



**SAN XAVIER DISTRICT
OF THE
TOHONO O' ODHAM NATION**
2018 WEST SAN XAVIER ROAD • TUCSON, ARIZONA 85746
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SAN XAVIER DISTRICT – HOUSING DEPARTMENT

REQUEST FOR PROPOSALS

**New Home Construction & Full Home Remodel – Combined
Procurement**

Issued by:

San Xavier District (SXD), Tohono O'odham Nation (TON)

Point of Contact:

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**Bid Meeting for Contractors December 16, 2025 at 9:00 am
San Xavier District Council Chambers**

**Submissions must be received by
December 30, 2025**



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1. Introduction

Overview of Projects

The San Xavier District (SXD) of the Tohono O’odham Nation (TON) is soliciting sealed proposals from licensed General Contractors to complete two construction projects under a single contract:

- **Project 1 – New Home Construction**

Construction of a new four-bedroom, two-bathroom single-family home, to be built in accordance with SXD-approved architectural design plans.

- **Project 2 – Major Renovation of an Existing Home**

A comprehensive renovation of a residence originally built in the 1970s and abandoned for over 15 years. The project will modernize the home while preserving key elements of its existing exterior architectural character.

General Requirements

This combined RFP will be conducted in accordance with SXD procurement policies, licensing and permit requirements, Tribal Employment Rights Office (TERO) regulations, and TON Transaction Privilege Tax (TPT) requirements. All work must meet the 2018 International Residential Code (IRC) and all applicable federal, state, local, and Tribal standards.



Two-Phase Selection Process

The selection process for this solicitation will occur in two phases:

- **Phase One – Initial Proposal Submission**

Open to all interested and qualified contractors. Initial proposals will be evaluated on experience, capacity, qualifications, and demonstrated ability to complete both projects. Phase One proposals may provide preliminary cost estimates; final pricing will be submitted during Phase Two after the mandatory site visit.

- **Phase Two – Mandatory Site Visit and Final Proposal Submission**

Contractors shortlisted from Phase One will be invited to participate in a mandatory site visit to both project locations, receive access to architectural plans and relevant project documents, and will then be permitted to refine and resubmit their proposals for final evaluation.

2. Project Locations and Overview

Project 1 – New Home Construction

- **Location:** NW corner of Wack Lane & Melhog Wog
- **Address:** 8622 S. Melhog Wog
- **Parcel Size:** ~0.50 acres



Scope Summary:

Construction of an approximately 2,000 sq. ft., four-bedroom, two-bathroom single-family home on a slab-on-grade foundation, with CMU exterior walls, wood interior framing, and a gable roof with asphalt shingles. The home will include complete residential plumbing, electrical, and HVAC systems; required finishes, fixtures, cabinets, and flooring; and all work must conform to SXD-provided architectural plans and relevant codes and standards.

Project 2 – Full Home Remodel

- **Location:** 2158 W. Community Lane, Tucson, AZ 85746
- **Home Size:** ~1,700–2,000 sq. ft., 3 bed / 2 bath
- **Parcel Size:** ~0.50 acres

Scope Summary:

Comprehensive renovation of an existing residence built in the 1970s, which has been abandoned for more than 15 years. Work includes full interior demolition and reconstruction; removal of fireplaces, chimneys, roof system, and selected structural elements; installation of new plumbing, electrical, HVAC, and ducting systems; structural modifications (including additional windows, room extensions, ceiling height adjustments, and conversion of a carport to habitable space); replacement of doors and windows; and reconstruction of the roof. The project will modernize the interior while preserving the home's exterior architectural character.



3. General Contractor Requirements

All submitting contractors must provide proof of:

- Active Arizona ROC License
- Arizona Department of Revenue (ADOR) Transaction Privilege Tax License
- Tohono O'odham Nation (TON) Transaction Privilege Tax (TPT) License
- City/local business licenses
- W-9
- Insurance:
 - Workers' Compensation (AZ-required)
 - General Liability (min. \$1,000,000 per occurrence)
 - Auto (200/500/100 minimum)

4. Contract and Permit Process

Before contract execution, the selected contractor must complete all required SXD and TON administrative, permitting, and compliance steps. These include:

Reviewing the SXD Contract Terms

- The contractor will review the SXD construction contract, which contains the detailed scope of work and all binding compliance requirements.

Issuance of the SXD Contract Number

- The SXD will issue a contract number to be used for TON permitting and compliance filings.

TON Treasury / Transaction Privilege Tax (TPT) Requirements

- Apply for TON TPT license(s) for the contractor and all subcontractors



TERO Compliance Requirements

- Submit a TERO Compliance Plan

Archaeological Monitor

- Arrange for archaeological/cultural monitoring for any excavation, if applicable, as required by the San Xavier District and the Tohono O'odham Nation.

