

HOPI TRIBAL HOUSING AUTHORITY

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2026 REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL CONSULTING AND ARCHITECTURAL SERVICES FOR HTHA LOW-INCOME HOUSING
TAX CREDIT PROJECT #2

Posted: January 27, 2026

Deadline: February 11, 2026

- I. **Summary:** Hopi Tribal Housing Authority (HTHA) is a Tribally Designated Housing Entity of the Hopi Tribe pursuant to Ordinance 15. HTHA seeks proposals from qualified firms for professional consulting and architectural services for a proposed Low-Income Housing Tax Credit (LIHTC) project.
- II. **Project:** HTHA's LIHTC #2 project will be located on a 25-acre parcel of tribal trust land within the Hopi Industrial Park, 25 U.S.C. §641, directly west of the City of Winslow, Arizona.
- III. **Tribal Compliance:** Before commencing work, the selected firm shall obtain a Hopi Business License under Hopi Ordinance 17A, and any other applicable federal, state or tribal law.
- IV. **Scope of Work:** Project tasks shall include, but are not necessarily limited to, those items noted below. If the proposer feels additional tasks are warranted, they must be clearly identified in their proposal:
 - a. Development of an affordable housing project concept.
 - b. All necessary work to submit a LIHTC application and secure an allocation (through issuance of Form 8609).
 - c. Architectural services for the vertical design of the above referenced project scope (including schematic designs, full plans and specifications, MEP and structural engineering, bidding & contract documents, construction contract administration and construction monitoring services).
 - o. Architect must be familiar with LIHTC design requirements and assist Owner in preparing a competitive application package with schematic design documents.
 - d. All necessary work to solicit and secure a LIHTC equity investor.
 - e. All necessary work to close the transaction with the selected LIHTC equity investor.
 - f. All necessary work to facilitate disbursement of the equity partner's capital.
 - g. All necessary work to provide third-party compliance and asset management services through the LIHTC compliance period.
 - h. All necessary work to submit an AHP application for the LIHTC project.
 - i. All necessary work to disburse an AHP allocation and complete necessary reporting requirements.

V. Indian Preference: Indian preference requirements apply to this procurement pursuant to the Indian Self-Determination and Education Assistance Act (ISDEA), 25 U.S.C. §450e, *et seq.*

- a. **Section 7(b):** The work to be performed under this RFP is subject to Section 7(b) of the ISDEA, 25 U.S.C. §450e(b). Section 7(b) requires that, to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, as defined at 25 U.S.C. §1301(4); and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises, as defined at 25 U.S.C. §4302(5).
- b. **Indian Preference Provisions:** The selected firm and executed contract shall comply with the provisions of Section 7(b) of the ISDEA.
- c. **Indian Preference in Subcontracts (if applicable):** In connection with an awarded contract under this RFP the selected firm shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations or Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians.
- d. **Required Subcontract Provision (if applicable):** The selected firm shall include the above Section 7(b) language in every subcontract awarded in connection with the Scope of Work outlined herein, and shall, at the direction of the HTHA, take appropriate action pursuant to the subcontract upon a finding by the HTHA or the U.S. Department of Housing and Urban Development that the subcontractor has violated the Section 7(b) clause of the ISDEA.

VI. Required Materials, Forms, and Registration: In your submission, your business must:

- a. **Materials:** Submit a cover letter responsive to the above Scope of Work, and include your: (1) proposed cost of work; (2) fee schedule; (3) listing of professional licenses or certifications; (4) a summary of key personnel; (5) any documents supporting proposal scoring criteria in Section IX below; and (6) any applicable brochure materials your business has that describes the products and/or materials you provide.
- b. **Forms:** Submit the following fully completed and signed forms: (1) Non-Collusive Affidavit; and (2) Native American Enterprise Qualification Statement (if claiming Indian preference). These forms are available at <https://htha.org/employment>.
- c. **SAM.gov:** Ensure your business is registered in the Federal System of Award Management at <https://www.sam.gov>. You must create a user account and then register your business in SAM.gov. HTHA requires SAM.gov registration and good standing for all vendors.

