

HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906

POLACCA

ARIZONA 86042

PHONE:(928)737-2800



2024 - REQUEST FOR QUOTATION (RFQ) Trucking Services to Dirt Hauling Backfill Material Polacca to Kykotsmovi, Arizona March 25, 2024

The Hopi Tribal Housing Authority (HTHA) is seeking a qualified Licensed Trucking Contractor to haul dirt backfill material from Polacca, Arizona to Kykotsmovi, Arizona to perform work in the state of Arizona under the small purchase provisions of the HTHA Procurement Policy and in accordance with 24 CFR §1000.26 and 24 CFR §1000.52. The selected contractor will enter into and negotiate fixed-price Professional Service Agreement with HTHA for the Commercial Trucking Services on the dirt hauling from Polacca to Kykotsmovi, Az.

The qualified individual chosen shall demonstrate experience and competency in Commercial Trucking in accordance to the Arizona State and Federal laws to conduct transport services.

The awarded firm will be required and responsible for the license fee of Hopi Office of Revenue Commission (ORC) required business license fee to conduct business on the Hopi Reservation and the applicable 0.3% Tribal Employment Rights Office (TERO) fee.

Projects Services & Locations:

1. Polacca to Kykotsmovi, AZ
2. It is Approximately 42 miles around trip.

Scope of Work

Scope of work shall include:

Selected Contractor must be able to provide the following Trucking credentials on their Commercial Trucking Services.

1. Selected Trucking Contractor will provide all Traffic and Traffic Route Plans the before being approved by HTHA and ADOT or Arizona Department Of transportation and provide all traffic signs and also coordinate with ADOT on safety plan.
2. The selected Trucking Contractor supervisor will need to be present on the job site to observe, monitor, coordinate and inspect every load.
3. The Selected Trucking Contractor will need to keep a daily log of all the loads going off the sites and keep the Owner informed of the number of loads that went out to the site.
4. Conduct inspections and observe at the unload area at Kykotsmovi
5. Conduct a Final Inspections of the site area coordinate with ADOT on site grading and Have ADOT sign off on the Close-out Report
6. Attend on-site meetings with HTHA and ADOT before the start of the project. Just make sure everything is in place with all parties involved.
 7. Contractor will utilize their own resources of equipment, vehicles, personnel and cell phone as part of their service agreement.
 8. Consultant will include their mileages, lodging and other related expenses in their proposal. Travel Time is not allowed and will not be paid. All services will start at Hopi Projects and will be on Hopi Reservation
 9. The proposal will include the Cost Breakdown of expenses relates to the hauling Services

10. Contact and obtain authorization from the Hopi Office of Revenue Commission (ORC) And the Tribal Rights Employment Office (TERO) to get the proper clearances to conduct business within the Hopi Reservation.
11. Deliver Certificates of Insurance for workers compensation, general liability, auto/comprehensive and property damage liability insurance, and State License.

Indian Preference

The work to be performed under this contract is subject to Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450 (e)). Section 7(b) requires to the greatest extent feasible:

1. Preference and opportunities for training and employment shall be given to American Indians and Alaska Natives.
2. Preference in the award of contracts and subcontracts shall be given to American Indian/Alaska Native-owned enterprises as defined in section 3 of the Indian Financing Act of 1974 [25 U.S.C. 1452]
 - The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act.
 - In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontract to Indian organizations and Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians.
 - The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient or HUD that the subcontractor has violated the section 7(b) clause of the Indian Act.

Forms required to be filled out and to be submitted along with the proposal

- Instruction to bidders for contracts (HUD Form 5369)
- Representation, Certifications and Other Statement of Bidders (HUD Form 5369-A)
- Native American Enterprise Qualification Statement
- Non-Collusive Affidavit

The above documents can be found on the HTHA Website or you may call HTHA Procurement Officer, Felicia Yaiva at (928) 737-2800 or at fyaiva@htha.org

Proposal Due Date:

Interested firms may submit one (1) original proposal via email to fyaiva@htha.org by 4:00 pm, Mountain Standard Time, on **April 9, 2024**. This Request for Proposal is open to both Indian and non-Indian firms.

Any questions on the proposal, you may call:

Stan Pahe, HTHA Admin at (928) 737-2800 or at spahe@htha.org

Felicia Yaiva, Procurement Officer at (928) 737-2800 or at fyaiva@htha.org

Larry Willie, Project Manager at (289) 737-2800 or at lwillie@htha.org