

HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906

POLACCA

ARIZONA 86042

PHONE:(928)737-2800



REQUEST FOR PROPOSALS 2019 Group 1 - HTHA Rehabilitation Construction Project

The Hopi Tribal Housing Authority (HTHA) is seeking qualification proposals for professional construction services from qualified, 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 into and negotiate fixed-price contract for each home with a Rehabilitation Maximum Cost for Five (5) homes.

The HTHA is undertaking a Rehabilitation Project to do substantial upgrades on Self-Built Private Existing Single-Family Homes and some constructed with Cultural Stones as the Main Exterior building materials and some Homes are located within the various Villages of the Hopi Reservation. Rehabilitation Maximum Construction Cost not to exceed \$70,000.00 per unit.

Scope of Work

Scope of work shall include:

1. Provide a thorough physical Home Inspection & Assessment of the existing structure, review the request from homeowner on request for assistance and develop a Scope of Work per Home up to Maximum Construction Cost not to exceed \$70,000– Modifications to certain areas of the structure will be necessary to accommodate for new set up
2. Contractor or Bidder will need to provide for a Cost Breakdown of each homes
3. Demolition of interior or exterior of the existing structures if necessary
4. Provide Construction & Progress schedule
5. HTHA will provide Phase inspections
6. An upgrade & Replacement of New Materials on all phases/sections of the existing homes
- 7. Exterior:**
Install New Windows, New Exterior Doors, New Roof decking, Replace with New Engineered trusses where deemed necessary, Replace with New fascia boards & soffit boards, New Roof Shingles, New Wall Sheathings where necessary, New Ext. Fiber cemented Sidings with trim, New Primer & Finish paint to match color scheme, Rain Gutters with Down spouts, Gable end vents, soffit vents, Site grading to swale away from house for drainage, Install 4x5 concrete stoops in front & rear, Install 8x5 wood porch with steps at client's request or ADA Ramp
- 8. Interior:**
Install New Electrical wiring & boxes, upgrade outside SEP, New Plumbing Rough-ins & New Plumbing Fixtures, Plumbing Tests & Inspections, New Rough Framing where necessary, install sound barriers, install new blockings & backings, New Windows, New Exterior Doors with Hardware, New Batt Insulation(wall/ceiling), New Drywall, Taping & Texture, New interior painting with new primer/finish coat, New light fixtures, Water heater & Range Hood.
Demolition on all interior existing materials on Drywall, electrical wirings, plumbing above & below the Finish Floor, VCT Floor Tiles, Batt Insulation, Some Framing wall may have to be moved, New Floor Tiles, Existing concrete floor to be leveled per floor prep, New closet shelving, New Finish Hardware (Mirrors, Towel Bars, Tissue Holder, Shower Rod, Medicine Cabinets, Door Bumpers & Door Knobs), Install Hollow Core Doors with wood trim, Install new wood stoves with new base & wall hearths
9. Contractor to determine with Clients preference on the use of Gas or Electric and to provide for the accommodations for the stub outs.
10. Contractor will provide all labor, materials, equipment & tools necessary to complete the project
11. Contractor to provide all sanitary equipment for the project & workers (Trash bin, porta-john & storage)

12. Contractor to comply with all Safety Codes for their Workers (PEP), property and equipment
13. Contractor to be responsible for all material handlings, inventory control on-site
14. Contractor to provide all transportation needs and transporting of materials
15. Provide for Final Job site clean-up and ready for move-in
16. Retainage of 3% from each Pay-App submittals will be retained
17. Warranty Period for 12 months after Project Completion

All Work performed will be certified and verified to comply with the 2015 International Residential Code with current Design and building standards.

Required Submissions

All Proposals shall include:

- 1) The name, address, phone and fax number of the contractor or firm applying. If the applicant is a firm, the key personnel who will perform this work and the hands-on manager for the contract must be identified.
- 2) The names address and telephone numbers of a least 3 references, preferably Tribally designated housing entities (TDHEs), other tribal entities, or other non-tribal entities involved in similar housing work.
- 3) A description of experience which is pertinent to the scope of work described above.
- 4) A complete list of projects that bidders and their key personnel who have been involved in over the past 3 years and identification of any contract disputes between those parties and those clients.
- 5) The rates charged for performing this contract.
- 6) Indian preference will be given in making this award. Any firm seeking such preference must complete an application and provide evidence that it is not less than 51% Indian owned and controlled. Those that satisfy this requirement will be given up to 15 extra points (15% of all the points available). An Indian preference application is available from the TDHE upon request.
- 7) All proposals must contain a commitment to provide Indian preference in A) subcontracting, B) training, and C) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement will be evaluated as part of the submitted proposal, and up to 10 points of the total points available will be set aside. If you believe it is infeasible to provide Indian preference in subcontracting, training or employment, you must include in your proposal a certification as to the reasons why.
- 8) 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. HTHA Bid Form
 6. ~~Bid Bond/Guarantee (HTHA Form)~~
 7. ~~Performance Bond~~
- 9) Bidders shall deliver Certificates of Insurance for workers compensation, general liability, auto/comprehensive and property damage liability insurance.

10) **Bidders must participate in a Mandatory Pre-Bid meeting on June 18, 2019 @ 9am MST at HTHA Main office in Polacca, AZ. The listing of Project Locations will be disclosed at that meeting and followed with a preliminary site reviews with the HTHA and other involved parties**

Licensing and Fee Requirements

- A. Proposers must be contractors licensed and in good standing in a State.
- B. The awarded firm and Sub-Contractors will be responsible for all fees, including, but not limited to testing, inspection, and business licensing fees. Tribal Employment Rights Office imposes a .05% fee on the contract amount. The Hopi Office of Revenue Commission imposes a business license fee based on contract amount.
- C. Proposers shall contact and obtain authorization and licenses from the Hopi Office of Revenue Commission (ORC), the Tribal Rights Employment Office (TERO) and the Hopi Environmental Protection Office to conduct business within the Hopi Reservation.

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.

Selection Criteria

The selection process will consist of the HTHA evaluation, scoring and ranking of each proposal based on criteria factors below. The HTHA reserves the right to reject any and all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the HTHA.

Proposals shall include a minimum:

1. **Experience and Qualifications: Up to 20 points**
 - a) The name, address, phone, and fax number of the firm applying.
 - b) Provide experience and qualifications of professional personnel that will conduct the field work, testing, and reports for the project including specialized technical skills, project management skills, and experience working together as a team.
2. **Specialized Experience and Technical Competence: Up to 20 points**
 - a) Proposals should have at least five years of experience with projects similar in scope.
3. **Hard Bid Cost: Up to 20 points**
 - a) The firm fixed price fee, to include Construction cost, mileage rate (federal per diem), equipment rental, telephone, shipping, printing, copying and other reimbursable related expenses and travel costs.
 - b) The firm shall include in their fee proposal all costs for site visits to complete site information and attend on-site meetings with the HTHA staff and partners to complete the scope of work.
 - c) The fee proposal shall also include the Hopi Office of Revenue Commission (ORC) required business license fee to conduct business on the Hopi Reservation and the applicable 0.5% Tribal Employment Rights Office (TERO) fee.
 - d) The firm shall include in their proposal a time and schedule in calendar days, predicated upon suitable weather, for completing the work and submit a final report to HTHA upon issuance of a Notice to Proceed.
4. **Financial Capability: Up to 15 points**
 - a) Demonstrate that the firm is able to undertake a project such as this that will be payable on a deliverable basis.
5. **Indian Preference: Up to 25 points**
 - a) Indian organizations and Indian-owned economic enterprises must submit with their proposal a completed "Indian Preference Qualifications Statement" to qualify for Indian Preference consideration. The statement must demonstrate evidence of Indian ownership and control (mandatory) (15 points).
 - b) All proposals must contain a statement of commitment to provide Indian Preference in subcontracting, training, and employment, and must contain a statement describing the methods that will be used to provide such preference (10 points).

Proposal Due Date

Interested firms may submit their proposal in person to the Hopi Tribal Housing Authority by **3:00 pm, Mountain Standard Time, on June 28, 2019**. This Request for Proposal is open to both Indian and non-Indian firms. Faxed proposals will be accepted. Physical 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 counsel and which contains additional obligations and requirements that apply to this Project. A sample of the contract format that will be required 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 any and 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, call HTHA Development office for Stan Pahe, Project Director @ (928) 737-2800 or at Spahe@htha.org or Marlon Stevens, Executive Director mstevens@htha.org

Attachments: These documents will be distributed at the Mandatory Pre-Bid Meeting

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)
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