



Navajo Housing Authority
Procurement Department
P.O. Box 4980, Window Rock, AZ 86515

ADDENDUM NUMBER ONE (1)
Issued: October 20, 2026

Project Name: PCD RFP # 011 – Professional On-Call Architectural and Engineering Services

To All Interested Firms:

In the best interest of the Navajo Housing Authority (NHA), it has been determined that the following revisions shall be incorporated into the subject RFP and shall become part of the Professional On-Call Architectural and Engineering Services.

This addendum consists of the following:

I. SECTION I – General information, 5. Revision of Estimated Schedule of Activities, Extension to Proposal Due Date.

Activities:

Pre-Proposal Meeting

Dates:

October 27, 2026 @ 10:00 MDST

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/25203104633566?p=UqzjZCOPHi4ROEGepJ>

Meeting ID: 252 031 046 335 66

Passcode: 5uf9Uy23

Proposal Due Date

November 05, 2026 @ 4:45 MST

II. SECTION I: INQUIRIES: ANY AND ALL inquiries or questions shall be submitted in writing... All responses will be in writing to all firms who have an interest in this RFP.

1. Is there a pre-proposal meeting schedule for this RFP?

NHA Response: A pre-proposal meeting was not included in the original RFP schedule. However, given the substantial interest in this solicitation, NHA will schedule a voluntary virtual pre-proposal meeting to review the scope of services, proposal requirements, and task-order process. Attendance will not be required to submit a proposal. Please see the scheduled Pre-Proposal Meeting information above (Section I) which includes the virtual meeting details for your participation.

2. The Employment and Training Statement - Exhibit B - If the firm is not opposed but not actively advertising employment for Navajo or Indian preference, per se, if no candidates had applied, would that be considered not providing opportunities? The wording of these statements doesn't allow for what would be an acceptable answer if the employment condition does not exist.

NHA Response: Having no current vacancies or receiving no Navajo or Indian applicants does not, by itself, establish that a firm is refusing to provide opportunities. Firms shall complete Exhibit B accurately based on their current circumstances.

If no employment or training opportunities currently exist, the firm shall explain this on a separate attachment as provided under Item 1(a). If vacancies have existed but no Navajo or Indian candidates applied, the firm shall describe the recruitment efforts undertaken and the results.

The firm shall also identify how it will provide Navajo or Indian preference for employment and training opportunities arising during performance of the contract, using Item 1(b)(i) or providing an explanation under Item 1(b)(ii). A statement that the firm is “not opposed” to preference does not explain how preference will be implemented.

Exhibit B must be completed, signed, notarized, and submitted with the required supporting statements. The absence of current vacancies does not waive the preference requirements applicable during contract performance.

3. -Apply same question to both #2 and #3 in Exhibit B

NHA Response: Firms shall complete Items 2 and 3 based on their anticipated approach to performing this contract.

For Item 2, select the applicable statement. If no subcontracting is anticipated, select “My firm will not subcontract any portion of the contract.” If subcontracting is anticipated, indicate the commitment to Navajo or Indian preference or provide the certified explanation of infeasibility required by the form.

For Item 3, provide the anticipated percentage of Navajo or Indian personnel to be employed and trained under this contract. If none are anticipated, enter “0%” and attach an explanation. If the percentage cannot yet be determined because task orders and staffing needs are unknown, state “To be determined based on awarded task orders” and attach an explanation.

Do not leave either item blank. These explanations do not waive the applicable Navajo or Indian preference requirements during contract performance.

4. What is the page limit?

NHA Response: No page limit is specified for this RFP. Proposals should be concise and include all information, exhibits, supporting documentation, and signed addenda required by Section III. Proposals must be submitted by email as specified in the RFP. Firms should optimize PDF file sizes while maintaining readability. If necessary, proposals may be transmitted in multiple clearly labeled emails identifying the firm, RFP number, and sequence—for example, “Part 1 of 3.” All parts and attachments must be received before the proposal deadline.

5. Do the notarized/Exhibit pages count toward the page limit?

NHA Response: No page limit is established for this RFP; therefore, notarized forms and exhibit pages are not subject to a page-count restriction. All required exhibits and supporting documentation must be included, with signatures, dates, and notarization where applicable, in accordance with Section III.

6. Should we include SAM registration in proposal submission?

NHA Response: Yes. Include your firm’s Unique Entity Identifier (UEI) and a copy of its current SAM.gov entity record showing active registration.

Firms must maintain active SAM.gov registration and must not be suspended or debarred. A pending registration or UEI request alone does not satisfy this requirement. NHA will independently verify registration and exclusion status and retain the required verification documentation.

All other provisions of this Request for Proposal shall remain unchanged. Please ensure you acknowledge this Addendum by printing and signing below. This must be included in your proposal response. Failure to do so is subject to proposer disqualification by the NHA.



Pamela Tsosie, Procurement Construction Specialist
NHA Procurement Construction Department

Acknowledgement of Addendum Number One (1):

Print Name: _____

Signature: _____

Title: _____