

HOPI TRIBAL HOUSING AUTHORITY

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2025 – REQUEST FOR PROPOSAL (RFP)

Foundation and Slab Settlement Survey and Assessment at Seven Scattered Homes

The Hopi Tribal Housing Authority (HTHA) is advertising this Request for Proposals (RFP) from Professional Contractors with the experience and qualifications to conduct assessments and recommendations to the settlement of seven scatter housing units scattered across the Hopi reservation. The Project is located in: Polacca, AZ (2 units); Kykotsmovi Village (2 units); Keams Canyon, AZ (1 units); Second Mesa, AZ (1 unit); and Winslow, AZ (1 unit). All units are located on Hopi tribal trust lands. For specific questions on project location or scope, please contact the HTHA Maintenance Director, Tommy Puhuyaoma, at (923) 737-2800, or tpuhuyaoma@htha.org. This RFP is advertised in accordance with Section X(6)(b) of the HTHA Procurement Policy and the requirements of 2 C.F.R. §200.320(b). HTHA is requesting a written lump sum fixed price proposal to conduct survey and assessment on the foundation and slab settlement issues at seven housing units. Interested Professional Contractors must submit their bid no later than 4 P.M. MST, **December 18, 2025** via email to the attention of the HTHA Procurement Officer, Bretta Sekayumptewa, at bsekayumptewa@htha.org.

A. **Scope of Work:** The Contractor shall;

1. Conduct a site assessment and evaluate the perimeter of each housing unit;
2. Provide a detailed description on the foundational settlement issue(s) to HTHA;
3. Conduct and provide accurate square footage and linear footage of floors, footings, foundation and slabs;
4. Provide recommendations and solutions to HTHA about the details and procedures to restore the existing floors, footings, foundation and slabs;
5. Conduct an assessment to provide an elevation survey report on the floors, footings, foundation and slabs;
6. Assess the interior and exterior of each housing unit to determine areas where construction work will take place to restore the floors, footings, foundation and slabs;
7. Coordinate with the HTHA Maintenance Department on the materials required to ensure safety and proper Hopi Tribe, HTHA, and other applicable approvals are in place.
8. Provide HTHA with a project schedule and a timeline for the anticipated Project duration;
9. Provide HTHA with safety construction zones within the immediate vicinity of work sites;
10. Clean up inside and around the construction site, including the disposal of material and debris;
11. Comply with all U.S. Environmental Protection Agency (EPA) standards for disposal of materials, and all other applicable federal and Hopi rules.
12. Deliver an electronic copy of the final report, including, but not limited to, cost estimates, pictures, site assessments, survey results, recommendations for construction, and any other information determined necessary and appropriate by the HTHA Maintenance Department.

B. **Proposal Required Information:** Proposals 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.

C. **RFP Scoring Criteria:** Proposals submitted under this RFP will be evaluated based on the following criteria:

1. **Qualifications, Experience, and Technical Competence (25 points):** The Proposer must demonstrate and/or provide:

- a. The name, address, phone, fax number, and Employment Identification Number (EIN).
- b. A list describing applicable experience and qualifications of key personnel that will conduct the field work, gather data, and report for the project, including any applicable specialized technical skills, such as surveying, construction management, planning and project management, and other applicable experience.
- c. At least four (4) years of experience with projects similar in project scope, location, budget, and square footage. List start and completion dates of those projects, along with a brief description of project scope, location, budget and square footage.
- d. At least three (3) projects completed in the last six (6) years with:
 - Detailed description of the project Scope of Work;
 - Initial project budget and the actual cost of work at the time of project completion;
 - Total amount of change orders with cost and brief description of reason(s) for each change order; and
 - Current workload.
- e. Provide the name, address, and telephone numbers of at least three (3) references attesting to the Proposer's qualifications.

2. **Professional Fees, Timeline, and Schedule (25 points):**

- a. The proposed fixed price fee for all services and expenses under the Scope of Work, including:

- An itemized list of professional fees;
 - travel time rate, costs and mileage rate;
 - hourly rate schedule for principal and pertinent staff;
 - equipment rental; and
 - other reimbursable expenses, such as telephone, fax, shipping, printing, and copying.
- b. The proposed project timeline and schedule (calendar days). Please list any anticipated weather delays that may occur.

3. **Administrative and Financial Capacity (25 points):**

- a. Proposer's statement they have the administrative and financial capabilities to complete the Scope of Work within their proposed timeline.
- b. Proposer's statement they are bondable per 2 C.F.R. §200.326.

4. **Indian Preference (25 points):**

- Indian organizations and Indian-owned economic enterprises that qualify for Indian preference under Section D below.

D. **NAHASDA and Indian Preference Requirements:** The services under this RFP 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 RFP 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 in 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 the HTHA gives its written consent. Any proposal 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 proposal. The awarded Proposer shall submit a final project timeline and schedule (calendar days) to HTHA upon issuance of a Notice to Proceed. Within two (2) weeks of the project award, the Contractor and HTHA shall make reasonable and good faith efforts to execute the applicable contract documents.
- H. **Proposal Due Date:** Proposers must submit their bid no later than **4 P.M. MST, December 18, 2025, via email** to HTHA Procurement Officer, Bretta Sekayumptewa, at bsekayumptewa@htha.org. Any questions regarding the project scope, location, or process must be directed to HTHA's Maintenance Director, Tommy Puhuyaoma, at (923) 737-2800, or tpuhuyaoma@htha.org.