

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 plan shall include strategic planning methods and concepts, and prepared for implementation. 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 [additional](#) expressions to be decided at a later time [and in](#) 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 plan shall have integration of a GIS software to be used for gathering and collecting community information. Training by the consultant to the Chapter staff and elected officials shall be included. 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.

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. Contractors who are registered with Navajo Business Regulatory as a Priority 1 or Priority 2 will be given preference in accordance with the Navajo Business Opportunity Act.

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 state "Proposal" on the package and submit three bound, hard copies to:

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

All proposals must be received by the Mexican Water Chapter no later than the stated due date and time. Late submissions, including those delayed by mail or courier, will not be considered—no exceptions.

Proposals submitted via postal mail must arrive on or before the deadline; postmarked dates of the date of submission will not be accepted as proof of timely submission.

All submitted materials shall become the property of the Mexican Water Chapter and will not be returned.

If a proposal contains proprietary or confidential information, such content must be clearly identified at the time of submission. The Chapter will make reasonable efforts to protect such information, but cannot guarantee confidentiality beyond applicable Navajo Nation policies and procedures.

6. Timeline:

Publishing of RFP: Wednesday, September 17, 2025

Question & Answer Period ends: Friday, October 3, 2025

Proposal Due Date: Friday, October 10, 2025

Proposal Review & Evaluation Ends: Friday, October 17, 2025

Contract Award: Friday, October 24, 2025

Project Start Date: At earliest on Wednesday, November 5, 2025 (or until full legal review is completed, internal contract approved, and budget approved)

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 strategic approach | 35 points |
| Incorporating Total Quality Management/Quality Assurance | 10 points |
| Navajo Priority 1 or 2 Certification | 10 points |
| GIS Knowledge | 10 points |
| Quality of Proposal with Ease of Understanding | 8 points |
| Communication plan emphasizing Community Reach | 7 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 ltomchee@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.