



NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION

SECTION I. OVERVIEW OF REQUEST FOR PROPOSAL (RFP)

- A. Navajo Tribal Utility Authority (NTUA) is a special purpose government entity, multi-utility enterprise of the Navajo Nation which provides electric, water, wastewater, natural gas, photovoltaic, and telecommunication services covering approximately 27,000 square miles across northeastern Arizona, northwestern New Mexico, and southeastern Utah. NTUA has seven main district offices located in strategic communities spanning the Navajo Reservation, with its corporate headquarters located in Fort Defiance, Arizona.

Type of Service: NTUA is hereby contacting qualified firms to provide wood pole inspection and treatment services.

- B. Schedule of Activity Dates:

1. Advertisement Period	April 27 – May 15, 2026
2. Questions Due to NTUA	May 15, 2026 by 5:00 p.m. (DST)
3. Answers to Questions	May 21, 2026
4. Proposals Electronically Due to NTUA	May 28, 2026 at 5:00pm (DST)
5. Evaluation of Proposals	May 29 – June 4, 2026
6. Proposer Selection	June 12, 2026
7. Award Contract/Notice to Proceed	June 26, 2026

- C. **Inquiries:** If there are any questions, firms Andrea Hale, Contract Administrator, via email andrea@ntua.com. NTUA will only respond to questions related to this RFP prior to the date indicated above. All emails should have “*Pole Inspection and Treatment Services – QUESTIONS*” in the subject line. All questions and answers will be published for all interested parties so do not include confidential information in the submitted questions.

Proposer(s) will risk jeopardizing their eligibility if any person other than the Contract Administrator is contacted for clarification. Any interaction with NTUA staff by the Proposer will constitute disqualification.

- D. **Submission:** Proposal and Cost responses shall each be submitted, **electronically** to andrea@ntua.com in separate PDF attachments clearly labeled as follows: for the Proposal “DO NOT OPEN – POLE INSPECTION AND TREATMENT SERVICES (PROPOSAL)” and for the Cost “DO NOT OPEN – POLE INSPECTION AND TREATMENT SERVICES (COST)” and received by the deadline indicated above.

- E. Proposal submission, Proposers must submit as required:

1. An Original proposal (marked ‘Proposal’) included as a **stand-alone PDF document file**, clearly marked. Total proposal information materials shall be limited to seventy-five (75)



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- numbered pages of text, no smaller than 11-point font and/or graphics. Any supporting documentation and supplemental information may be included in subsequent appendices and shall not be counted against the page limit. Each page of the proposal shall consist of the company name and page numbering.
2. An Original cost (marked 'Cost') included as a **stand-alone PDF document file**, clearly marked, to be opened only after determining the proposal satisfies the requirements of the RFP. Each page of the cost shall include the company name and page numbering. The cost methodology must be clear and presented in a manner that considers the Scope of Work, must detail any proposed escalation rates, and cannot be modified unless there is a change in the NTUA requirements of the RFP submission.
 3. NTUA will accept hand-carried proposals and delivery can be made as follows:
 - o Navajo Tribal Utility Authority
ATTN: Andrea Hale, Purchasing Department
North Navajo Route 12 in Fort Defiance, Arizona
 4. NTUA will not accept any mailed (FedEx/UPS) proposals.
- F. Preference will be applied in accordance with the Navajo Business and Procurement Act (12 N.N.C. § 1501 et seq.); the Navajo Nation Procurement Act (12 N.N.C. § 301 et seq.); the Navajo Nation Business Opportunity Act (5 N.N.C. § 201 et seq.), and other applicable statutory and regulatory requirements.
1. Proposers must submit evidence of their Preference Priority Certification *if applicable*.
 2. In the subject line of the proposal electronic submittal, include by indicating whether the proposer is a Priority #1, Priority #2 preference business.
 - o Subject: "*name of RFP project* – PROPOSAL (Priority #1)"
- G. Only responsive proposals will be considered for award. For a proposal to be considered responsive, the Proposal and Cost must address the items listed in Section II: Proposal Evaluation Criteria.
- H. **Addendum to the RFP:** In the event it becomes necessary to revise any part of the RFP the Contract Administrator shall issue a written addendum on the specifics of the change and inform all concerned parties before the due date. Proposers shall ensure a signed copy of the acknowledgment of any addendum is included with the proposal.
- I. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer. Any information or financial assumptions included in the proposal submitted pursuant to this solicitation are at the sole risk and responsibility of the party submitting such proposal.
- J. **Rejection of Proposals:** NTUA reserves the right to reject any or all proposals and to waive informalities in the proposals received, including (without limitation) waiving the deadline for proposals, whenever such rejection or waiver is in the best interest of NTUA. NTUA



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reserves the right to reject any proposal based on deficient past performance, including projects conducted with NTUA, other Navajo Nation agencies, the federal, state, or local governments, or any commercial project.