VII. Due Date and Submission: This RFP is open until February 11, 2026, at 5 p.m. (MST). Submissions shall be emailed to HTHA Danielle Pashano at dpashano@htha.org in Adobe PDF format. No other digital formats will be accepted. Late submissions will not be accepted.

VIII. Questions: For questions regarding RFP submissions or the procurement process, please contact HTHA's CEO, Dr. Kimberly Kahe Corkin at kcorkin@htha.org. For project-specific questions, please contact HTHA's Project Manager, Nathaniel Lomakema, at nlomakema@htha.org. Questions shall be submitted in writing.

IX. Proposal Evaluation Criteria: An award will be made on a competitive basis in accordance with the selection criteria below and under 24 C.F.R. §§ 1000.26, 1000.52. A maximum of 100 points may be given under Rating Factors 1 through 4. To expedite the review of your proposal and ensure that your proposal is given a thorough and complete review of all responses to each of the components of the selection criteria, keep the responses in the same order as the selection factors listed below. Only include documentation that will clearly and concisely support your response to the rating criteria.

Rating Factor 1. Capacity and Capability (40 Points) This factor addresses the extent to which you have the organizational resources to successfully perform the Scope of Work in accordance with your implementation schedule. This rating factor is made up of three sub-factors as follows:

- a. **Technical Qualifications (15 Points)** Evidence of the firm or person's ability to perform the Scope of Work, as indicated by profiles of the principal(s) and staff's professional knowledge and technical competence. The extent to which your proposal describes the roles and responsibilities of your project team and that of your overall principal in charge and staff, including the day-to-day manager, and consultants or subcontractors (if any) involved in implementing the Scope of Work.
 - **(15 Points):** The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise and adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, and consultants or subcontractors (if any) involved in implementing the Scope of Work.
 - **(8 Points):** The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise but the proposal does not adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, and consultants or subcontractors (if any) involved in implementing the Scope of Work.
 - **(0 Points):** A profile of the principal(s) and staff's professional training and technical competence is not included or a profile of the principal(s) and staff's professional training and technical competence is included but is not relevant to the type of services to be performed as identified in the Scope of Work.

b. **Past Performance (15 Points)** This factor addresses the firm or person's past performance record on similar work as to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, timely delivery of products and reports as reported by other clients. As a part of your response, provide a list of all clients over the past three years, including contract dates, contact names and telephone numbers.

- (15 Points): A list of all clients over the past three years, including contract dates, contact names and telephone numbers is included in the proposal and an evaluations of a sampling of referenced client responses indicate client's satisfaction with past performance in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports.
- (8 Points): A list of all clients over the past three years, including contract dates, contact names and telephone numbers is included in the proposal and an evaluations of a sampling of referenced client responses indicate client's partial satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.
- (0 Points): A list of all clients over the past three years, including contract dates, contact names and telephone numbers is not included in the proposal or an evaluations of a sampling of referenced client responses indicate client's non-satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

c. **Experience (10 Points)** With respect to those listed in Rating Factor 1(A) above, experience will be judged in terms of recent, relevant and successful experience similar to that to be undertaken in the Scope of Work. In rating this factor, experience within the past 3 years will be considered recent; experience pertaining to the specific activities performed similar to those to be undertaken in the Scope of Work to be relevant; and experience producing specific accomplishments achieved similar to those to be undertaken in the Scope of Work to be successful.

- (10 Points): The proposal adequately demonstrates that the principal in charge and staff, including the day-to-day manager has recent, relevant and successful experience pertaining to specific activities performed similar to those to be undertaken in the Scope of Work
- (5 Points): The proposal adequately demonstrates that the principal in charge and staff, including the day-to-day manager has recent and relevant experience similar to those specified to be undertaken in the Scope of Work but has not shown specific accomplishments achieved similar to those to be undertaken in the Scope of Work.
- (0 Points): The proposal does not adequately demonstrate that the principal in charge and staff, including the day-to-day manager, has recent and relevant experience similar to those specified to be undertaken in the Scope of Work.

