

Request for Proposal
Mexican Water Chapter
Community Based Land Use Plan

1. Introduction:
The Mexican Water Chapter, an LGA certified local government, has the responsibility of implementing and maintaining a current Community Land Use Plan as expressed in 26 NNC § 2004, for zoning, planning, residential, commercial, industrial, and public purposes.
2. Objectives:
The objectives of this RFP are to solicit and receive proposals from contractors to provide review of a Community Based Land Use Plan and work with the Mexican Water Community Land Use Committee in updating the existing plan.
3. Scope of Work:
The contractor shall coordinate and arrange discussions, meetings, and work sessions with the Mexican Water Community Land Use Committee in creating a frame work, schedule, points of action, and succession of work towards the completion of an updated Community Based Land Use Plan. It shall include a thorough review of the existing Community Based Land Use Plan to understand the intent, the purpose, and the point-by-point details of the desire of the Community Land Use Committee in the implementation and continuation of carrying the plan to fruition. The contractor shall obtain an understanding of the wishes and desires of the community at large expressly through the Community Land Use Committee and its members in updating, revising, and making current Community Based Land Use Plan. The consultant shall incorporate relevant cultural, traditional, and environmental precepts, values, and constructs into the plan. In working with the Committee, the contractor shall incorporate every relevant portion of the Plan, and capture and list all expressions by the members including the ones that do not fit in the plan, and create a separate list to inventory all expressions to be decided at a later time how to proceed. The contractor shall work with the Committee to identify, isolate, and high light successes and benchmarks of the existing Community Based Land Use Plan in creating a summary document for the Committee for presentation. The contractor shall review Title 26 of the Navajo Nation Code and any additional rules and regulations as they apply and ensure that the revised plan is within the statute and rules and regulations. Incorporate Strategic planning, data integration using geographic information system (GIS) techniques utilizing ESRI (Environmental Systems Research Institute) Software and platform training.

4. Qualifications and Experience:

Contractors submitting a proposal shall demonstrate experience in working with Navajo Nation Chapters in developing land use plans. For contractors who have no experience in working with Navajo Nation Chapters, shall show experience and working rapport in developing community plans with communities, municipalities, towns, cities or other Native Sovereign Nations.

Additional qualifications require the following: utilizing ESRI (Environmental Systems Research Institute) Software and training of this platform, strong strategic planning skills.

5. Proposal Submission:

The proposal shall contain the following elements:

- Cover Letter
- Company statement
- Resume(s)
- Project summaries of previous related work
- Scope of Work
 - Methodology and approach
- Licenses, certifications, memberships, and associations
- Professional references
- Rate (cost) sheet

Individual(s), groups, organizations, or companies submitting a proposal must submit three bound, hard copies to:

Attention: Lucinda M. Tomchee
Mexican Water Chapter
H C 61, Box 38
Teec Nos Pos, Navajo Nation AZ 86514

Any Proposal received after the due date and time shall be set aside and not considered. All submission shall remain with the Mexican Water Chapter, and not returned. Any proprietary information contained in the proposal shall be noted at the time of submission.

6. Timeline:

Publishing of RFP: Monday, July 28, 2025

Question & Answer Period ends: Friday, August 1, 2025

Proposal Due Date: Thursday, August 21, 2025

Proposal Evaluation Ends: Monday, August 25, 2025

Contract Award: Friday, September 5, 2025

Project Start Date: Monday, September 15, 2025 (or until full legal review is completed)

7. Requirement of the Firm if Contract Awarded:
The contractor shall comply with the Navajo Nation Code, local ordinances of Red Valley Chapter, with the professional services agreement or contract, and any pre-given special instructions issued by the Mexican Water Chapter.

8. Scoring of RFP:
Submitted proposals will be evaluated in the following method of scoring:

Demonstrating knowledge combined with prior experience	20 points
Scope of work detailed with method and approach	35 points
Communication plan emphasizing Community Reach	10 points
Incorporating Total Quality Management/Quality Assurance	15 points
Quality of Proposal with Ease of Understanding	10 points
Navajo Priority 1 or 2 Certification	10 points
Total Score Possible	100 points

9. Terms and Conditions:
There shall be no waiver or granting of the Sovereign Immunity of the Navajo Nation. Sovereign Immunity extends to the elected officials of the Navajo Nation as well as the Chapter government administration and members who serve in an official capacity of the Community Land Use Planning Committee.

Any professional service agreement or contractual agreement in which the Mexican Water Chapter engages with the selected consultant shall be predicated upon the laws of the Navajo Nation, applicable rules and regulations including the Navajo Preference in Employment Act. Local ordinances of the Mexican Water Chapter shall be observed and adhered to by the selected consultant. As necessary and when applicable statutes in Title 25 of the United States Code shall be applied and followed.

10. Contact Information:
For questions, obtaining additional information, verification, or confirming any requirements, please contact Chapter Manager Lucinda Tomchee at e-mail address lmtomchee@nnchapters.org or telephone number 928-429-0986.
11. Withdrawal of the RFP:
The issued Request for Proposal may be withdrawn with written notification to be publicly posted.