



NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION

June 17, 2026

TO: All Interested Proposers

FROM: Andrea Hale
Andrea Hale, Contract Administrator

SUBJECT: **ADDENDUM #1 NOTICE**

Let this memorandum serve as a notice of updated information regarding the **“Biological Resource Services for Miscellaneous”**.

As originally stated in the RFP document, below are revisions to the schedule of activities; therefore, below shall be the new Schedule of Activities date.

B. Schedule of Activity Dates:

- | | |
|--|-------------------------------|
| 1. Proposals Electronically Due to NTUA | June 29, 2026 at 5:00pm (DST) |
| 2. Evaluation of Proposals | June 30 – July 6, 2026 |
| 3. Execution of Contract | July 20, 2026 |

Let this memorandum serve as a notice of updated information regarding the **“Biological Resource Services for Miscellaneous”**.

As originally stated in the RFP document, below are questions collected from interested firms in this Request for Proposal (RFP) with NTUA response as followed:

1. Pertaining to SECTION II, Part C: Previous Performance

- Does past experience with NTUA mean working directly on NTUA projects either as a prime contractor or subcontractor? Or may we include past experience working with non-NTUA utility companies on projects that are similar to NTUA projects?

Answer: You can include past experience of non NTUA companies with similar projects

- Regarding “documentation of past performance on contracts with the Navajo Nation”, does this mean we may include projects outside of the previous 3 years?

Answer: You may include past performance on projects outside of the 3-years.



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2. How many On-Calls is NTUA planning on awarding?

Answer: It varies, but for biological services it may be over 15 projects of various types (power line, tower sites, substation sites, transmission lines, preconstruction surveys, monitoring etc.).

3. Regarding the incumbent On-Calls, how many there are?

Answer:

4. Can we add Positions to the list on Pages 6 and 7 of the RFP (e.g., GIS Specialist)?

Answer: You may add to the position list.

5. The Cost Estimate form does not have line items for (1) \$70 for obtaining a Navajo NESL per project or (2) estimated fees for obtaining a Biological Resource Clearance Form from Navajo DFW per project (which fees vary depending on the size or length of a project). Are these fees NTUA would directly pay for, or should they be considered in the Cost Estimate form?

Answer: You may add this to the cost estimate form.

6. The RFP requests current Navajo Nation Department of Fish & Wildlife Professional Biological Resource Permit numbers for employees providing services under the contract. Is possession of a current permit at the time of proposal submission a mandatory requirement for responsiveness, or may the selected contractor obtain the required permit(s) prior to performing task orders requiring such services if the contractor has personnel that are qualified for the permit?

Answer: Your past performance can serve to demonstrate that you have obtained a permit with NN FWD, along with including in your proposal that personnel will obtain the permit prior to conducting any work.

7. Can NTUA provide an estimated annual volume of task orders, anticipated range of task order values, and the typical project types expected under this contract (e.g., electric distribution, transmission, water, wastewater, telecommunications, solar, or other infrastructure projects)?

Answer: It varies, but for biological services it may be over 15 projects of various types (power line, tower sites, substation sites, transmission lines, preconstruction surveys, monitoring etc.).

8. Can NTUA provide an estimate of the geographic distribution of anticipated projects among Arizona, New Mexico, and Utah service areas?

Answer: Projects will lie within NTUA's electric service area, which encompasses most of the Navajo Nation in Arizona, all of the Navajo Nation within the state of Utah; and in the state of New Mexico, most of Navajo Nation that west of HWY 371, and north of US 264 and NR 9 (and surround area) that does not fall within check board territory.

9. NTUA reserves the right to make multiple awards. If multiple contracts are awarded, how will task orders be distributed among awardees?

Answer: Awards will be based on the proposals received and responsiveness to requirements; contract award will have a contract limit, and awards will be based on cost comparison between all awardees and project priority.



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10. If additional specialized personnel are required under a task order (e.g., GIS specialists, project managers, wetland specialists, or environmental scientists), should those services be billed under the listed labor categories or proposed separately at the task order level?

Answer: Yes, list additional personnel needed to complete the scope of work.

11. Will task orders be issued on a negotiated time-and-materials basis utilizing the awarded labor rates and reimbursable rates, with each task order containing a not-to-exceed ceiling value?

Answer: Yes.

12. Can NTUA provide anticipated review and comment timeframes for draft biological reports submitted under task orders?

Answer: Draft reports are dependent on the completion of legal surveys and maps by Engineering consultants. It may vary due to project priorities communicates to the Engineering consultant. Typically, it may take 3 - 9 months for legal survey to be finalized, depending on the number of projects in queue.

13. Can proposers identify and provide resumes for additional project team members (e.g., Project Managers, GIS Specialists, QA/QC Reviewers, Environmental Scientists, Wetland Specialists, or other technical personnel) within the technical proposal when those positions support contract performance, even though they are not specifically listed in the cost proposal labor categories? If so, should these personnel be mapped to one of the listed labor categories for pricing purposes?

Answer: Yes, and list the personnel in the pricing list.

14. Like to confirm we can submit proposals electronically.

Answer: We are accepting proposals electronically. Vendor will need to send an email requesting a OneDrive folder link. This folder will close on the due date and time. Vendors may also hand carry their proposals to the NTUA Purchasing Department in Ft. Defiance, AZ

15. Page 2 says *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.*

Since we are just submitting rates do we need to submit a separate table with our rate sheet from the RFP or can we just include it in our technical proposal?

Answer: All cost should be in a separate PDF File; cost must NOT be included with your proposal.

16. Page 2 also says *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.*--Can you explain what this means?



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Answer: If a vendor is listed on the NBOA source list as Priority #1 or #2 their proposal will be reviewed first.

17. How many awards do you anticipate making?

Answer: This depends on the number of responsive proposals that NTUA receives. NTUA would like to award a minimum of 3 contracts.

18. What is the duration of this contract?

Answer: Minimum 1-year contract, but the contract can be extended to ensure projects are completed.

19. Page 6 says the following:

Provide documentation demonstrating that the Proposer possesses the financial capacity to perform the required scope of work, as well as the necessary technical expertise and administrative resources to ensure completion within the specified timeframes.

2. Provide most recent financial statements (official accounting records), audited if available, including the latest balance sheet and income statement for the primary Proposer, and clearly identify and define the following:

- Current assets; Net Fixed Assets; Other Assets; Current Liabilities*

3. If the financial statement is unaudited, provide the name of the entity that prepared the statement along with the date of preparation.

Note: If the financial statement provided does not pertain to the organization named in this document, include an explanation of the relationship between the entities and the extent of the financial responsibility assumed by the organization submitting the statement.

Can you please tell me what it is you are looking for here? We use QuickBooks and I can provide you with a Profit and Loss statement as well as our 2025 tax returns. Is that enough and what is adequate financial capacity?

Answer: Proposer needs demonstrate they have the financial capacity to perform the work, such as, manpower resources, equipment resources, cash flow to complete projects. NTUA will pay invoices once work is completed.



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In acknowledging this addendum, ensure a signed copy is included within the proposal response.

Thank you.

ADDENDUM NOTICE ACKNOWLEDGEMENT:

Company Name/Address

Signature

Date