



Timothy L. Nuvangyaoma
Chairman

Craig Andrews
Vice Chairman

May 2, 2022

**Office of Community Planning and Economic Development
REQUEST FOR PROPOSAL
FOR PLANNING SERVICES**

RFP ID # _____ Date Issued: 5/2/2022 *(RFP ID # and Date determined by Procurement)*

INTRODUCTION: *(Standard)*

The Hopi Tribe invites proposals for Planning Services to update the Hopi Tribe Comprehensive Economic Development Strategy. Based on previous work experience and/or professional interest, your firm is invited to submit a proposal to produce the service to complete the related Scope of Work. Budget is approximately \$20,000.

HOPI TRIBE – OVERVIEW: *(Standard)*

The Hopi Tribe is a federally recognized government, constituted pursuant to Indian Reorganization Act of June 18, 1934 (48 Stat. 984). The Hopi Tribe is comprised of a union of self-governing Hopi Villages. The authority of the Hopi Tribe under its Constitution extends over the entire Hopi Reservation, including the Hopi Villages. Hopi land is located in northern Arizona and situated in Navajo and Coconino Counties.

The Hopi Tribal Council (Legislative) holds all powers under its Constitution. In order to fully exercise the powers of the Tribal Council, it has organized the administration of tribal government into Legislative, Executive and Judicial branches. The Hopi Tribal government maintains a government-to-government relationship with state and local governments, as well as with the federal government, which acts as a Trustee and Fiduciary for the Hopi Tribe.

The (Executive) function of the Tribal Government is comprised of various departments, programs and entities whose administrative activities are govern by established Codes, Ordinances, Resolutions, and Finance and Human Resource Policies and Procedures. Tribal Financial and Procurement Policies are consistent with federal and other grant/contracting agencies regulated by Generally Accepted Audit Principles.

The (Judicial) function within the Hopi Tribal Government is carried out by the Tribe's Tribal Courts, created by the Hopi Tribal Council under authority of the Constitution and By-Laws of the Hopi Tribe. The Judicial Branch is responsible for administering criminal and civil actions within the jurisdiction of the Hopi Tribe.

PROGRAM INFORMATION:

The Office of Community Planning and Economic Development and Land Information Systems is established by the Hopi Tribal Planning Ordinance 55(Tribal Resolution H-70-2001, July 23, 2001).

Mission: Provide quality, effective support services and education at all levels of the Hopi Tribal Government, Villages throughout the Hopi Reservation with quality and culturally appropriate land use, development planning, and economic development planning assistance.

PROJECT DESCRIPTION:

Provide strategic planning services in conjunction with the planning and development of the Comprehensive Economic Development Strategy (CEDS) for two years; 1) 2023 Update and 2) 5-Yr 2024-2028 CEDS. The project will also involve the development of an executive summary level document that will assist the Tribe with marketing itself for business purposes and implementation of CEDS strategies. The intended purpose is to complete a comprehensive planning process and formal approval by the Hopi Tribal Council. The work requires a majority of time on the Hopi Reservation for conducting presentations, work sessions, interviews, and information gathering. All activities to be documented including planning sessions, interviews, meetings, data sources, etc... for accuracy.

DETAILED SERVICE PROVISION:

Bidders should note that any and all work intended to be sub-contracted as part of the bid submittal must be accompanied by background materials and references for proposed sub-contractor(s) - - NO EXCEPTIONS.

The Consultant shall furnish all personnel, equipment, services, materials, and transportation necessary to perform the work required to deliver the following pertinent items or services in accordance with this SOW and all terms and conditions of the contract.

SCOPE OF WORK – AND DELIVERABLE(S):

See Attachment A: Project Scope of Work

Provide 1) Who will perform the work and a 2) methodology and tasks for completing the work.

For each task: 3) Specify task to be performed. 4) Provide a schedule and completion date. 5)

Identify what is to be produced or delivered. 6) proposed cost breakdown

SUBMITTAL DEADLINE:

The Proposal and requested forms must be submitted by 4pm P.M. (MST); May 16, 2022.

