

HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906 POLACCA ARIZONA 86042

PHONE:(928)737-2800

4-29-24



2024 - REQUEST FOR QUOTATION (RFQ) (2nd Re-Bid)

On-Call A&E Services

The Hopi Tribal Housing Authority (HTHA) is seeking quotes from a licensed Architectural & Engineering Firm, registered firms that are licensed 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 firm will enter and negotiate a fixed-price contract with Hopi Tribal Housing Authority.

The Hopi Tribal Housing Authority (HTHA) is requesting fee proposals from qualified licensed Architectural & Engineering Firms to perform work in the State of Arizona for Architectural Designs & Engineering Services on an On-Call Basis. HTHA will utilize the A&E Services for small and medium range sized Projects on the Hopi Reservation. The selected firm will enter into a Professional Service Agreement with HTHA to perform the services requested for a period of two (2) years with an option one (1) year extension. Option one year extension is to be approved by HTHA Administration.

Scope of Work- Scope of work shall include:

- A. Contact and obtain authorization from the Hopi Office of Revenue Commission (ORC), and the Tribal Rights Employment Office (TERO) to conduct business within the Hopi Reservation. The Hopi Business License is required on an annual basis per calendar year.
- B. Deliver Certificates of Insurance for worker compensation, general liability, auto/comprehensive and property damage liability insurance.
- C. Participation in preliminary site review with the HTHA and other involved parties.
- D. Complete on-site Engineering Assessments of existing structures, buildings or roads and to provide certified engineering assessment reports to the owner.
- E. This may include boundary surveys, legal descriptions, and topographic mapping as an "on-call" service.
- F. Complete assessments of all existing utilities, (water, sewer, gas, electric, phone lines) retrace them to identify to its exact locations of all utilities and existing structures and referenced to existing AS-BUILTS from data provided by the federal agencies, the villages, BIA or tribal offices.
- G. A&E Firm to provide sketches, shop drawings, new design plans, retrofit design works based on the Engineering Structural Assessment Reports.
- H. A&E Firm to provide or produce Project Specifications Manuals, Bid Documents, Design Plans and Plan sheets.
- I. A&E Firm to provide assessment on existing Rehab Homes, Office Buildings, utility lines, Roof Projects, Interior & exterior assessments, Improvement & Rehabilitation designs.
- J. Handle all preliminary assessments, design work, construction work, project management, and implement quality control procedures.

K. A&E Firm to provide 3D Modeling Services on all design work for new, renovations and rehabilitation Projects. For design consultation with HTHA Admin for design comments and acceptance.

L. Submittal reviews, bidding process and construction administrative services.

- Create a project schedule to incorporate all these factors for regular on-site visits and observations of the contractor and subcontractors during the construction phase; (ii) review and make recommendations on change orders; (iii) review of payment applications (Pay-Apps); Review and respond to RFI's and (iv) sign off on construction drawings to assure that scheduled payments are made with appropriate holdbacks and when pre-determined work has been completed.

M. Consultations with HTHA team for program requirements, design considerations and Owner preferences.

O. Work closely with HTHA staff and Administration and leadership, and all stakeholders to review problematic site conditions, propose solutions, review areas for infrastructure, including sewer facility, new streets, new parking lots and access roads to service the development site.

P. Attend meetings on requests by HTHA to review progress of the design phase and accept comments.

Q. Recommendations related to the installation of different building systems. Develop a standard fit-out package and a budget with pricing for custom features.

R.

S. A&E Services includes all associated costs to transportation, equipment, labor, printing of survey materials, providing official stamp survey plats to HTHA and Blueprints copies.

T. Provide Professional Fee Schedule

U. The selected A&E Firm Subject to other Assignments of Projects for On-Call A&E Services

Required Submissions

1) All proposals must include completed copies of the following forms.

1. Instructions to Bidders for Contracts (HUD Form 5369)
2. Representations, Certifications, and other Statements of Bidders (HUD Form 5369-A)
3. Statement of General Conditions (HUD Form 5370)
4. Non-Collusive Affidavit (HTHA Form)
5. Native American Enterprise Qualification Statement
6. Performance Bond
7. Bidders shall deliver Certificates of Insurance for workers compensation, general liability insurance, auto/comprehensive and property damage liability insurance.
8. Sam.gov / Documents

Licensing and Fee Requirements

A. Proposers must be contractors licensed and in good standing in the State of Arizona.

B. Contractor responsible for any permit and/or license fees required by Hopi Tribe.

Indian Preference – Open to Native & None -Native Firms

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:

Preference and opportunities for training and employment shall be given to American Indians and Alaska Natives.

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]

Preference given to Indian and Non-Indian Businesses or Firms

Proposal Due Date

Interested firms may submit their proposal by bid due date on **May 09, 2024 @ 2pm MST.**

SUBMIT PROPOSAL via email to the attention of:

Felicia Yaiva, HTHA Procurement Officer at fyaiwa@htha.org and Larry Willie, HTHA Project Manager at lwillie@htha.org.

This Request for Quotation is open to both Indian and non-Indian firms.

Address: Hopi Tribal Housing Authority, AZ State Route 264, Mile Post 390, Polacca, AZ 86042.

Contract Requirements

Within ten days of award, the Contractor shall execute a contract with HTHA, the Owner, which shall be prepared by the HTHA's legal counsel, and which contains additional obligations and requirements that apply to this Project. A sample of the contract format that will require HTHA is available upon written request. Davis Bacon or tribal wage requirements, whichever is greater, shall apply. Federal funds are being used to fund this Project. All applicable federal laws shall apply including but not limited to the provisions of the Native American Housing Assistance and Self- Determination Act (NAHASDA), 25 U.S.C §§ 1401, *et. seq.* and NAHASDA regulations at 24 C.F.R. part 1000. Tribal Employment Rights Office fees and regulations apply as applicable.

Miscellaneous

No assignment of any contract award will be permitted unless HTHA gives its written consent.

Any proposal submitted shall state that it will remain open for 60 days. HTHA reserves

1) the right to reject all proposals including those that it determines, in its sole discretion, to be unresponsive or from irresponsible proposers, and 2) the right to waive any irregularities in any proposals.

Any questions contact Larry Willie, HTHA Project Manager @ (928) 737-2800, or email at lwillie@htha.org.

