



**NAVAJO  
PREPARATORY  
SCHOOL**

**REQUEST FOR QUALIFICATIONS  
DESIGN/BUILD PRE-CONSTRUCTION SERVICES  
FOR  
INDIGENOUS ARTS STEAM BUILDING**

## DESIGN/BUILD PRE-CONSTRUCTION SERVICES FOR INDIGENOUS ARTS STEAM BUILDING

### RFQ Schedule

Action	Date and Time
RFQ Issued	03/05/2025
<b>READ ALL DOCUMENTS:</b> Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFQ.	
Mandatory Pre-Proposal Meeting	03/17/2025 @ 1:00PM
Questions due by	03/24/2025 @ 5:00 PM (local time)
Answers will be distributed via Addendum, please check website	04/2/2025 @ 5:00 PM (local time)
RFQ Due Date and Time	04/10/2025 @ 5:00 PM (local time)
Committee Review and Selection Process	TBD
Vendor Selected and Awarded, Pending Step 2 RFQ	TBD

### RFQ Buyer Contact Information

<b>Name</b>	Yvette Escojeda
<b>Phone Number</b>	(505) 326-6571 Ext. 120
<b>E-Mail</b>	<a href="mailto:yescojeda@navajoprep.com">yescojeda@navajoprep.com</a>
Any inquiries or requests regarding clarification of this RFQ document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents. Any other communication will be considered unofficial and non-binding.	

### RFQ Submittal

Proposals must be submitted electronically via email or link to file (Dropbox, SharePoint, etc.) by required date and time as noted on RFQ document.
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**REQUEST FOR QUALIFICATION BASED PROPOSAL  
DESIGN/BUILD PRE-CONSTRUCTION SERVICES FOR  
INDIGENOUS ARTS STEAM BUILDING**

Navajo Preparatory School (NPS) is requesting proposals from qualified design/build firms to prepare design and a GMP estimate for an approximately 36,000 sf mixed-use performing arts, classroom, and administration building.

Proposal packets are available and may be obtained by downloading from the Navajo Preparatory School website at <https://navajoprep.com/RFQs/>.

Proposers are responsible for securing any and all addenda issued.

**Responses** to this RFQ shall be submitted via email to Yvette Escojeda at [yescojeda@navajoprep.com](mailto:yescojeda@navajoprep.com) by **April 10, 2025; no later than 5 PM.**

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

Navajo Preparatory School reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of Navajo Preparatory School.

Navajo Preparatory School encourages and welcomes bids from small, local, women's, Native American, and other disadvantaged business enterprises.

**Ad Published:** March 3, 2025

**REQUEST FOR QUALIFICATION BASED PROPOSAL**  
**DESIGN/BUILD PRE-CONSTRUCTION SERVICES FOR**  
**INDIGENOUS ARTS STEAM BUILDING**

INTRODUCTION

Navajo Preparatory School Inc. (Navajo Prep) was established in 1991 by the Education Committee of the Navajo Nation Council. The school was founded to develop leaders for the Navajo Nation by cultivating Diné values and identity and offering a rigorous living and learning college preparatory program. Navajo Prep is a tribally controlled grant school, authorized by the Navajo Nation and federally funded through the Bureau of Indian Education. The school is situated on a 82.45-acre campus, formerly the Navajo Methodist Mission School. The campus was purchased by the Navajo Nation in 1995.

Navajo Prep serves 291 students in grades 9-12 students from across all 110 Chapters of the Navajo Nation and from other states such as Idaho, South Dakota, and Montana. Located in Farmington, New Mexico, Navajo Prep provides transportation to pick up and drop off students, which amounts in over 1,500 miles a week. Students live in six residential student homes on campus that each house 32 students. Sixty-eight percent (68%) of students live on campus for five or seven days a week.

Navajo Prep is authorized as an International Baccalaureate World School and provides high-quality international education, fostering inquiring, knowledgeable, and caring young people committed to building a better world through intercultural understanding and respect.

**I. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A- Design/Build and Pre-Construction Services**

**II. DELIVERABLES**

The successful firm will be expected to provide the following services:

- a. Review 1996 Master Plan (Exhibit C)
- b. Review 2024 Master Plan (Exhibit D)
- c. Meet with school administration to discuss current vision of NPS; identify goals, values, and objectives; walk through campus and existing facilities to become familiar enough with spaces to guide implementation.
- d. Construction Documents for an approximately 36,000sf multi-use facility

1. Design consistent with current campus aesthetic and building standards.
  2. Well thought out construction phasing plan consistent with funding constraints and timeframes.
- e. Delivery of a Guaranteed Maximum Price at the conclusion of the design phase.
    1. Formal budget deliverables to match design deliverables at programming, schematic, design development, and construction document phases.
  - f. Formal Schedule deliverables to match phasing plan produced by stakeholders.
  - g. Assist in the development of a presentation that incorporates the design for purposes of fundraising.

NPS has secured funding to complete the design and preconstruction services phase of this project. Concurrent with the design and preconstruction phase, NPS will be seeking funding for the construction phase. It is the intent of NPS to utilize the successful offerer for the construction phase using the AIA141 Exhibit A upon securing appropriate funding but retains the right to utilize the construction documents for a later bid should an unsatisfactory GMP be delivered or funding experiences a delay.

### III. MANDATORY MEETING

A **mandatory pre-proposal meeting** will occur on **March 17, 2025, at 1 PM**. The meeting will be held at Navajo Preparatory School, 1220 W. Apache Street, Farmington, NM, in the Student Success Center meeting room. All proposers intending to submit a proposal are **REQUIRED** to attend the meeting to obtain relevant information.

