

**GREASEWOOD SPRINGS COMMUNITY
SCHOOL, INC.**

HC 58 Box 60 Ganado, AZ 86505-9706

THIS IS AN OFFICIAL REQUEST FOR PROPOSALS
FOR SUPPLYING PROJECT INSPECTOR SERVICES

DUE DATE AND TIME: 3:00 P.M. (MDT) April 1, 2026

NAVAJO/INDIAN PREFERENCE

NAVAJO, INDIAN, MINORITY, WOMEN, INDIVIDUALS
AND SMALL FIRMS OR BUSINESS ENTERPRISES ARE
ENCOURAGED TO SUBMIT PROPOSALS

THIS PROJECT IS FEDERALLY FUNDED THEREFORE
STRICT COMPLIANCE WITH ALL FEDERAL LAWS AND
REGULATIONS IS REQUIRED

Request for Proposals for Project Inspector Services

In accordance with its Policies and Procedures and applicable Navajo and Federal laws and regulations, Greasewood Springs Community School, Inc. (hereinafter “GSCS” or the “School”) will receive sealed proposals (“Proposal” or “Proposals”) from all entities (hereinafter “Offerors”) capable of providing Project Inspector Services (“PIS”) and related services (“Services”) described herein (the “RFP”) under the terms and conditions set forth herein. Navajo and Indian individuals and Navajo and Indian owned organizations and enterprises and Navajo businesses currently certified under the Navajo Business Preference Law are especially encouraged to submit proposals. Minority, Women’s and Small Business Enterprises (MBE, WBE, SBE) are also encouraged to apply. The School, Governing Board (hereinafter “Board”) is soliciting individuals and/or firms possessing the technical skills, training, experience, and qualifications necessary to serve as Project Inspector (PI) for all phases of the K-8 School Facility Replacement Construction. The project is identified as supplying Project Inspector Services for the Work (hereinafter “Project”) described below. The Services sought are PI services for the following Project:

1. Academic facilities that will include classrooms, gymnasium, food services and dining, library, special use spaces and school administrative offices for the estimated 224 students in grades (K-8).
2. Dormitory facilities to house 50 students in grades (1-8).
3. Site development and utilities including grade appropriate playgrounds and playing fields, parking, sidewalks, streetlights, streets, access roads, and appropriate landscaping.
4. Demolitions of existing Bureau of Indian Affairs (BIA)-owned buildings currently used for the academic, gymnasium, residential, and food services, including related asbestos and/or other hazardous materials abatement connected with the demolitions of all existing facilities.

The PI position is described as follows in the Budget Narrative, SF 424C, dated 04/05/23 as follows: “Project Inspector, \$32/hour x 80 hours/month x 3 years” and is described as follows: Line item pay for Project Inspector retained by the School to perform daily on-site inspections of the progress and quality of the work to determine if the work is being performed in a manner indicating that the work when completed will be in conformance with the Contract Documents. Attend project meetings. This is a part-time position with no benefits. An Offeror must submit a proposal accepting the foregoing position including the not-to-exceed salary of \$32 per hour, approximately 80 hours per month for a period of up to two years. This shall be the Financial Proposal (“Financial Proposal”) in your offer (“Offer”). Request for greater pay or other modifications to this required Financial Proposal will not be considered and failure to accept these terms and conditions will result in the rejection of your Proposal.

The following Position Description contains a summary of technical services to be provided by the PI which include, but are not limited to, the following:

SUMMARY DESCRIPTION

Under the direct supervision of the GSCS Project Manager (“GPM”), PI will perform on-site construction inspection to assure conformance with the Construction Documents and Specifications (herein defined as Contract Documents). The PI shall communicate with and receive direction from the GPM and perform other construction-related inspection duties as directed by the GPM. This position requires that the PI serve in the best interest of the Greasewood Springs Community School and its Board of Directors (herein defined as “Owners” or “GSCS” or “School”).

