



## REQUEST FOR QUOTATIONS - BY FAX OR MAIL

The Yurok Indian Housing Authority (YIHA), hereinafter called the OWNER is seeking a qualified Indian Enterprise or non-Indian contractors for Architect and Engineering Services (A & E) for the NAHASDA Program Fiscal Years 2011/2012. The selected A & E Services will be needed for various projects throughout the two year period. The projects will vary and not be limited to: new sub-division plot designs, legal descriptions, individual scattered site design/plot plans, utility designs, road designs, and structural and engineering services, and other requests by YIHA. YIHA's service areas are located in the Del Norte and Humboldt Counties. The **Fee Schedule price will need to remain in effect for projects identified under both program years.** The A & E is required to provide a copy of the California State Engineer License and will be required to comply with all current California adopted current building codes.

Qualifications shall be prepared on company stationery and include the following items to be considered:

1. Name and address of firm submitting the qualifications.
2. Description of firm's services and abilities that relate directly to requests.
3. Identification of staff assigned to the project and licenses whether Architect or Engineer for the state of CA.
4. Estimated time lines for completion of requests.
5. Fee Schedule provided for work requested

The following is the list of the proposed rating criteria which will be used as the basis for evaluating all qualifications:

1. Prior experience in housing programs that are federally assisted through the Office of Native American Programs (HUD)
 

a. 5 or more programs	20 points
b. 2 to 4 programs	12 points
c. 1 to 2 programs	4 points
d. 0 programs	0 points
  
2. Prior experience in housing work comparable to this contract in type, scale, scope, etc.
 

a. 5 or more programs	20 points
b. 2 to 4 programs	12 points
c. 1 to 2 programs	4 points
d. 0 programs	0 points
  
3. Prior experience in tribal or other government programs (example ICDBG, 638, etc.)
 

a. 5 or more programs	20 points
b. 2 to 4 programs	12 points
c. 1 to 2 programs	4 points
d. 0 programs	0 points
  
4. Price (hourly rate, fee for basic services, etc.)
 

a. Lowest price	20 points
b. Second lowest price	12 points
c. Third lowest price	4 points
d. Fourth and lower	0 points
  
5. Statement regarding employment & training for Indians
 

a. Acceptable	15 points
b. Unacceptable	0 points
  
6. Indian Preference
 

a. Indian	15 points
b. Non-Indian	0 points

7. Qualifications includes documentation required in the RFQ to demonstrate professional qualifications and technical abilities.
  - a. Acceptable 15 points
  - b. Unacceptable 0 points
  
8. Summary; On the basis of the evaluation, this proposal is:
  - a. Responsive 15 points
  - b. Non-Responsive 0 points

Attention is called to the preference which shall be given to Indian-owned Enterprises as outlined in Section 7(b) of the Indian Self-Determination & Education Assistance Act (25 U.S.C. 450 7(b)). Section 7(b) provides that to the greatest extent feasible: 1. Preference and opportunities for training and employment shall be given to Indians; and (ii) preference in the award of contracts shall be given to Indian organizations or Indian-owned economic enterprises. 2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act. 3. In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians. 4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the Housing Authority, take appropriate action pursuant to the subcontract upon a finding by the Housing Authority or HUD that the subcontractor has violated the section 7(b) clause of the Indian Act. Attention is also called to the contractor's obligation for Indian Preference and Equal Opportunity in hiring. Bidders claiming Indian Preference must fill out the attached document and submit back with the proposal.

The contract will be awarded to the lowest responsible Engineer whose proposal conforms to the solicitation. Any bid which exceeds the total available funding may be, for such reason only, considered non-responsive and no right attaches to such bid, which may be otherwise responsive for the contract award. The OWNER reserves the right to reject any and all bids, and to waive any informality in the bidding process whenever such rejection or waiver is in the best interest of the Housing Authority.

In accordance with this statement and 24 CFR 1000.52, award shall be made under unrestricted solicitations to the lowest, responsive bid from a qualified Indian owned economic enterprise or organization within the maximum total contract price established for the specific project or activity being solicited, If the bid is no more than "X" higher than the total bid price of the lowest responsive bid from any qualified bidder, the factor "X" is determined as follows:

	X= lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, or \$9,000
When the lowest responsive bid is at least \$100,000 but less than \$200,000	9% of that bid, or \$16,000
At least \$200,000, but Less than \$300,000	8% of that bid, or \$21,000
At least \$300,000, but Less than \$400,000	7% of that bid, or \$24,000
At least \$400,000, but Less than \$500,000	6% of that bid, or \$25,000
At least \$500,000, but Less than \$1,000,000	5% of that bid, or \$40,000
At least \$1,000,000, but Less than \$2,000,000	4% of that bid, or \$60,000
At least \$2,000,000, but Less than \$4,000,000	3% of that bid, or \$80,000

Qualifications need to be faxed or mailed to the Housing Authority by September 6, 2011 by 2:00 p.m., Pacific Time. If you have any questions you will need to contact, Judith Marasco at 707/482-1506, fax 707/482-3117.

Yurok Indian Housing Authority:

  
Judith Marasco, Executive Director

— 8-9-11 —  
Date