

HOPI TRIBAL HOUSING AUTHORITY

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



2026 INVITATION FOR BIDS (IFB) GENERAL CONTRACTING SERVICES FIRST MESA MULTIPURPOSE CENTER

Posting Date: March 19, 2026

Deadline: April 18, 2026 at 5 p.m. (MST)

- 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 is seeking bids from qualified general contractors licensed in Arizona. This procurement is advertised in accordance with the competitive bidding provisions of the HTHA Procurement Policy provisions and 24 C.F.R. §§ 1000.26, 1000.52. The selected general contractor shall enter into a fixed sum agreement with HTHA.
- II. **Due Date and Submission:** You are invited to submit a bid in Adobe PDF format to Janet Pavatea, HTHA Procurement Officer at JPavatea@HTHA.org, no later than **5 p.m. (MST) on April 18, 2026.** No other digital formats will be accepted. Late submissions will not be accepted.
- III. **Project:** HTHA is currently soliciting bids for the renovation of the First Mesa Multipurpose Center (formerly First Mesa Youth Center) in Polacca, Arizona.
- IV. **Tribal Compliance:** Before commencing work, the selected Inspector shall obtain a Hopi Business License under Hopi Ordinance 17A, and a Tribal Employments 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.
- V. **Questions:** For questions regarding IFB submissions, please contact HTHA Procurement Officer at JPavatea@HTHA.org. For project-specific questions, please contact HTHA's Development Director, Garret Silversmith, at gsilversmith@htha.org. Questions, and requests for architectural plans shall be submitted in writing.

VI. **Scope of Work:** This IFB is to solicit bids from qualified Contractors to renovate the First Mesa Multipurpose Center as specified below. See **Attachment A.**¹

a. Exterior Ball Court Area

1. Install a new swinging entry gate, 18' wide by 5' 6" tall, with fence posts on each side of the gate for adequate support.
2. Repair chain link fencing and fence posts east of parking lot near ball court. For accurate bidding, a site visit is strongly recommended prior to bidding.

b. Exterior of Facility

1. Before construction, Contractor shall remove all vegetation, including but not limited to trees and shrubs, and trash, debris, and other waste around the entire facility and ball court area(s), which shall be disposed of at the Hopi landfill.
2. Install sidewalk trench drain on all sides of the facility below the downspout. Continue trench drain to the north parking area near the ball court. Nine total downspouts exist.
3. Remove, replace, and test exterior security light fixtures for proper operation.
4. Remove, replace, and test all exterior ground-fault circuit interrupter (GFCI) outlets, and install weatherproof covers.
5. Remove and replace exterior front doors with commercial double doors (double-pane glass) and security locks.
6. Provide minor stucco repairs to small holes and cracks on the building's exterior.
7. Remove the rolling concession door on the east side of the building and closing off the opening by framing, insulating, weatherizing, stuccoing, and painting the closed off area.
8. Provide a secure Acrylonitrile Butadiene Styrene (ABS) vent pipe located on the west exterior wall of the facility to prevent insect infestation.
9. After construction, Contractor shall remove all construction debris from the work sites, including around the entire facility and ball court area(s), which shall be

¹ HTHA is contracting separately for foundation repair work in the gym area. The foundation work must be completed before the renovation services under this IFB start. Anticipated completion for the foundation repairs in the gym will be approximately in August 2026. The selected contractor must coordinate with HTHA on the renovation repairs in the gym area to ensure the timing corresponds with the foundation work that will be completed separately. Other renovation work under this IFB can start before August 2026.

disposed of at the Hopi landfill.

c. Entire Facility Interior: includes the following rooms: (1) common area; (2) kitchen; (3) lobby; (4) management office; (5) staff office; (6) computer lab; (7) restrooms; (8) utility closet; (9) gym and gym storage area; (10) gym office; and (11) concession area.

1. Change all lever door locks to configure with one master key.
2. Test all drains for proper operation.
3. Test all water sources and shutoff valves for proper operation, leaks, and corrosion, as well as replace supply lines with steel-braided supply lines at proper lengths.
4. Test all lighting, electrical features and devices, and outlets.
5. Replace all ballast, bulbs, and fixture covers.
6. Replace all damaged electrical devices (switches, all outlets, key switches, lighting fixtures, and thermostats).
7. Change all air filters to the ventilation system.
8. Replace all cove base molding.
9. Replace all areas that have damaged or missing VCT tiles equivalent to the existing surface type, color, pattern, etc. Carpeted areas shall be replaced with VCT tiles equivalent to the existing surface type, color, and pattern.

d. Additional Work Specific to Interior Rooms: In addition to the above work in Section VI(c)(1)-(9) for the entire facility, the Contractor shall perform the following work for each room specified in the table below:

Room	Additional Work to be Completed
Common Area	<ol style="list-style-type: none"> 1. Remove drinking fountains. 2. Close off drainage and water source, which is no longer being utilized.
Computer Lab	<ol style="list-style-type: none"> 1. Remove all existing wall mounted and center desks. 2. Resurface the entire floor area with wax coating.
Restrooms	<ol style="list-style-type: none"> 1. Remove and replace all broken ceramic tiles in both restrooms and replace with matching tile. 2. Remove and replace all commodes with standard elongated commodes.
Utility Closet	<ol style="list-style-type: none"> 1. Test water heater for operable condition and replace if inoperable.
Gym Office	<ol style="list-style-type: none"> 1. Replace all damaged ceiling grids.

Room	Additional Work to be Completed
Gymnasium	<ol style="list-style-type: none"> 1. Remove drinking Fountains 2. Assess exterior door pressure hinges for proper operation. 3. Remove and replace the pressure hinges if damaged or inoperable. 4. Resurface the entire floor area with wax coating.
Concession Area	<ol style="list-style-type: none"> 1. Close exterior concession door. Remove, reframe, insulate, and replace with drywall on the interior (tape, texture, and paint).

VII. **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.* X-Factor analysis will be used for determining lowest bid based on Indian Preference based on Section IX(5)(c) of the HTHA Procurement Policy.

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.

VIII. **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.
- IX. **Davis Bacon Wage Rates:** The Davis Bacon Act applies to an award under this IFB. *See* 40 U.S.C. §3141, *et seq.*

ATTACHMENT A: FLOOR PLAN MAP