Please provide (1) one original and (1) electronic PDF format to:

Andrew Gashwazra

Office of Community Planning and Economic

Development and Land Information Systems

P.O. Box 123

Kykotsmovi, Arizona 86039

AGashwazra@hopi.nsn.us

All questions shall be emailed to agashwazra@hopi.nsn.us Deadline for submission of questions is: 5pm P.M. (MST), May 6, 2022.

PROPOSAL CONTENTS AND EVALUATION CRITERIA:

The proposals will be evaluated on the basis of the following criteria and point ranges:

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-25 Points)
 - a. Comprehensiveness of work plan for the project (0 - 10 Points)
 - b. Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved (0 – 15 Points)
- 2) Qualifications and experience of Contractor (0 – 40 Points)
 - a. Size, structure, longevity and capacity of Contractor firm to maintain continuity of project (0 – 10 Points)
 - b. Experience of Contractor in performing the type of work required for this project (0 -15 Points)
 - c. Experience of Contractor with Federal Regulations as they apply to Tribal government and/or organizations (0 – 15 Points)
- 3) Cost Factor – Cost of Proposal (0 – 35 Points)
 - a. Describe financial ability to perform the work on a deliverable and reimbursement basis.
 - b. Detailed budget breakdown of proposed services.

- 4) Indian Preference – The Hopi Tribe will award an additional (10) points to qualified Native American owned firms, or (1 – 5) points to Non Native American owned firms to the extent proposing firms provide employment and training opportunities to Hopi members in the conduct of work under this proposal.

SMALL AND MINORITY OWNED CONTRACTORS:

Small Contractors and Contractors owned by small and minority firms, and/or women’s enterprises shall have the maximum practicable opportunity to participate in contracts awarded. Applicant must provide appropriate documentation.

OTHER SUBMITTALS:

1) Certifications:

- A. Submit a certified statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency. The statement shall read: “This is to certify that your firm name, involved with this work, is not debarred, suspended, or otherwise prohibited from contracting by any Federal, State, or Local Agency.
- B. If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualifications and documents substantiating 51% ownership.
- C. Submit a written commitment as follows: “This is to certify that if selected, your firm name, will make the work to be performed under this Agreement top priority and will complete the work in an efficient and prompt manner.”

- 2) **Proposed Fee Schedule/Cost Proposal:** Include a detailed itemized cost statement showing various classes of staff hours at appropriate rates delineated by work project and/or work plan and schedule.
- 3) **Please provide three (3) professional references:** Include Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email Address. References must be related to the professional scope of work contained within this RFP.
- 4) **Provide Resumes:** Include resumes of all consultants that will provide services to the Hopi Tribe under this RFP.

SELECTION PROCESS:

The Hopi Tribe, at its sole discretion, shall determine whether a particular Contractor has the qualifications to conduct the desired service for the Tribe.

1. Proposals will first be examined to eliminate those that are not-responsive to stated requirements.
2. Award shall be made to the most responsible Contractor whose proposal is determined to be the most advantageous to the Tribe taking into consideration the terms and conditions set forth in this RFP.
3. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
4. The Tribe reserves the right to accept or reject, in part or in whole, any or all proposals submitted without cause for liability.
5. The Tribe reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Contractor's price contained in the proposal.
6. The Tribe reserves the right to negotiate further with the successful Contractor. The content of the RFP and the successful Contractor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, Contractor acknowledges that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.