DUTIES AND RESPONSIBILITIES

1. Observe the progress and quality of the Work as required at that stage of construction to determine in general that it is proceeding in accordance with the Contract Documents. Notify the Architect through the GPM immediately if, in the PI’s opinion, Work does not conform to the Contract Documents or requires special inspection or testing.
2. Monitor the construction schedule and report to the GPM conditions that may cause delay in completion.
3. Review Contract Documents with the CM@R's superintendent and GPM. With direction from the GPM obtain necessary interpretations from the Architect and transmit them to the CM@R.
4. Consider the CM@R's suggestions and recommendations, evaluate them and submit them with recommendations to the GPM.
5. Attend project meetings as directed by the GPM and report to the GPM on the proceedings.
6. Observe tests required by the Contract Documents. Record and report to the GPM on test procedures and, where applicable, the results. Verify testing invoices to be paid by the Owners or CM@R per the contract between those Parties.
7. Keep a diary or logbook recording the PI’s time and activities related to the Project, weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the CM@R, and specific observations. Record any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time, maintain a list of visitors, their titles, and time and purpose of their visit.
8. As directed by the GPM, assist the Architect in reviewing Shop Drawings, Product Data and Samples. Notify the Architect through the GPM if any portion of the Work requiring Shop Drawings, Product Data or Samples is commenced before such submittals have been approved by the Architect. Receive and log Samples which are required to be furnished at the site, notify the Architect through the GPM when they are ready for examination, and record the Architect's approval or other action. Maintain custody of approved Samples.

9. Observe the CM@R's Record Drawings at intervals appropriate to the stage of construction and notify the GPM of any apparent failure by the CM@R to maintain up-to-date records.
10. Assist the GPM in review of Applications for Payment submitted by the CM@R with recommendations for disposition.
11. Review the list of items to be completed or corrected that is submitted by the CM@R with a request for issuance of a Certificate of Substantial Completion. Inspect the Work and if a list is accurate, forward it to the GPM for final disposition, if not, so advise the GPM and return the list to the CM@R for correction.
12. Assist the GPM in final inspection of the Work. Receive from the CM@R and prepare for transmittal to the Owner, the documentation the CM@R is required to furnish at the completion of the Work.
13. Act as representative on behalf of GPM and/or Owners when requested and authorized in writing by the GPM.

LIMITATIONS OF AUTHORITY

The Project Inspector shall NOT:

1. Authorize deviations from the Contract Documents.
2. Approve substitute materials or equipment except as authorized in writing by the GPM through the Architect.
3. Personally conduct or participate in tests or third party inspections except as authorized by the GPM.
4. Assume any of the responsibilities of the CM@R's superintendent or of Subcontractors.
5. Expedite the Work for the CM@R.
6. Advise on, or issue directions concerning, aspects of construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work.
7. Authorize or suggest that the Owners occupy the Project in whole or part.
8. Issue a Certificate for Payment or Certificate of Substantial Completion.
9. Prepare or certify to the preparation of Record Drawings.
10. Reject Work or require special inspection or testing except as authorized by the GPM through the Architect.
11. Communicate with Subcontractors unless authorized by the CM@R and GPM.

DESIRABLE QUALIFICATIONS

Any combination of education and/or experience providing the required skills and knowledge for successful performance of this position will be qualifying. Required qualifications are:

1. BS degree from an accredited college/university in the Inspection Technology or Engineering Program with at least two (2) years of construction inspection experience or

six (6) years minimum of construction experience in the Commercial Construction Industry with an emphasis in Schools/Education construction.

2. Must possess current certifications and/or licenses required to effectively carry out the duties and responsibilities required of this position.

KNOWLEDGE

Must have extensive knowledge in the practices and procedures of the Architectural/Engineering and Construction Industry, current building techniques, materials/standards, most current construction building codes and standards of the Commercial Construction Industry with an emphasis in Schools/Education construction. Must also be knowledgeable with the basic operation of computers and software applications such as Microsoft, Project Management Programs, etc.

SKILLS

Must be able to plan, organize and prioritize workload in such manner to perform the prescribed duties efficiently and effectively, demonstrate good sound decisions, approaches and judgement relating to assigned tasks and responsibilities. Communicate effectively, orally and in writing. Establish a good working relationship and interact effectively with a wide range of people.

The Offerors shall provide and include all transportation and services necessary for the delivery of the goods described in the Project as set forth herein.

The closing date for the acceptance of Proposals is 3:00 p.m. (MDT) April 1, 2026. Said Proposals must be **received** by the School at its business office prior to that date and time. Reliance on the U.S.P.S. and/or any other mail or delivery service shall be at the Offeror's risk and delivery after the above date and time due to the fault of any such service shall not be a defense to this requirement. Sealed Proposals shall be opened on April 3, 2026, at Greasewood Springs Community School, Building 432, Room 107, Greasewood Springs, Navajo County, Arizona. The School reserves the right to accept or reject any or all Proposals, to waive any formalities or minor inconsistencies or terminate this procurement at its sole discretion.

