

717-24



**2024 REQUEST FOR PROPOSAL
(RFP)
for Solar Panel Installation for Home set-up Services**

The Hopi Tribal Housing Authority (HTHA) is requesting statement of qualifications and fee proposals from qualified solar panel installers that are licensed to perform work in the State of Arizona to purchase and install Individual Solar Panel Installation for Home Set ups on existing homes within the various villages on the Hopi Reservation. The selected firm will enter into a Professional Service Agreement with HTHA to perform the services requested for a period of one (1) year with an option one (1) year extension. The option one year extension is to be approved by HTHA. ARPA Funds will be utilized for these services.

Number of Projects: 6 Homes proposed – Scattered Sites

Information on locations will be provided at the Pre-Bid Meeting

Scope of Work- Scope of work shall include:

3KW STAND ALONE PV SYSTEM – GENERAL REQUIREMENTS

- A. Purchase, furnish, and install a stand-alone PV system for primary power to residences located in the Hopi Reservation. The cumulative sizing of the PV array shall not be less than 2,800w (2.8 kW) and shall not be less than 800A-h battery bank (sizing is calculated at 400 watts of continuous load and no less than 3 days of autonomy at 80% Depth of Discharge). Collectively, the PV array and available battery tie-in connection will comprise the base.
- B. The PV component of the power system (PV structure) shall be contained within a single, stand-alone structure designed for ease of access to the PV modules (array) and the balance of system (BOS) for periodic operation and maintenance (O&M) activity by Hopi Tribe personnel. It is desirable that the PV array be physically distant from the residence to limit intrusion into customer's personal living space.
- C. The stand-alone power system must be able to have wireless capabilities for communication & monitoring.
- D. The power system structure shall be constructed of materials which tolerate elements characteristic of high plains desert and mountainous terrain, made to withstand extreme heat and cold conditions, and protect system components from dust and sand stirred by high winds.
- E. The power system structure shall incorporate features which make the system tamperproof from customer abuse. The power system must have a shut-down feature (wirelessly) which may be used

for emergency shutdown. System must provide the recharge status of the system and limit the opportunity for customer overuse and abuse.

- F. The PV system solution shall incorporate customer tools which provide the recharge status of the system and limit the opportunity for customer overuse and abuse.
- G. The power system shall also include sufficient power to handle refrigerator load, to be in the home, which meets or exceeds Energy Star standards. The power system should be designed to provide dedicated and continuous power to the refrigeration system.
- H. Installation shall include these tasks and are not limited to transportation of all required components and equipment to the customer's residence; all construction, assembly, laying of conduit, interconnection of renewable energy power sources to the customer's service entrance, and other activities
- I. The customer solution cannot require construction or structural modification to customer dwelling.
- J. Solar Panel Installation Services to include all associated costs to transportation, equipment and labor services to HTHA.
- K. Provide Professional Fee Schedule.
- L. Subject to other Home Assignments of Projects for Solar Panel Installation Services.
- M. Provide Warranty Coverages on the systems installed.

Required Submissions

- 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 at least 3 references, preferably Tribally designated housing entities (TDHE's), other tribal entities, or other non-tribal entities involved in similar security service work.
- 3) A description of past work 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 reason(s) 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); and
 5. Performance Bond
 6. Native American Enterprises Qualification Statement
- 9) Bidders shall deliver Certificates of Insurance for workers compensation, general liability insurance, auto/comprehensive and property damage liability insurance.

Licensing and Fee Requirements

- A. Proposers must be contractors licensed and in good standing in the State of Arizona.
- B. The awarded firm and Sub-Contractors will be responsible for all fees, including but not limited to testing, inspection, and business licensing fees. The Tribal Employment Rights Office imposes a .05% fee on the contractor 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) to conduct business with 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 all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the HTHA.

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, on-site work, and reports for the project including specialized technical skills, certified security 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 Security Service cost, mileage rate (federal per diem), equipment rental, telephone, fax, 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 on 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 can 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).

Bidders must participate in a **Mandatory Pre-Bid meeting on July 25, 2024 @ 9:00 AM (MST)** onsite at the Hopi Tribe Housing Authority Office in Polacca, Az

Physical Address: Hopi Tribal Housing Authority, AZ State Route 264, Mile Post 390, Polacca, AZ 86042.

Proposal Due Date

Interested firms may submit their proposal by bid due date on **August 08, 2024 @ 1:00 PM (MST)**.

SUBMIT proposals via email to the attention of:

Felicia Yaiva, HTHA Procurement Officer at fyaiwa@htha.org

This Request for Quotation is open to both Indian and non-Indian firms.

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 legal counsel, and which contains additional obligations and requirements that apply to this Project. A sample of the contract format that will require 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 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 regarding the scope of work, call Emerson Yazzie, Project Manager @ (928) 737-2804, eyazzie@htha.org or Thana Leslie at (928) 737-2802, tleslie@htha.org

Attachments: These documents will be distributed at the Mandatory Pre-Bid Meeting and can also be found on the Hopi Tribe Housing Authority website <https://htha.org/employment>.

- 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 Qualification Statement
- Sam.gov / Documents