Obtain Required Permits and Approvals

- Includes any TON, SXD, TOUA, or other jurisdictional permits necessary for construction activities.

Participate in Pre-Construction Coordination

- A meeting will be held with the SXD and contractor to confirm project documents, review requirements, and coordinate scheduling.

Upon completion of all required steps, the SXD contract will be finalized and executed.

5. Phase One Submission Requirements

Proposals must include:

Company Information

- Official business name & address
- Key personnel, including on-site project manager
- Contact information



Proposal Content

- Cost estimate for materials and labor for each project
- Schedule of values
- Proposed project timeline
- Staffing plan
- Work approach & methodology
- List of subcontractors
- Warranty information
- Proof of insurance & licensing

Past Performance

- Descriptions of similar completed projects
- Photos & references

6. Work Requirements for Both Projects

Contractor must:

- Follow all 2018 IRC, IMC, IPC, NEC standards
- Follow federal, state, local, and TON codes
- Maintain clean, safe job sites
- Provide temporary utility connections
- Obtain all necessary inspections after each construction phase
- Repair any damage caused to property, utilities, or surrounding areas
- Provide proper dust control
- Provide their own equipment and power sources until utility installations pass inspection



- Keep all work areas hazard-free and properly secured
- Coordinate with:
 - SXD Housing
 - SXD Natural Resources
 - TON Utility Authority (TOUA)
 - TERO

7. Scope of Work

Project 1 – New Home Construction

- 2000 sq. ft. four-bedroom, two-bathroom single-family dwelling constructed on a slab-on-grade foundation.
- All masonry work to include steel reinforcement (rebar, wire mesh, steel lintels).
- Exterior walls constructed of 8"x8"x16" CMU block with mortar joints and masonry stucco finish.
- Interior framing using 2x4 or 2x6 wood studs at 16" or 24" on center, including blocking for bathroom grab bars.
- Gable roof constructed of engineered wood trusses with sheathing, underlayment, and asphalt shingle finish.
- Flat-slope patio roofing with asphalt roll finish over both exterior doors.
- Two porches, one at each exterior door.
- 200-amp residential electrical service with standard residential wiring.
- Roof-mounted air conditioning package unit with heat pump.
- Main sewer system hookups installed.
- Two exterior metal doors and double-pane windows throughout.
- Insulation values of R-13 in walls and R-38 in ceilings.
- Interior walls finished with 1/2" gypsum board; ceilings finished with 5/8" gypsum board at 8–9 ft. heights.
- Interior walls and ceilings finished with hawk-and-trowel texture and paint.



- Living areas equipped with cable, TV, and communication connections and standard electrical outlets.
- Kitchen with residential plumbing, upper and lower cabinets, pantry, one window, GFCI-protected outlets, and circuits sized for refrigerator, stove/oven, and range hood
- Three bedrooms equipped with electrical switches and outlets, junction boxes for ceiling fans, TV/cable/communication connections, one double-pane window each, and closet space.
- Primary bedroom with one window, closet space, and cable/TV/communication connections.
- Primary bathroom with ceramic tile walk-in shower (no curb) with waterproof membrane, ADA elongated toilet, sink/vanity, grab bars, mirror cabinet, exhaust fan, small window, GFCI outlets, and proper lighting.
- Second bathroom with tub/shower combination, ADA elongated toilet, sink/vanity, grab bars, small window, mirror cabinet, exhaust fan, GFCI outlets, and proper lighting and waterproofing.
- Interior laundry room with GFCI outlets, circuits sized for laundry appliances, hot and cold-water supply, and dryer vent duct with exhaust fan.
- Mechanical room equipped with 50-gallon water heater.
- Kitchen pantry closet included.
- Linen closet with shelving included.

Project 2 – Existing Home Remodel (Highlights)

- Removal of all interior building materials including drywall, framing, plumbing, electrical, fixtures, and finishes.
- Removal of the existing roof system, trusses, fireplaces, chimneys, ductwork, exterior doors, windows, and other deteriorated components.
- Inspection of under-slab plumbing to determine whether existing drain lines can be reused.



