

# HOPi TRIBAL HOUSING AUTHORITY

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



## **2025 – REQUEST FOR PROPOSAL (RFP)**

### HTHA Building: Foundation and Slab Settlement

The Hopi Tribal Housing Authority (HTHA) is requesting for statement of qualifications and fees from Professional Contractors with the experience and qualifications to conduct assessments and recommendations to the settlement of a commercial building. HTHA is requesting for written of lump sum fixed price proposals to conduct repairs to the settlement.

**Statement of Work:** The Contractor shall;

1. Site assessment and evaluation of the perimeter of the HTHA building and provide a detailed description to the settlement issue.
2. Conduct and provide accurate square footage and linear footage of floors and footing.
3. Provide recommendations and solutions to HTHA the details and procedures to restore the existing floors and footings.
4. Conduct an assessment to provide an elevation survey report on the floors and footing.
5. Assess the interior to determine areas where construction work will take place.
6. Coordinate with the HTHA Development department of materials to be used to ensure safety and approvals by HTHA.
7. Provide HTHA with a project schedule and the duration of the project.
8. Provide HTHA with safety construction zones within the immediate vicinity of work sites.
9. Clean up inside and around the construction site Disposal of construction material and debris.
10. Comply with all U.S. Environmental Protection Agency (EPA) standards for disposal of materials.

B. **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.

C. **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 5, 2025**. Submit bid via email to the attention of Bretta Sekayumptewa, HTHA Procurement Officer at [BSekayumptewa@HTHA.org](mailto:BSekayumptewa@HTHA.org)

Any questions, contact Nathaniel Lomakema, HTHA Project Manager @ (923) 737-2800, or email at [NLomakema@HTHA.org](mailto:NLomakema@HTHA.org).

**Bidders must participate in a mandatory pre-bid meeting on November 14, 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.**