CONTRACT REQUIREMENTS: *(Standard)*

The respondent selected under this RFP must be fully qualified to perform the services described above. The selected Contractor must also comply with the following Hopi Tribal requirements:

1. **CONTRACT**: The Contractor shall execute an Agreement with the Hopi Tribe.
2. **SCHEDULE OF PROJECT(S)**: The Contractor shall provide the required services and shall complete the assigned project activities in the agreed to time frame, approximately 2 years.
3. **INSURANCE**: The Contractor shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
4. **BUSINESS LICENSE**: All businesses/firms must attain a Business License through the Hopi Tribal Revenue Commission prior to conducting any business on the reservation or with the Hopi Tribe.
5. **INDIAN PREFERENCE**: To the maximum extent possible, in accordance with Section 7(b) of the Indian Self-Determination Act (25) U.S.C. 450e(b), the selected Contractor agrees

to actively provide, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of any subcontracts under this contract to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).

6. INCORPORATED: All requirements of the Request for Proposals and the representations made in the proposal that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.
7. RETENTION OF RECORDS: All proposals and related materials become the property of the Hopi Tribe and may be returned only at its option.
8. GOVERNANCE: All applicants are advised that the laws of the Hopi Tribe will apply and govern all contracts and engagements.
9. OTHER: All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the Contractor and/or consultant(s) making the proposal.

Attachment A

Project Scope of Work Upon execution of Consulting Agreement thru July 31, 2024

The Comprehensive Economic Development Strategy (CEDS) sets the stage for stakeholders: individuals, organizations, local governments, institutes of learning, and private industry to have meaningful conversation and debate about what capacity building efforts would best serve economic development for the Hopi Tribe which include but are not limited to: Hopi Tribal Council (HTC)/Task Teams, Hopi Tribe Transportation, Hopi Tribe Office of Revenue, Department of Natural Resources (DNR) Managers/Directors, Hopi Abandoned Mines and Lands Office, Hopi Tribe Housing, Hopi General Counsel (water rights, land issues, cultural issues); Hopi Tribe Economic Development Corporation (HTEDC), Hopi Telecom Inc. (HTI), Community Service Administrators (CSA's) villages; Infrastructure.

1. Review and acknowledge the *CEDS Content Guidelines: Recommendations for Creating an Impactful CEDS* <https://www.eda.gov/files/ceds/CEDS-Content-Guidelines-full.pdf> , 2018 CEDS Update <https://www.hopi-nsn.gov/tribal-services/office-of-community-planning-development/> , and other CEDS related information.
2. Attend kickoff meeting arranged by OCPEDLIS for guidance and instructions.
3. Complete the Summary Background, SWOT analysis, Strategic Direction/Action Plan, Evaluation Framework, and Resiliency required content through communication (workshops, interviews, research, etc.) with partners and stakeholders to gather contributions for the CEDS.
4. Update the CEDS plan for the 2023 and 5-Yr 2024-2028 Update in accordance with the *CEDS Content Guidelines: Recommendations for Creating an Impactful CEDS* to contribute to development of the Tribe's locally based and regionally driven economic development planning and as a tool for economic development decision making.
 - A. Update the Hopi Comprehensive Economic Development Strategy each year to include visioning, goals and objectives, actions, and performance measures in final form that will result in an engaging, technically-sound strategy for guiding future development on April 10, 2023 and April 10, 2024.
 - B. Address reviews, comments, outdated information, and revise the CEDS with guidance and any progress reported by the Tribe's CEDS stakeholders. Provide the final Word file to OCPEDLIS.

5. Provide 15 work sessions on and off the Hopi Reservation during development and finalization for each year of CEDS updates.
 - A. Include village, council, youth, organizations, tribal programs, etc... as audiences.
 - B. Include one council session for education and presenting the Action Item for Council approval by June 2023 and 2024.
6. Develop an Executive Summary Document of the CEDS Plan that describes details of the Hopi Tribe profile, cultural and religion, and opportunities for economic development with the Hopi Tribe and Villages.
 - A. The Executive Summary Document is intended to be the marketing supplement to the larger CEDS Plan and not to exceed 15 pages, no less than 10.
 - B. Provide one hard copy and one electronic copy of the Draft Summary for the review and comment process.
 - C. Provide 4 hard copies and one electronic copy of the Final summary. Provide electronic copies of both plans in electronic formats for printing as needed.