Details on both the Navajo Nation Fiscal Recovery Office and what funding has been allocated to whom and for what purposes can be found at www.frf.navajo-nsn.gov.

The previous Navajo Nation Council legislated that if Fiscal Recovery Funds are not encumbered by July 1, 2024, the Council may sweep the unencumbered Fiscal Recovery Funds and move them into a program called Hardship.

The President's Office needs assistance in tracking the deployment of funds through subrecipient agreements and assistance in supporting the funded entities as appropriate to ensure that their funds are fully encumbered by July 1, 2024. Thereafter, federal law requires that the projects be fully constructed and closed out by December 30, 2026.

As such, the Navajo Nation Office of the President and Vice-President is seeking a Project Management Firm that has extensive experience in management of over \$1 billion of multiple public works projects on an expedited time frame. Project types can be found on the Navajo Nation Fiscal Recover Office website at www.frf.navajo-nsn.gov.

2. STATEMENT OF QUALIFICATIONS

A. Page Limit. The maximum page limit is twelve pages not including a one-page cover letter.

B. Minimum Qualifications.

(i) Description of project management firm including but not limited to key executive officers, whether the firm has licensed professionals in architecture, electrical engineering, mechanical engineering, civil engineering, fire protection or structural engineering, and physical location of the firm; and

(ii) Resumes of key team members outlining their experience including licensed professionals in the State of Arizona, Utah or New Mexico; and

Demonstrated experience managing over \$1 billion in multiple public works projects of varying types and all on an expedited time frame; please refer to the Fiscal Recovery Office website for a listing of the types of public works projects that are being funded; and

- (iii) A minimum of ten years of experience in project management of multiple projects; and
- (iv) Demonstrated experience in management of \$500 million or more in federal funds; and
- (v) Experience working in rural community areas, including experience working with Navajo Nation local communities or Chapters.

3. SUBMITTAL PROCESS. Request for Statements of Proposals shall be submitted through email to Executive Staff Assistant Brittany A. Smith <brittany.smith@navajo-nsn.gov> no later than midnight mountain daylight savings time (same time zone as Denver, CO) on May 8, 2023. Ms. Smith will send a response email confirming receipt. If the submitting project management firm does not receive a confirmation email by 3:00 pm mountain daylight savings time on May 9, 2023, please call 928-871-7004 to inquire as to whether Ms. Smith received the State of Qualifications.

4. PRESUBMITTAL CONFERENCE. A pre-submittal Zoom conference will be held prior to the submittal date of May 8, 2023. The exact date and time of the pre-submittal Zoom conference will be posted on the <https://frf.navajo-nsn.gov> website. Please check the website daily to obtain the exact date, time and zoom address.

5. REQUEST FOR PROPOSALS. Those project management firms deemed highly qualified will be invited to bid on a subsequent Request for Proposal that may outline the Project in more detail.

6. ADDITIONAL CONSIDERATIONS.

A. The Navajo Nation shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications (RFSQ) will be in the form of an addendum, which will be posted on the www.frf.navajo-nsn.gov.

B. The Navajo Nation reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

C. Nothing in this Request for Statement of Qualifications is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation including, but limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.

D. The Navajo Nation is a sovereign government and Navajo Nation Laws, Rules, and Regulations, includes the Navajo Preference in Employment Act, govern this Request for Statements of Qualifications