



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

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**ADDENDUM NUMBER TWO (2)**  
**Issued: October 29, 2024**

Project Name: **RFP #624 Professional Consultant for Sustainable Community Master Planning**

To All Interested Firms:

The following revision shall be incorporated into the subject RFP and shall become part of **RFP #624 Professional Consultant for Sustainable Community Master Planning**. All other provisions of the Request for Proposals shall remain unchanged. Please ensure you acknowledge this addendum by signing at the end of the addendum and including it in your Proposal response.

**This addendum consists of:**

**Answers to Inquiries in Section I – General Information, 6. Inquiries: ANY and ALL inquiries or questions... All responses will be made in writing to all Firm(s) who have an interest in this RFP.**

**I. INQUIRIES/QUESTIONS/ANSWERS**

1. What type of Consulting are you requiring for?

**Answer:** Architecture and Engineering firms that specialize in creating community Master Planning platforms to guide Chapters in housing development.

2. Are you looking for blueprint drawing for the projects?

**Answer:** We are looking for community analytics such as current and future growth in family demographics, Utility (water, wastewater, electrical/natural gas) consumption to meet future demands, identify non-buildable areas, such as environmental sensitive areas, historic preserved areas, and land/realty requirements for the development of housing and its supporting infrastructure. The deliverables are to include scaled georeferenced maps of a community master plan and the means of approach to establish housing development to meet present and future housing needs.

3. Is there any federal funding that will exclude certain manufactures (products)?

**Answer:** All deliverables should be in electronic format such as PDFs, MS word, Google earth KMZs, ESRI Shape\_DBF files (NHA will provide the projections such as point of meridian, scaling, orientation and file format to the selected firm)

4. Will this procurement go through SAM funding?

**Answer:** All participants will be required to be in good standing with SAM.gov

5. Can you please expand on the following paragraph (Sec II, Para II):

The qualifying Firm will **hire** and train, at least, one community member at each of the ten chapters to assist in the development of a comprehensive housing & related infrastructure needs plan and to manage /update the collected demographics data in an automated database and to participate with the selected firm in conducting the field site visits within their respective chapter areas.

Specifically, is it NHAs intent for the successful bidder to directly employ these community members for a defined period of time? Or is the company's role to consult with the communities in the hiring process for these positions.

**Answer:** It is NHA's intent to establish ownership of these Sustainable Community Masterplans by the participating chapters. To accomplish this, we need the awarded firm to employ local community members to interpret the development process to the respected community members and document all public concerns and recommendations to be incorporated into the final deliverables.

- 6. Could you please clarify if a budget has been established for this project? Additionally, has the funding already been appropriated?

**Answer:** The funding for the RFP's activity has been established. Keep in mind that this RFP purpose is to determine, from the standpoint of the participating chapters, how to establish short- and long-range planning to optimize the use of HUD/NAHASDA and other funding sources to develop housing and its supporting infrastructure.

- 7. Could you please confirm if the necessary land has already been withdrawn for the site planning work for each of the chapters, or is that part of this work?

**Answer:** The quick answer is "no", the chapters do not have the necessary land. This RPF is an effort to help determine suitable areas for housing development that will pave the way for establishing leases for housing development and corridors for utilities, roads, and other supporting infrastructure.

**All other provisions of the Request for Proposals shall remain unchanged.**

**Please ensure you acknowledge this addendum by printing and signing below. This must be included in your Proposal Response. Failure to submit shall be grounds for the NHA to deem your proposal as Non-Responsive.**



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Doris Yonnie, Procurement Specialist  
NHA Procurement Department

**Acknowledgement of Addendum Two (2):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_