

# HOPI TRIBAL HOUSING AUTHORITY

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POLACCA

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## 2024 - REQUEST FOR QUOTATION (RFQ) Warranty work on Sewer line Construction Inspection and monitoring Winslow 20, Winslow Arizona March 25, 2024

The Hopi Tribal Housing Authority (HTHA) is seeking qualified utility Inspection services for Water and Sewer line Construction on sewer warranty work. It will include Plan and Material Review on warranty sewer correction work on Sewer main and service line to be performed 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 firm will enter into and negotiate fixed-price Professional Service Agreement with HTHA for the Commercial Construction Inspection, Plan Review and Change Order Review Services on the Winslow 20 Project, Winslow, AZ.

The HTHA is undertaking a new housing sub-division as a Warranty work project at the Winslow Housing Complex. The qualified individual chosen shall demonstrate experience and competency in Residential and Commercial infrastructure Construction in accordance to the International Building Code, ADEQ Code Compliance, Water and Sewer inspections as will be conducted on a Phase Inspection as assigned.

The awarded firm will be required and responsible for the cost 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 identified for Utility Inspection Services at the Location identified:

1. Winslow 20 Housing Project, Winslow, AZ

### **Scope of Work**

Scope of work shall include:

The selected Firm must be able to provide the following construction code inspections on the Residential Infrastructure Inspections.

1. The selected Consultant will review all the Civil plans with HTHA before being approved for construction. Consultant will also review all materials submittals for construction before being approved by HTHA.
2. The selected Consultant will need to be present on job site to observe, monitor, coordinate and inspect the Projects on a full-time basis on-site for requested inspection schedules.
3. The Selected Consultant will need to keep a daily log of all activities of individual sites and keep the Owner informed on the Daily and Weekly Reports of the Individual Projects.
4. Conduct inspections and observe on the clearing & grubbing, excavations/dirt work, compaction testing of the earthwork and site grading. Monitor excavation, backfilling and verify compaction readings with
5. Conduct underground Rough-in Inspection on all main and service lines, sub-grade preparations for curb and gutter and street repair, footing trenches and follow up inspections after concrete laydown on curb and manholes to check for quality workmanship on the concrete placement finish work and a check on the control joints/cuts.
6. Domestic utility Inspections on service lines accordance to the approved Design Plans – (Electric, Gas, Water, Sewer) Verify Test Results

7. Pre-Cover up inspections on the pipe installations and verify compaction test on every left.
8. Pre-Final Inspections & Final Inspections, develop Punch list Reports and follow up for a Verification of Corrections of Punch list and sign off on the Close-out Report
9. Conduct pre-installation inspections of the utilities on Water and Sewer Service lines installations, Main/service lines. sewer line installations Main/service lines
10. Conduct Pressure test on the Sewer main and Service lines with City Wastewater Department and inspections from start to finish.
11. Provide information by written reports to HTHA on all issues and concerns encountered during construction and areas of concern to monitor post construction.
12. Communicate with Geotechnical Engineer, Structural Engineer, HTHA, and General Contractor on Request for Information (RFI) initiated by the Contractor.
13. Provide detailed reports on existing failures of Inspection and recommend remedial actions including quality control measures of construction work being performed. Provide a detailed cost estimate for recommended remedial actions, including testing, inspections, material, and labor on a situational matter.
14. Attend on-site meetings, Participation in construction meetings with the HTHA and other involved parties. Provide written reports followed by oral discussions.
- 14a. Construction Inspection Schedule will be forwarded to HTHA every week before the start of the next week. Produce written Punch List Report in writing and submit it to HTHA within 24 hours of all inspections.
- 14b. The consultant will review all change orders with the Civil Engineer and General Contractor before it is approved by HTHA.
- 14c. Consultant to respond to Inspection requests within 24 hours response time and to report to HTHA on the confirmations of inspections on a written by confirmation.
15. Construction Inspector will be a party to Sign-off and Certify the HTHA Memorandum of Acceptance for Occupancy (MAO) document at the final acceptance of the warranty sewer & water correction work.
16. Consultant will be requested at times to conduct a Design Plan & Specification Review services on behalf of HTHA Development Office. Plan review, mark ups, redlines and to provide a written punch list.
17. Consultant will track, file, and distribute information electronically. All electronic reports will be stored in an E-file and will be submitted to HTHA at the end of Project Close-out. All Field Inspection Reports will be Archived by a Consultant for a period of 5 years after Project Completion.
18. Consultant will utilize their own resources of equipment, office space, supplies, vehicles, personnel, and cell phone as part of their service agreement.
19. The consultant will include their mileage, 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
20. The proposal will include the Cost Breakdown of expenses relates to the Inspection Services
21. 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.
22. 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 quotation.

- 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](mailto:fyaiva@htha.org)

Proposal Due Date:

Interested firms may submit one (1) original proposal via email to [fyaiva@htha.org](mailto: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](mailto:spahe@htha.org)

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

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