Contact Lisa Byjoe, Procurement Officer, at (928) 206-9449 or lisa.byjoe@gscs-inc.net with questions.

EVALUATION CRITERIA

GSCS will evaluate the Proposals and offer an award, subject to negotiating a mutually agreeable contract, to the responsible Offeror who possesses the ability to perform successfully under the terms and conditions of this RFP and whose Offer, conforming to this RFP, would be most advantageous to Greasewood Springs Community School, price and other factors considered. When Proposals are received, the three highest scoring Offerors may be asked to participate in an interview to clarify information received and to assist in the evaluation process. Any interviews will be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements and for each Offeror to convince the School that it is the best qualified. An Offeror's Proposal and any such interviews will each be based and scored on the following weighted criteria. Proposal scores and interview scores (if interviews are held) shall be added together to determine the ranking of the Offerors.

Awards will be based on the following weighted criteria. Respond to each of these weighted criteria in writing in your Proposal:

1. 25 points: The Proposal's completeness and responsiveness to the specifications and requirements of the RFP.
2. 50 points: Past performance and previous experience of the Offeror with other schools and/or public projects of relative size and nature. Provide three examples of such previous experience and identify the person in charge of the project and who supervised your work along with the contact information for said person.
3. 50 points: Demonstrable reliability of the Offeror in the performance of Services as evidenced by three references.
4. 50 points: Reputation and integrity of Offeror as evidenced by three references.
5. 50 points: Offeror's written acceptance of the terms and conditions for the position, i.e., payment for said services of \$32 per hour x 80 hours per month for up to 2 years.
6. Preference Points – These points will only be awarded if the applicant provides a copy of the current official Navajo Nation certification for the preference claimed. If a copy of the current certification is not attached, no preference points will be given. Preference points will only be awarded one time in this process. If an Offeror qualifies for a preference the above points will be added in the Proposal review but will not be added again in any interview scoring.
 - a. 20 points for Priority 1

b. 10 points for Priority 2¹

GSCS shall be the sole judge of the Proposals and application of the above-described criteria. The School reserves the right to waive any formalities or minor inconsistencies, accept or reject any or all Proposals, terminate or end this procurement or take such other action it deems to be in the best interest of GSCS, at its sole discretion. The decision of Greasewood Springs Community School is final.

¹ The School has attempted to conduct this procurement in compliance with *Iiná Bá, Inc. v. Navajo Business Regulatory*, No. SC-CV-60-10 (Nav. Sup. Ct. May 15, 2014). In the event that regulations are received from the Navajo Nation Resources and Development Committee or the Business Regulatory Department as directed by the Navajo Supreme Court in *Iiná Bá, Inc.*, those regulations will supersede this RFP where there is a conflict and be used in processing this procurement.

GENERAL INSTRUCTIONS

1. The original Proposal must be fully executed by the Offeror or its authorized, designated representative to be valid. The signature of said person must be the actual signature of that person executed in ink and dated. Facsimile or electronic signatures are not acceptable. A second party's initialed signature shall not be valid.
2. The Proposal shall indicate that the Offeror understands the specific requirements set forth in the RFP and can furnish the materials and services specified within the times and under the conditions stated.
3. The School may select an Offeror based on the submitted data or pursuant to an appointed selection committee which may interview the three best-qualified Offerors. The School shall perform due diligence regarding the Offerors and their Proposal prior to the formal Proposal review or interviews.
4. If, after the award, the School fails to negotiate and accept an agreement, within a reasonable time, with the Offeror receiving the conditional award, the School may terminate said negotiations by written notice to said Offeror and enter into discussions and agreements with other Offerors, request other Proposals, terminate the procurement or take such action it deems to be in the best interest of GSCS.
5. Pursuant to the foregoing, the School shall submit a contract to the Offeror receiving the award pursuant to the procedures set forth herein. This RFP and the Offeror's Proposal submitted in response to the RFP shall be an enforceable part of the contract in the following order of priority: 1) amendments to the contract; 2) the contract; 3) the RFP; and 4) Offeror's Proposal.
6. If the Offeror fails to perform pursuant to the RFP specifications set forth herein and any contract relative thereto, the contract or agreement pursuant to this RFP may be cancelled upon ten (10) days written notice to the Offeror. The award and/or contract is also subject to cancellation pursuant to GSCS policies and procedures, any applicable Navajo or federal laws.
7. The award may not be assigned. It is understood and agreed that the successful Offeror may not assign, transfer, convey, sublet, or otherwise dispose of the award and/or contract or Offeror's right, title, or interest therein or Offeror's power to execute such contract to any other person, company, or entity without prior written consent of the School.
8. Specific terms and conditions of draws and payment will be mutually agreed upon between the successful Offeror and GSCS. However, in any event, payment will only be made after work or services for which payment is received is completed and proper invoices, as required by GSCS and/or Navajo and federal law, have been submitted.