- Conversion of the existing carport into a habitable bedroom with required framing, insulation, doors, and added windows.
- Construction of five new windows in designated areas of the home.
- Extension of the living room and extension of an existing bedroom as indicated in the project concept.
- Reconfiguration of one existing bedroom into a storage closet.
- Raising ceiling heights throughout the home where feasible.
- Extension of the master bathroom to accommodate new layout and fixtures.
- Reconstruction of a complete roof system using engineered trusses, sheathing, underlayment, insulation, ventilation, and flashing.
- Installation of new fascia, drip edge, roof penetrations, and associated weatherproofing.
- Installation of new interior framing for all modified layouts, including new walls, openings, blocking, and structural reinforcement as needed.
- Installation of rot-resistant sill plates, proper anchoring, fire blocking, and compliant notching and boring for mechanical systems.
- Installation of a complete new residential plumbing system including water supply lines, drain and vent systems, cleanouts, and plumbing fixtures.
- Installation of a complete new residential electrical system including a 200-amp panel, properly sized circuits, outlets, switches, lighting, GFCI protection, and exhaust fans.
- Installation of junction boxes for ceiling fans and lighting in all required rooms.
- Installation of a new HVAC system including a properly sized roof-mounted package unit, attic ductwork, registers, and returns.
- Installation of a new 50-gallon electric water heater with electrical disconnects, expansion tank, and drain pan.
- Installation of double-pane exterior windows and replacement of all exterior doors.
- Installation of new insulation, drywall, texture, paint, and interior finishes.
- Installation of new cabinets, closets, vanities, and bathroom fixtures.



- Configuration of a functional laundry area with necessary plumbing, electrical, and ventilation.
- Kitchen appliances to be provided by SXD and installed by the contractor as part of the final fit-out.
- Final layout, design adjustments, and detailed scope to be refined after a Phase Two site inspection and incorporated into the final construction contract.

The final detailed scope of work will be established following the Phase Two site inspection and review of any available architectural plans, and will be incorporated into the construction contract.

8. Payment Terms

The payment structure described below is provided for planning purposes only. Final payment milestones, conditions, and release requirements will be established in the construction contract based on the agreed project schedule and may differ from the framework described in this RFP.

- First 25% after all TERO, TPT, and insurance requirements are met, and a construction contract is signed.
- Second 25% released at the midpoint of the agreed-upon contract performance period, provided that the SXD verifies the contractor is on schedule according to the approved construction timeline.
- Third 25% released 30 days prior to the contractual completion date, provided that SXD verifies through inspection that the project is progressing on schedule and that the remaining work can reasonably be completed within the final 30 days.
- Final 25% after:
 - Final inspection and approval by the SXD
 - Any deficiencies corrected



9. Deadlines and Scheduled Events

The following schedule represents the anticipated timeline for this procurement. The SXD reserves the right to modify any of the dates below, and any changes will be communicated to all participating contractors. All deadlines are 4:00 PM Arizona Time unless otherwise specified.

Phase One

RFP Open Date: _____

Deadline for Submission of Initial Proposals: _____

Selection of Contractors Moving Forward to Phase Two: _____

Phase Two

Mandatory Site Visit (required for all selected contractors): _____

Deadline for Contractor Questions (Phase Two Only): _____

Final Proposal Submission Deadline: _____

Award and Contracting

Conditional Award Date: _____

Deadline for Completion of All Pre-Contract Requirements: _____

Final Contract Execution (anticipated): _____



10. Proposal Evaluation Criteria

The SXD will use the following criteria:

- Compliance with RFP requirements
- Contractor qualifications & experience
- Cost competitiveness
- Proposed schedule
- Past performance
- Completeness of submission
- Tribal compliance readiness
- Capacity to complete both projects within the projected timeframe
- Completeness and clarity of cost information

11. Conditional and Final Award

The selection of a contractor at the conclusion of Phase Two constitutes a conditional award only. A conditional award does not create a binding contract and does not authorize the contractor to begin any work. Final award and contract execution are contingent upon the contractor completing all required pre-contract compliance steps, including TERO requirements, TON TPT licensing, SXD and TON permits or approvals, and any additional administrative filings required by the District.

The selected contractor must complete all pre-contract compliance requirements within fourteen (14) calendar days of receiving notice of conditional award, unless the SXD grants a written extension for good cause. The SXD retains sole discretion to determine whether good cause exists.



Once all pre-contract requirements have been satisfied, The SXD may issue a final award and enter into a contract with the selected contractor. No work may begin until the contract is fully executed and all required permits and approvals are in place.

Failure to complete the required pre-contract steps within the specified timeline may result in withdrawal of the conditional award. The SXD may then proceed to the next highest-ranked proposer or may elect to reopen or cancel the procurement.

12. Submission Instructions

- The initial submission deadline is strictly enforced.
- Late submissions will not be accepted.
- The date of submission will be determined by the postmark on the sealed proposal.
- Sealed proposals must be mailed to:

San Xavier District – Materials Management
Attn: Stacy Hernandez, Procurement Manager
2018 W. San Xavier Rd.
Tucson, AZ 85746