### IV. RESPONSE TO RFQ

Navajo Preparatory School is seeking proposals from offerors capable of providing all the work described in the Scope of Work, including attachments.

**A.** Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Narrative of proposed design approach and methodology.
3. Company Experience - A description of the proposer’s experience and capability of fulfilling this contract if awarded also include company history with biographies and/or

resumes for principal contacts.

4. Team Information – Provide the names of any outside consultants and/or sub contractors to be utilized, including contact information and a brief description of their role(s) in the project.
5. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
6. Proposed timeline for design and company availability.
7. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
8. RFQ responses shall be limited to 10 pages maximum.

## **V. EVALUATION OF PROPOSALS**

Proposals will be evaluated in accordance with the criteria listed below:

A. Design approach and methodology per project requirements	35%
B. Capability and project experience	55%
C. Pricing / fee proposal (in forthcoming step 2)	10%
D. Timeline and availability	15%

The selection committee will primarily be composed of Navajo Preparatory School employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFQ requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFQ will be evaluated in a manner consistent with the Navajo Preparatory School policies and procedures. Navajo Preparatory School reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFQ.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive

provisions to warrant further consideration.

At the conclusion of this initial phase, an RFQ will be issued requesting cost proposals.

Navajo Preparatory School may require an in-person interviews by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

**NPS intends to short-list a maximum of three qualified firms to submit on the forthcoming RFQ.**

## **VI. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Proposer shall pay the cost of such insurance.

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$4,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent proposer's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of New Mexico and employer's liability with limits of \$1,000,000 per accident.
- iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage

- or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Navajo Preparatory School”.
- ii) “It is agreed that any insurance or self-insurance maintained by Navajo Preparatory School, its elected or appointed officials, employees, agents and volunteers shall be excess of Proposer’s insurance and shall not contribute with insurance provided by this policy.”
- c. Insurance is to be placed with insurers acceptable to and approved by Navajo Preparatory School. The proposer’s insurer must be authorized to do business in New Mexico at the time the license is executed, and throughout the time period the license is maintained unless otherwise agreed to in writing by Navajo Preparatory School. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- d. Navajo Preparatory School shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by Navajo Preparatory School before work begins on the premises.
- e. Navajo Preparatory School reserves the right to require complete, certified copies of all required insurance policies at any time.
- f. Any deductibles or self-insured retentions must be declared to and approved by Navajo Preparatory School. At the option of Navajo Preparatory School, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to Navajo Preparatory School, their elected and appointed officials, employees, agents and volunteers; or Proposer shall provide a financial guarantee satisfactory to Navajo Preparatory School guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- g. Proposer shall include all of its proposers as insured under its policies or shall furnish separate certificates and endorsements for each proposer. All coverages for Proposer’s proposers shall be subject to all of the requirements stated herein.
- h. Nothing contained herein shall be construed as limiting in any way the extent to which Proposer may be held responsible for payments of damages to persons or



property resulting from the activities of Proposer or its agents, employees, invitees or proposers upon the Premises during the License Period.

## **VII. GENERAL TERMS AND CONDITIONS**

- A.** Qualified respondents shall be Licensed Proposers in the State of New Mexico, for this type of work, and who meet Navajo Preparatory School's insurance and bonding requirements and have experience with all work defined in the scope of work.
- B.** All work must meet current industry standards, including all Federal, State, and local rules and regulations.
- C.** Navajo Preparatory School reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- D.** Navajo Preparatory School will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- E.** Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Navajo Preparatory School assumes no liability for any costs incurred by offerors throughout the entire selection process.
- F.** Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Navajo Preparatory School and will not be returned to the offeror.
- G.** Conflict of Interest – No member, officer, or employee of Navajo Preparatory School, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Navajo Preparatory School policy.
- H.** Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.
- I.** Award of Contract - The selection of the company will be made by a selection

committee. Navajo Preparatory School reserves the right to negotiate and hold discussions with prospective offerors as necessary, however, Navajo Preparatory School may award this contract without discussion of proposals received from prospective offerors.

The selected firm shall enter into a written agreement with Navajo Preparatory School. Navajo Preparatory School reserves the right to cancel this RFQ.

Navajo Preparatory School reserves the right to reject any or all proposals received. Furthermore, Navajo Preparatory School shall have the right to waive any informality or technicality in proposals received, when in the best interest of Navajo Preparatory School.

Navajo Preparatory School reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- J.** Pursuant to the New Mexico Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Navajo Preparatory School Records Office at the time of bid submission.

**EXHIBIT A**  
**SCOPE OF WORK**  
**DESIGN/BUILD PRE-CONSTRUCTION SERVICES FOR**  
**INDIGENOUS ARTS STEAM BUILDING**

Navajo Preparatory School is requesting proposals for Design/Build and Pre-Construction Services for a replacement of Building 32, also formerly called the old admin building. The school project is based on the Scope of Work described below. All potential Offerors are to read, understand and accept the requirements of this Request for Qualification Based Proposal. It is Navajo Preparatory School's intent to select the most qualified Design/Build Team using a two-phase evaluation process for recommended selection for the desired services.

Elements that should be included:

- Auditorium
- Learning Spaces (classrooms, study areas, maker space, etc.)
- Administration Offices/spaces
- Conference rooms

Navajo Preparatory School intends to work with the selected Offeror and develop a project schedule in phases with the first phase starting in Spring 2026. The goal of the project is to have the entire project (all phases) complete by Spring 2029.

# EXHIBIT B

## Campus Map

