

HOPi TRIBAL HOUSING AUTHORITY



P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800

2026 REQUEST FOR PROPOSALS (RFP) CIVIL ENGINEERING SERVICES: HTHA LIHTC #2

Posted: March 30, 2026

Deadline: April 29, 2026

- I. **Summary:** Hopi Tribal Housing Authority (HTHA) is a Tribally Designated Housing Entity of the Hopi Tribe pursuant to Ordinance 15, which receives funding under the Native American Housing and Self Determination Act of 1996 (NAHASDA), 25 U.S.C. §4101, *et seq.*, and plans on funding its LIHTC #2 project with Low Income Housing Tax Credits. The LIHTC #2 project is for the new development of 20 single family units and a walking path within a 25-acre parcel on Hopi trust lands in the Hopi Industrial Park near Winslow, AZ. HTHA seeks proposals from qualified civil engineers licensed in Arizona. This RFP is advertised in accordance with the provisions in HTHA's Procurement Policy and under 24 C.F.R. §§ 1000.26, 1000.52.
- II. **Project:** The selected civil engineer will provide the necessary services to HTHA in accordance with all provisions within this RFP. This project is located within a 25-acre parcel on Hopi trust lands in the Hopi Industrial Park near Winslow, AZ. The site is located at the intersection of West Winslow Industrial Spur and Kiva Drive, Winslow, Arizona 86047.
- III. **Tribal Compliance:** Before commencing work, the selected civil engineer shall obtain a Hopi Business License under Hopi Ordinance 17A, and a Tribal Employments Rights Office (TERO) license under Hopi Ordinance 37. Maintaining compliance with Ordinance 17A and Ordinance 37, along with other applicable rules and regulations, is required throughout the term of the Professional Services Agreement. The selected civil engineer is responsible for applicable fees associated with these Hopi requirements.
- IV. **Scope of Work:** The civil engineering services under this RFP shall be divided into three phases based on the project timeline. Phase One services shall be completed upon notice to proceed by Owner, target completion no later than May 1st, 2026. The Phase Two services shall not proceed until notice is given by Owner, targeted June 1st, 2026. The Phase Three services shall not proceed until notice is given by Owner, targeted December 15, 2026. feels that additional tasks are warranted, they must be clearly identified in the proposal. If civil engineer does not include some of the tasks below, they must be clearly identified in the proposal:

Phase One: Preliminary Design & Site Layout

- Review, advise, and develop preliminary cost estimates for prepared preliminary site plan options developed by project architect.

Phase Two: Pre-Construction Services

- Provide a site grading/drainage plan showing both original and final contour lines on a one-foot interval. Grading plan shall show minimum floor elevation for each lot on the development.

- Provide details for sanitary sewer service connection. Confirm/coordinate with Indian Health Service to determine existing sewer capacity. Provide stub locations and elevations for each lot on the site. Provide detail sheets as needed for proper specification of appropriate line installation, and manholes.
- Provide details for water line service connection. Confirm/coordinate with Indian Health Services to determine existing water system capacity. Provide stub locations and elevations for each lot on the site. Provide detail sheets as needed for proper specification of appropriate line installation.
- Provide details for curb/gutter and roadway paving.
- Provide any additional design and plan sheets as needed for a complete finished plan set suitable for construction. Provide any details needed.
- Provide a grading plan for each lot depicting the proposed structure, existing and proposed contours for final grading, driveway, utility connections, spot elevations and finished floor elevation.
- Provide storm sewer plan and profile sheets for new installations. Provide a drainage area sheet depicting drainage areas and hydrologic calculation results. Provide hydraulic calculations for each storm sewer segment.
- Provide construction specifications for plan items.
- Provide a bid item list with quantities to be included in the construction bid documents.
- Assist in preparation of bid documents and construction contract documents.
- Provide an engineer's estimate with the civil construction documents, which includes a line item breakout for the civil/site work.
- Design and construction criteria to be based on local specifications. Deliverable plans shall be considered construction documents and suitable for proper construction of the project.

Phase Three: Construction Period Services Required

- Provide corrections for any errors, omissions, or required changes to the plans that fall in the original scope of services and discovered during construction.
- Provide for onsite construction inspection at major intervals in the construction process and at final completion of the project. Prepare a report of the construction including a punch list for each site visit. Review and Approve Testing Reports. Provide a third-party certification of the project at completion of the project. Include an allowance for a minimum of six site visits for inspection and/or certification purposes during construction, as requested by the Owner.

- Provide an allowance of eighty hours for construction administration services. These services shall include but not be limited to, review of materials testing, RFI responses, submittal reviews, and general support during the course of construction. These services shall not require site visits.
- Preparation of punch lists and final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings; with modified drawings reflecting any change orders during construction.
- Review and recommend approval/denial to the Owner all change order requests.
- Review and recommend approval of construction pay estimates on a monthly basis for Owner.

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.*

- **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).
- **Indian Preference Provisions:** The civil engineer and executed contract shall comply with the provisions of Section 7(b) of the ISDEA.
- **Indian Preference in Subcontracts (if applicable):** In connection with an awarded contract under this RFP the civil engineer 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.
- **Required Subcontract Provision (if applicable):** The civil engineer 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:

- **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.

- **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>.
 - **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 April 29, 2026, at 5 p.m. (MST). Submissions shall be emailed to HTHA Janet Pavatea, at j.pavatea@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 Development Director, Garret Silversmith, at gsilversmith@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 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 advantageous to HTHA.