- K. NTUA reserves the right to select more than one winning proposal. The selection of the winning proposal(s) will be based on best value, not necessarily on the lowest cost. As described in Section II, Proposal Evaluation Criteria, and Section IV, Scope of Work, the selected proposer will best meet the evaluation criteria, including, but not limited to, technical merit, past performance, financial and personnel capability, and cost. The successful proposer is expected to perform at a high level to meet NTUA's contractual requirements.
- L. **Contractual Clauses:** For NTUA to contract for services of this nature, the successful Proposer must agree to include as part of the Agreement the following two clauses:
1. **Governing Law:** The governing law and dispute jurisdiction will be the Navajo Nation Law and Courts. No provision of the contract shall constitute a waiver of sovereign immunity of the Navajo Nation.
 2. **Navajo Nation Sales Tax:** The successful proposer shall include the Navajo Nation 6% tax within their cost proposal. It will be the successful Proposer's responsibility to pay the sales tax on the sales receipt to the Navajo Nation.
- M. **Award of Contract:** Upon selection, a purchase order together with a negotiated agreement of the terms and conditions (Agreement) will be prepared between NTUA and the proposer selected. This proposal, submitted by the Proposer(s), will become part of the contract.
- N. **Debarment and Suspension:** The proposer acknowledges that, to the best of his/her knowledge, their Company and principal participants on the Agreement have not been suspended or debarred from proposing on a Federal or Navajo Nation contract. Further, the proposer acknowledges, understands, and attests that:
1. The undersigned understands and certifies that proposal submission shall act as certification that neither the proposer's company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 2. The undersigned certifies that the proposer is eligible to do business with the Navajo Nation pursuant to 12 N.N.C. § 1505(A)-(D).
 3. If the proposer is unable to certify or has been debarred or suspended in the past, then the proposer shall attach an explanation to its proposal submission as an addendum. The following language shall be included in such addendum:

I hereby certify that I am authorized to execute this certification on behalf of the company and certify the truthfulness and accuracy of the contents herein or attached hereto to the best of my belief.



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All proposers are encouraged to seek legal advice to ensure compliance with this requirement.

SECTION II. PROPOSAL CONTENT

- A. 45 points – Proposer’s Qualification.**
1. Description of the proposer’s experience and capabilities to complete work project on time and on budget.
 2. Provide proposer’s qualifications to complete the summary of work.
 3. Demonstrate previous designs, analysis, and recommendations of Pole Inspection & Treatment Project should also include the best practices.
 4. Provide proposer’s experience in detail in performing a similar project in Pole Inspection & Treatment Project. Give examples of the following: Kick-off meeting, Project Plan. These examples can be included in addendums to your proposal.
 5. Provide information on how Proposer brought Value and Positive impacts from past projects.
- B. 35 points – Brief Description of the Composition of the Project Team, Methodology, Approach, Plan and Timeline to Complete Project.**
1. Provide a resume of experience, knowledge, skills, and abilities of the Project Team.
 2. Implementation Approach
 - a. Describe the approach in which the assessment will be conducted
 - b. What Methodology will be taken
 - c. List any applications or software used to gather information
 3. Provide a Timeframe to complete Project
 - a. Provide a list of at least three references of customers, preferably public sector organizations similar to NTUA that design and implementation of Pole Inspection & Treatment. Provide complete contact information (name, business address, e-mail, and two contact phone numbers.



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C. 10 points – Proposer’s Financial Capacity.

1. Provide evidence of the Proposer has the financial capability to perform the required scope of work, as well as the technical and administrative support to complete within the required time frames.
2. Provide latest financial statement (official accounting statement), audited if available, including the primary Proposer’s latest balance sheet and income statements defining the following:
 - Current assets; Net Fixed Assets; Other Assets; Current Liabilities
3. Provide the name of the entity preparing the financial statement and date thereof if the Financial Statement is not audited.

Note: If a financial statement is not for the identical organization named herein, explain the relationship and financial responsibility of the organization furnished.

D. 10 points – Proof of Insurance.

1. \$1,000,000 Professional Liability Insurance;
2. General Property Liability;
3. Motor Vehicle and/or another mode of transportation; and
4. Worker’s Compensation



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SECTION III. SCOPE OF WORK

To solicit the services of firms capable of providing wood pole inspection, treatment services *of up to an estimated 17,296 wood poles for 2026 calendar year* as identified by NTUA. The quantity or scope may be revised upwards or downwards, depending on budget constraints during the term of the contract. It is anticipated one contract will be awarded June 2026.