9. After the award of the Proposal by GSCS and the execution of a written contract by the parties, the basis for the award shall be available for public inspection.
10. If the awardee/Offeror and GSCS are unable to negotiate a contract that is in the best interest of GSCS, GSCS may, at its sole discretion, terminate those contractual negotiations and initiate contractual negotiations with the next ranked Offeror or take such other action as GSCS may elect, including terminating the procurement. Once negotiations have been terminated with an Offeror, GSCS cannot go back to that Offeror.

REQUEST FOR PROPOSAL AWARD OR PROTEST

A solicitation protest must be in writing and must be filed with the Business Office of Greasewood Springs Community School within ten (10) working days prior to the opening date. A protest of the proposed award must be in writing and must be filed with the Business Office of the School within ten (10) working days after the date of the award.

The protest must include:

- The name, address, and telephone number of the protestor.
- The signature of the protestor or its representative.
- Identification of the Request for Proposal.
- A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, witnesses and all other relevant evidence (“Evidence”). Evidence not initially submitted with Offeror’s protest shall not be admissible or considered in the determination of the protest.
- The form of relief requested.
- The GSCS Business Office shall respond to the protest (“Decision”) in writing within 10 working days of the filing of the protest.
- The protestor may appeal the GSCS Business Office Decision to the School’s Governing Board (“Appeal”). The Appeal must be in writing, signed by the protestor and state in detail the basis for protestor’s disagreement with the Business Office Decision. The Appeal must be filed with the GSCS Business Office within five (5) working days of the date of the Decision or any Appeal will be deemed waived.
- The Board may issue its decision based on the record or take such other action it deems appropriate. The Board’s decision is final.

As noted above, Greasewood Springs Community School is a school organized under P.L.100-297 and as such is the Navajo Nation entity receiving federal grant funding for the Project and this Position. All procurements and contracts between the School and vendors/contractors are subject to, and shall be in compliance, with all rules, regulations, laws, and requirements arising from the School's status as P.L.100-297 community school and further requirements set forth in the Terms and Conditions of the School's Grant.

This RFP, the services, work and products arising from the RFP and all activities relative to the matters set forth in this RFP must be provided in compliance with applicable federal, Navajo Nation, local rules and regulations, and GSCS policies and procedures.

Pursuant to 2 C.F.R. § 200.321, the Navajo Preference in Employment Act and the Navajo Business Opportunity Act, the School affirms its commitment to encourage Navajo, Indian, minority businesses and women-owned business enterprises to submit Proposals under this RFP, and the School further commits to use Navajo, Indian, minority businesses and women-owned business enterprises when possible and as may be required by applicable law. Also, pursuant to the Navajo Business Opportunity Act (NBOA), and as interpreted by the Navajo Nation Supreme Court in *Iiná Bá, Inc. v. Navajo Business Regulatory*, No. SC-CV-60-10 (Nav. Sup. Ct. May 15, 2014), Navajo and Native American preference will be given to "certified" Navajo-owned or Native American-owned businesses. Except for the above-noted conditions, all Offerors will receive consideration without regard to race, color, religion, sex, or national origin.

NOTE: Terms and conditions of employment under this RFP and any resulting Contract shall be governed by GSCS policies and procedures, which are adopted herein by reference. The Grant Statements of Work dated July 2023 and February 2021 ("SOWs") are likewise made a part of this RFP and any contract arising from this RFP. The SOWs are posted on the GSCS website and are available from the Procurement Officer.

Lisa Byjoe, Business Manager
Greasewood Springs Community School