



Request For Proposal (RFP) HTHA - Homeownership Roof Replacement Project

The Hopi Tribal Housing Authority (HTHA) is seeking proposals for the total replacement of the existing roofs of Homeownership Housing Units 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 25 CFR § 1000.26 and 24 CFR § 1000.52. The firm selected will enter and negotiate into a fixed-price contract for the Roof Replacement Project.

Project Locations: Polacca, Az (3)
Bacavi, Az – (1)
Moenkopi, Az – (6)

Total 10

Scope of Work

- Contractor shall be required to provide all labor, tools, and equipment necessary for total replacement of existing roof.
- Contractor will provide a description of the current condition including accurate square footage with proposal.
- Detailed information for patching or coating of the existing leaking roof if viable.
- Contractor shall provide total cost of applications, Including underlayment, flashing, rubber boots. Copings. And caps.
- Contractor shall provide a schedule for demolition and replacement for the re-roof or the roof coating procedures.
- Contractor shall provide warranty options and details.
- Proper securing of the area and notices to be posted in the immediate area.
- Contractor to comply with the Environmental Protection Agency (EPA) Standards as far as depositing of roofing materials.
- Contractor shall submit a complete quote on the work requested.

Required Submissions

All Proposals shall include complete copies of the following forms:

- Instructions to Bidders for Contracts (HUD form 5369)
- Representations, Certifications, and Other Statements of Bidders (HUD Form 5369-A)
- Statement of General Conditions (HUD Form 5370)
- Non-Collusive Affidavit (HTHA Form)
- Native American Enterprise Qualifications Statement
- Bidders shall deliver Certifications of Insurance for workers compensation, general liability, auto/comprehensive and property damage liability insurance.

Forms can be found on the Hopi Tribal Housing Authority website <http://htha.org/employment>

Bidders must participate in a **Mandatory Pre-Bid meeting on June 16, 2025, at 10:00 a.m. MST** at the Hopi Tribal Housing Authority conference room, MP 389.8 Hwy 264, Polacca, AZ 86042.

Licensing and Fee Requirements

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

The awarded firm and any Sub-Contractor(s) shall be responsible for all fees, including, but not limited to testing, inspections, 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.

Proposers shall contact and obtain authorization and licenses from the Hopi Office of Revenue Commission (ORC), the Tribal Rights Employment Office (TERO) to conduct business within the Hopi Reservation.

Indian Preference

The work to be performed under this contract is subjected 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 Alaskan Natives.

Proposal Due Date

Interested firms may submit their proposal **no later than 4:00 p.m. MST on June 25, 2025.**

Via email to the attention of:

Bretta Sekayumptewa, Procurement Officer at BSekayumptewa@HTHA.org and
Tommy Puhuyaoma Jr., Lead Maintenance Technician at TPuhuyaoma@HTHA.org

This Request for Proposal is open to both Native and non-Native firms.

Contract Requirements

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. 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 will be permitted unless HTHA gives its written consent.

Any proposal submitted shall state 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 Tommy Puhuyaoma Jr., Lead Maintenance Technician at (928) 737-2800. Or via email at tpuhuyaoma@htha.org