

HOPi TRIBAL HOUSING AUTHORITY

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Invitation for Bids (IFB)

HTHA Homeownership Roof Replacement Project at Scattered Sites

The Hopi Tribal Housing Authority (HTHA), a tribally designated housing entity of the Hopi Tribe, is seeking bids from qualified, registered, licensed contractors for **Roof Replacement Services**, as specified in the Scope of Work below. You are invited to submit a bid to Bretta Sekayumptewa, HTHA Procurement Officer at bsekayumptewa@htha.org, no later than **4:00 P.M. MST on December 18, 2025.**

A. **Project Location:** The project includes the replacement of roofs at ten (10) housing units located in the following Villages:

- Polacca Village, Hopi Reservation, AZ: Three (3)
- Bacavi Village, Hopi Reservation, AZ: One (1)
- Moenkopi Village, Hopi Reservation, AZ: Six (6) roofs.

Total: Ten (10) roofs

B. **Scope of Work:** The Contractor shall replace the current roofs on all ten (10) housing units with new TPO by providing all materials, equipment and labor necessary to complete the work. The current housing units, square footage, roof type and material are as follows:

Unit Location and Pre-Existing Conditions			
Unit Location Village on Hopi	Total Square Footage	Type of Roof	Current type of roofing material
Polacca (1)	400	Flat parapet	Thermoplastic Polyolefin (TPO)
Polacca (2)	740	Flat parapet	Thermoplastic Polyolefin (TPO)
Bacavi (1)	740	Flat parapet	Thermoplastic Polyolefin (TPO)
Moenkopi (2)	1,120	Flat parapet	Thermoplastic Polyolefin (TPO)
Moenkopi (1)	1,330	Flat parapet	Thermoplastic Polyolefin (TPO)
Moenkopi (2)	1,350	Flat parapet	Thermoplastic Polyolefin (TPO)
Moenkopi (1)	2,010	Flat parapet	Thermoplastic Polyolefin (TPO)

New Install Shall Include the Following for All Units <i>(unless specified)</i>				
Material: Thermoplastic Polyolefin (TPO)	Diversions: Cross Slopes “Crickets”	Drainage: Scupper Drains & Down Spouts	Boards: Oriented Standard Board (where needed)	Coverboard (where needed)

In addition to the new install table above, the Contractor shall perform the following:

1. Site Preparation:

- Protect landscaping, windows, and other nearby structures from damage.
- Secure safety barriers and signage. Workers must follow all necessary safety procedures, such as wearing personal protective equipment (PPE) and being tied off when working at heights over six (6) feet.
- Place dumpsters for waste and material staging in an appropriate location.
- Provide a schedule for demolition and replacement for the re-roofing procedures.

2. Removal of Existing Roofing:

- Strip all existing roofing materials from the roof down to the structural deck.
- Remove and replace all edge metal.
- Dispose of all removed materials according to local regulations and in compliance with U.S. Environmental Protection Agency (EPA) rules and regulations.

3. Deck Inspection and Repair:

- Visually inspect the roof deck for any signs of rot or damage.
- Replace any compromised sections of the decking with same materials.
- Assess the condition of fasteners for rust or damage and replace as directed by HTHA.

4. Installation of New Materials:

- As specified in table above.

5. Cleanup and Quality Assurance:

- Thoroughly clean the work area, including a magnetic sweep to pick up stray nails and other metals.
- Water test critical areas as identified by HTHA to ensure there are no leaks.
- Provide a detailed timeline of the project and proposed warranties, and other quality assurances, for the project.

C. Bid Proposal: Bids must include the following items in addition to the Required Submission Documents (at Section D below):

1. Name and address of entity submitting proposals as well as identification of key personnel who will manage the work.
2. Names of each partner and owner and all relevant licenses and certifications.
3. Names, addresses and telephone numbers of at least three references (preferably Tribes, tribal housing entities, and other tribal entities).

4. List of similar projects completed with other Indian Housing Agencies within the last two years, if any. Please provide contact names and telephone numbers.
5. Disclosure of any claims, lawsuits, or disputes over work or services previously done in the past five years or currently being performed.
6. A proposed lump sum cost for all work to be provided, and a statement that the bid is valid up to sixty days after its submission.
7. Construction details and the proposed timeframe for completion.
8. Warranties being provided.
9. Previous Participation Certification.

D. **NAHASDA and Indian Preference Requirements:** The services under this IFB are funded by Indian Housing Block Grant (IHBG) funds allocated to the HTHA pursuant to the Native American Housing and Self-Determination Act (NAHASDA), 25 U.S.C. §4101, *et seq.* Therefore, Indian preference requirements apply pursuant to the Indian Self-Determination and Education Assistance Act (ISDEA), 25 U.S.C. §450e, *et seq.*

1. The work to be performed under this proposal 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).
2. The selected contractor and executed contract shall comply with the provisions of Section 7(b) of the ISDEA.
3. In connection with an awarded contract under this IFB, the contractor 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.
4. The selected contractor shall include this Section B language per Section 7(b) of the ISDEA 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.

D. **Required Submission Documents:** All bids must include complete copies of the following forms, which can be found on the HTHA website at <https://htha.org/rfp>:

1. Instructions to Bidders for Contracts (HTHA Form 5369).
2. Representations, Certifications, and Other Statements of Bidders (HTHA Form 5369-A).
3. AIA 201 General conditions.
4. Non-Collusive Affidavit (HTHA Form).
5. Native American Enterprise Qualification Statement (HTHA form) (if applicable).
6. Bidders shall deliver Certificates of Insurance for workers compensation, general liability, auto/comprehensive and property damage liability insurance.

E. **Licensing and Fee Requirements:** Proposers must be contractors licensed a State jurisdiction and in good standing in all jurisdictions in which they work. The selected Contractor shall contact and obtain authorization and licenses from the Hopi Office of Revenue Commission (ORC) and the Tribal Rights Employment Office (TERO) to conduct business within the Hopi Reservation.

F. **Contract Requirements:** Within two weeks of award, the Contractor and HTHA shall make reasonable and good faith efforts execute a contract with HTHA, the Owner, which shall be prepared by HTHA's legal counsel, and which contains additional obligations and requirements that apply to this Project. Davis Bacon wages shall apply in this project. 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. pt. 1000. Tribal Employment Rights Office fees and regulations apply as applicable.

G. **Miscellaneous:** No assignment of any contract award will be permitted unless HTHA gives its written consent. Any bid submitted shall state that it will remain valid for 60 days. HTHA reserves the right to: (1) reject any and all proposals, including those that it determines, in its sole discretion, to be unresponsive or from irresponsible proposers; and (2) waive any irregularities in any bid proposals.

H. **Proposal Due Date:** Interested contractors must submit their bid no later than 4 P.M. MST, **December 18, 2025.** Submit bid via email to the attention of Bretta Sekayumptewa, HTHA Procurement Officer at BSekayumptewa@HTHA.org. Any questions, contact Tommy Puhuyaoma, HTHA Maintenance Director at (923) 737-2800, or email at tpuhuyaoma@htha.org.

Bidders must participate in a mandatory pre-bid meeting on December 5, 2025 at 10 A.M. (MST) at HTHA main office in Polacca, AZ. The project locations will be disclosed at that meeting and followed with a preliminary site review with the HTHA.