

# HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906

POLACCA

ARIZONA 86042

PHONE:(928)737-2800



## 2020 - REQUEST FOR PROPOSALS DEMO/TRANSPORT AND SITE PREPARATION OF TRAILERS

The Hopi Tribal Housing Authority (HTHA) is seeking qualification proposals for Trailer set-up, trailer Transporting, Demolition & Site Preparation 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 of the three (3) Rehabilitation Homes and one (1) HIP Home for all associated Site Costs for the total of 4 Mobile Homes (See Breakdown Sheet)

### I. Scope of Work- Demo / Remove/ Site Prep / Dis-connect/ Re-connect

1. Demo and remove existing trailers from its existing location, must remove skirting, disconnect existing electrical, water/sewer, gas lines
2. Demo any existing structures that have been constructed to the trailers such as additions or porches
3. Re-level the site where the trailer was removed from to clear for the new trailer
4. Reconnect utilities to the new trailer, conduct leak test to its fullest extent possible to ensure all is in good operations and functions
5. Construct front/back porches with handrails (Front -5x6 - Back 4x4)
6. Provide for new skirting on the new trailer
7. Proper disposal of existing trailer to a certified state landfill or to a certified salvage yard, documents or receipts of proper disposal will be required on the trailer and forwarded to HTHA
8. Obtain transport permit from ADOT
9. Have all necessary help and assistance for pilot cars
10. Schedule and arrange with ADOT, AZ Dept of Public Safety, Local Police Dept and other necessary organization that needs to be aware of the transport
11. Handle all necessary transport equipment, vehicle and safety equipment
12. All labor resources to conduct the transport services and trailer set ups
13. Must possess Vehicle General Liability Insurance
14. All employees must adhere to Safety and precautionary measures (PPE) during transport and set up activities
15. There may be some additional work that will be included during the trailer set up process
16. The Coordination of trailer replacements with Homeowners, HTHA & Manufacturer will need to be properly communicated

## **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 March 16, 2020 @ 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 or by mail with One (1) original and three (3) copies of the proposal to the Hopi Tribal Housing Authority by **4:00 pm, Mountain Standard Time, on March 20, 2020**. This Request for Proposal is open to both Indian and non-Indian firms. Faxed or E-Mail proposals will **NOT** 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](mailto:Spahe@htha.org) or Felicia Yaiva, Procurement Officer @ (928) 737-2810 or at [Fyaiva@htha.org](mailto:Fyaiva@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)
- 4. Non-Collusive Affidavit (HTHA Form)
- 5. HTHA Bid Form

\* \* \*