Rating Factor 2. Timely Performance (15 Points) This factor addresses the approach to providing and managing the Scope of Services by the extent and detail to which your implementation schedule identifies the specific tasks, benchmarks and timelines that you and others as listed in Rating Factor 1(A) above, will undertake to complete the Scope of Work within the time(s) specified. The Project Implementation Schedule, Form HUD-4125, may serve as the required schedule, provided that it is sufficiently detailed to demonstrate that you have clearly thought out your implementation plan. If awarded, this schedule will be incorporated into the contract as an attachment and used for monitoring performance of the contract.

- **(15 Points):** The proposal included a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified. The document identifies the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.
- **(8 Points):** The proposal included a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified but the document did not identify the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.
- **(0 Points):** The proposal did not include a project implementation plan or the proposal included a project implementation plan but does not clearly specify the tasks and timelines, including specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work.

Rating Factor 3 (25 points). This factor satisfies the Indian preference requirements as stated above, and the regulatory mechanisms ensuring that women-owned business have equal opportunity in federally funded contracts.

- a. **Indian Preference (20 Points)** This rating factor is made up of two sub-factors, as follows:
 - **Indian Organization / Indian-owned Economic Enterprise (15 Points)** Provide evidence showing fully the extent of Indian ownership and interest by submission of the Indian Enterprise Qualification Statement. No points will be given if preference cannot be evidenced.
 - **Employment and Training Opportunity Statement (5 Points)** Describe the extent of employment and training opportunities you will provide to Native Americans under this proposal.
 - No points will be given for an incomplete or unsigned statement.
- b. **Women Owned Business (5 Points)** This rating factor satisfied the Small Business Administration regulations providing federally funded contract opportunities to Women Owned Businesses:

- **Women Ownership (5 Points)** Provide evidence showing at least 51% ownership by one or more women, demonstrated proof of female management and control of business, and statement attesting status of U.S. citizenship or lawful permanent resident for woman owner(s).
- No points will be given for an incomplete or unsigned documentation.

Rating Factor 4. Price (20 points) This factor addresses the total lump sum costs for services identified to carry out the Scope of Work. Provide a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates. Include a breakout of profit, overhead and reimbursables with a not-to-exceed for a total Fixed Fee price.

- **(20 Points):** The proposal's Fixed Fee price is within 5% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
- **(15 Points):** The proposal's Fixed Fee price is within 10% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
- **(10 Points):** The proposal's Fixed Fee price is within 20% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
- **(0 Points):** The proposal's Fixed Fee price is over 20% of the lowest proposal received or the submission did not include a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.

Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to HTHA.

EXHIBIT A

LIHTC Design Related Requirements

Below is a summary. The full Qualified Allocation Plan and supporting documents must be reviewed for additional detail.

Scope of Work

Phase I – for LIHTC application

- Schematic designs including floor plans and elevations of the residential buildings.
- Schematic site plan depicting location of units and any other requirements for the site plan as described in the LIHTC requirements. Owner will hire civil engineer under separate agreement.
- Estimated construction schedule
- Estimated construction budget in schedule of values format based on preliminary designs.
- Certification on documents required by the LIHTC program for the architect of record

Phase II – after LIHTC award

- Complete architectural drawings and specifications including structural, mechanical, electrical, and plumbing designs. Owner will procure civil engineering services under a separate agreement.
- Specific document packages to be provided by Architect for Owner review: 25% schematic designs, 50% and 75% check set plans and specifications, 95% check set, completed stamped bid set, 100% construction set, and project manual.
- Management of bidding and construction contract administration including management of contractor's inquiries (including, but not limited to, RFIs, submittals, and change order requests).
- Monthly onsite construction visits and issuance of monthly written reports that verify the contractor's pay application work-in-place percentage and provide owner with documentation for deficiencies in construction work, schedule issues or other problems that could impede the successful completion of the project.
- Certification on documents required by the LIHTC program for the architect of record

*Please note: This project is utilizing Low Income Housing Tax Credits, and the architect of record will need to provide services that satisfy all LIHTC program requirements. By responding to this RFP, applicants certify that they understand the LIHTC requirements and are committed to providing appropriate services. A copy of the ADOH Design Standards are available online or by request.