

HOPI TRIBAL HOUSING AUTHORITY

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



2026 REQUEST FOR PROPOSALS (RFP)

INSPECTION SERVICES

KYKOTSMOVI COMMUNITY CENTER PROJECT (WITH ADDENDUM 001)

Posted: January 23, 2026

Deadline: February 6, 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.* HTHA seeks proposals from qualified inspectors licensed in Arizona. This procurement is advertised in accordance with the Small Purchase provisions of the HTHA Procurement Policy provisions and 24 C.F.R. §§ 1000.26, 1000.52. The selected Inspector shall enter into a fixed-price Professional Services Agreement with HTHA.
- II. **Project:** HTHA is currently constructing a community center building at the Village of Kykotsmovi, which is located on tribal trust lands in Kykotsmovi, AZ within the exterior boundaries of the Hopi Reservation. Construction must comply with the International Building Code (IBC) per HTHA-187-15 (Sept. 15, 2015), and the architectural designs.
- III. **Tribal Compliance:** Before commencing work, the selected Inspector shall obtain a Hopi Business License under Hopi Ordinance 17A, and a Tribal Employment 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 project. The selected inspector is responsible for applicable fees associated with these Hopi requirements.
- IV. **Scope of Work:** Required inspection services will include, but is not limited to:
 - a. Conduct and document construction and progress meetings.
 - b. Track construction progress and proactively recommend solutions to avoid project delays. Use document processing software to route, track and monitor all submittals (architect to review and approve design-related submittals).
 - c. Review contractors' proposed change orders to evaluate merit and recommend approval or rejection with documentation of reasoning.
 - d. Inspect construction to verify adherence to the IBC, construction contract specifications, and architectural designs, specifications, and drawings.

- e. Notify HTHA of actual or proposed contractor or architectural deviations, including but not limited to deviations of designs, specifications and drawings.
- f. Create final punch lists for project completion.
- g. Monitor contractor in accordance with best safety practices.
- h. Immediately notify HTHA's Development Director if any safety violations are observed.
- i. Review and monitor traffic control measures, including placement of traffic control devices.
- j. Attend weekly construction meetings.
- k. Inspect contractors' work and be on site at least 3 days per week until construction completion.
- l. Prepare daily construction reports.
- m. Close out project.
- n. Other duties assigned by HTHA not listed in this RFP.

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.*

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

- a. **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; and (5) any applicable brochure materials your business has that describes the products and/or materials you provide.

- b. 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>.
- c. 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 **February 6, 2026, at 5 p.m. (MST)**. Submissions shall be emailed to Danielle Pashano at [dpashano @htha.org](mailto:dpashano@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 Danielle Pashano at [dpashano @htha.org](mailto:dpashano@htha.org). For project-specific questions, please contact HTHA's Project Manager, Nathaniel Lomakema, at nlomakema@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 an 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 advantages to HTHA.

ADDENDUM 001 (JAN. 30, 2026)

INSPECTION SERVICES

KYKOTSMOVI COMMUNITY CENTER PROJECT

This Addendum 001 adds the following language to the scope of work, Section IV(d) at the top of page 2, of the original RFP. The added language is underlined:

- d. Inspect construction to verify adherence to the IBC, construction contract specifications, and architectural designs, specifications, and drawings. Provide continuous on-site inspection services for the Village of Kykotsmovi community center building, which shall include all horizontal and vertical components of the project, to verify adherence to the IBC, construction contract specifications, and architectural designs, specifications, and drawings.

The deadline for the RFP is still February 6, 2026 at 5 p.m. (MST). The original RFP is unchanged except for the language underlined above.