The selected proposer will be expected to provide supervision, labor, tools, equipment, report forms, field adaptable handheld tools collection devices, transportation, and materials necessary for the inspection and treatment of the NTUA poles as identified.

The selected proposer is required to have a minimum of 10 years in the in-service pole inspection and treatment business. The selected proposer must have documented programs/policies conforming to the Environmental Protection Agency (“EPA”), the Occupational Safety and Health Administration (“OSHA”), the Department of Transportation (“DOT”), along with all federal and state pesticide regulations.

The selected proposer shall submit their specifications for pole inspection and treatment for review by NTUA as well as furnishing to NTUA with reports on a weekly basis.

The selected proposer shall provide GPS collected data to be delivered on-line in the proper NTUA geospatial format with map and attribute views of the data. Pole data must be able to be queried with various assortments such as their condition, etc.

Anticipated services may include but shall not be limited to:

1.0 – REQUIRED SERVICES

The selected proposer shall be capable of performing the following services:

- Inspect poles for broken material or hazardous conditions.
- Internal and external inspection of wood poles utilizing current industry practices.
- Internal and external treatment of wood poles with fumigants, pesticides and preservatives with appropriate application licenses.
- Structural strength evaluation of wood poles.
- Providing detailed reporting of inspection and treatment of each pole utilizing Microsoft excel databases & ArcGIS shape file in such a form that is compatible with NTUA's equipment record database & GIS geodatabase.
- Digital image recording of poles.



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2.0 – ASSIGNMENT OF WORK

The majority of the work for the transmission and distribution poles will be assigned either by ArcGIS shape files or maps, and shall be invoiced in phases as follows:

No.	Description	Pole Count	Type
1	R147, Sanders	2,120	Distribution
2	R215, Shiprock South	7,081	Distribution
3	R358, Chinle	2,005	Distribution
4	R372, Pinon	4,942	Distribution
5	R614 Kaibet-Inscription House South	1,148	Distribution
Total		17,296	

3.0 – LOCATION OF WORK (see attached map)

The work will be assigned up to Five Distribution circuits within NTUA service area.

4.0 – ADDITIONAL SERVICES

NTUA will consider and evaluate any additional services not explicitly mentioned in this RFP that will add quality or value to the proposal. Explanation of services and associated costs must be included with all additional service offerings.

5.0 – TERM OF CONTRACT

The term of the contract will be up to end of 2026 from the effective date of the contract or when budgeted funds for the project have been expended, whichever comes first.

6.0 – EXTENSION OF CONTRACT

A single one-year contract extension may be considered subject to mutual agreement between the selected proposer and NTUA. The extension will be utilizing the same terms and conditions of the original contract.

7.0 – CALENDAR OF EVENTS

The anticipated schedule of events concerning this RFP is shown below. A final contract is subject to approval by the NTUA Management Board.

These are tentative dates and are subject to change. NTUA reserves the right to adjust these dates as needed.



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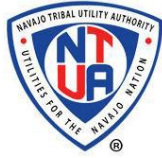
8.0 – PRE-CONSTRUCTION MEETING

If requested by the NTUA project manager, the selected proposer will conduct an information session for NTUA employees prior to the start of work. This session will cover the treatment products that NTUA employees may encounter and identify any cautionary exposure risks.

SECTION IV. COST ESTIMATE

THE UNDERSIGNED PROPOSER, HEREBY OFFERS and agrees, if this proposed cost is accepted, to enter into Agreement to perform satisfactory work, based on the skills needed to complete the scope of work as requested by NTUA.

Work Description	Distribution Unit Price	Transmission Unit Price
Visual Inspection-	\$	\$
Includes high resolution photography	\$	\$
Visual Inspection, Sound and Boring, Partial Excavation w/ Preservative Paste; 18 inches at Largest Check.	\$	\$
Visual Inspection, Sound and Bore, Full Excavation, No Treatment.	\$	\$
Visual Inspection, Sound and Bore, Full Excavation, External Treatment, and Wrap; 18 inches around pole.	\$	\$
Internal Inspection – Fungal Decay Detected – Internal Flood of Decay Pockets and Plug.	\$	\$
Internal Inspection – Insect Decay Detected – Internal Flood of insecticide + Fungal agent and Plug.	\$	\$
Identification Guy Guards	\$	\$
Identification of Ground Wire Moldings	\$	\$
Identification of Missing Ground Wires	\$	\$
Identification of vandalism such as painting or graffiti markings on pole	\$	\$
Indirect Costs (travel costs, equipment, lodging)	\$	\$
Subtotal:	\$	\$
Navajo Nation Sales Tax:	\$	\$
Total Cost	\$	\$



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Company Name: _____

Date: _____

Name/Title: _____

Signature: _____