

***Vision***

*"Sustaining the heritage of Tamaya's future through building quality, safe, and affordable housing."*



**Tamaya Housing Inc.**

***Mission***

*"To unify and educate the community, in order to improve the quality of life by establishing housing solutions through fair and equitable housing policies."*

**REQUEST FOR PROPOSALS (RFP)**

**FOR LEGAL SERVICES**

**Part A - General Information**

- 1) **Tamaya Housing Inc. (THI):** The THI is the Tribally Designated Entity for the Pueblo of Santa Ana, located on the Santa Ana Pueblo, New Mexico. THI manages 26 Units under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA).
- 2) **Request for Proposal (RFP):** The THI is requesting proposals from interested legal firms who have extensive experience and capabilities relevant to the RFP. The RFP is not restricted to Indian Owned firms or organizations; however **Indian Preference** will be given to Indian Owned firms in accordance with 24 CFR 1000.48 and 1000.52 of the NAHASDA.
- 3) **Purpose:** This RFP provides prospective legal firms with sufficient information to enable them to prepare and submit proposals in the provision of legal counsel services to the THI.
- 4) **Scope of Work:** The scope of work for this RFP is outlined under "Part C" of this RFP packet.
- 5) **Inquiries:** Prospective firms may make inquiries concerning this RFP to obtain clarification of proposal requirements by contacting the THI for the attention of Mr. Marlon B. Stevens, Executive Director, at (505) 771-2090.
- 6) **Proposal Submittal:** One (1) original shall be submitted by mail or email clearly marked "DO NOT OPEN - PROPOSAL FOR LEGAL SERVICES" by September 29, 2025, at 12:00 p.m. addressed to:

Tamaya Housing Inc.

Attention: Marlon B. Stevens, Executive Director

37B Day School Rd.

Santa Ana Pueblo, NM 87004

- 7) **Revisions:** In the event that it becomes necessary to revise any part of this RFP, a written addendum will be issued to all prospective firms noting the necessary revisions from the THI.
- 8) **Late Receipt of Proposals:** Late proposals will not be accepted. Interested firms are advised to ensure timely submission of proposals; or if mailing, allow sufficient time in advance to ensure receipt of the proposal prior to the deadline time specified in this RFP.
- 9) **Rejection of Proposals:** The THI reserves the right to reject any or all proposals and to waive any formalities whenever such rejection or waiver is in the best interest of the THI.
- 10) **Proprietary Information:** Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal.
- 11) **Material Ownership:** All proposals submitted regarding this RFP shall become the property of the THI and will not be returned to the submitter. The THI has the right to use any ideas presented in reply to this RFP, whether the proposal is accepted or not, with exception to limitations outlined in paragraph 10 above.
- 12) **Incurring Cost:** The THI is not liable for any costs incurred by any responding firm prior to issuance of a written Agreement or Contract.
- 13) **Final Selection:** Selection of a legal firm will be made no later than thirty (30) calendar days after the closing date of the receipt of proposals. In the event that no responsive proposals are received, or non-award pursuant to evaluations, this RFP may be re-advertised.
- 14) **Acceptance of Proposal Content:** The contents of the proposal of the selected firm will be made a relevant part of the contractual obligations. Failure of the successful firm to accept these obligations may result in cancellation of the contract award.

### **Part B – Proposal Content**

Proposals shall include, at a minimum, the following information and statements in order to be considered as responsive:

- 1) A letter of interest.
- 2) A statement that details the firm's plan to provide preference to Indians in implementing the contract and any related subcontracts.
- 3) A statement detailing the firm's employment and training opportunities for Indians, and the number of Indians expected to be employed and trained in the implementation of the contract (Firm must also complete the Employment and Training Statement attached as "Exhibit A").
- 4) Indian owned firms must submit proof of Indian ownership.
- 5) Proof of Professional qualifications and New Mexico state licensure.

- 6) A statement that describes the firm's understanding of Indian housing under HUD regulations.
- 7) A record of past experience in performing legal services for Indian Housing Authorities, Tribally Designated Housing Entities and / or Indian Tribes relative to Indian Housing.
- 8) Evidence that the firm has the administrative and financial capacity to perform the required services.
- 9) A profile of the firm's staffing and facilities.
- 10) A concise breakdown of the firm's fee for legal services including anticipated reimbursable costs.

### **Part C – Scope of Work**

The selected legal firm will act as General Counsel for the THI and provide the following general services:

- 1) Assist with update of existing Policies & Procedures, Agreements, Standard Forms and others to comply with applicable regulations.
- 2) Assist with the development of new policies to implement new programs such as Mortgage, Financing, and Residential Leasing.
- 3) Assist in developing position papers on Indian Housing issues and may represent THI interests in Washington, D.C.
- 4) Advise and /-or represent THI in occupancy related court hearings.
- 5) Advise and/or represent THI in contractual disputes in the administration of Construction Contracts.
- 6) Provide consultation on contracts, agreements and other legally binding documents.
- 7) Other legal services as deemed necessary.

### **Part D – Proposal Evaluation Criteria**

An evaluation committee will review factors that have a bearing on the firm's capabilities to perform the work requested. This includes proposal content and clarity; experience and professional qualifications.

- 1) **RFP Method of Procurement:** Proposals will not be publicly opened at the time specified as the deadline for submission of proposals. Proposals will be opened in the presence of a committee formed to evaluate the proposals. At a minimum, proposals must contain all information and statements as described under Part B -Proposal Content.
- 2) **Evaluation Criteria:** Evaluations will be conducted based on the following criteria.

**a) Professional Qualifications (0 – 25 points):** This criterion evaluates the firm’s qualifications, credentials and administrative capacity to perform the required services. Proof of licensing and registration to practice legal services in the state of New Mexico is required. Specific qualifications of key support staff that will be involved in performing the work will also be considered.

**b) Experience (0 – 25 points):** This criterion evaluates the firm’s general experience in providing legal services for Indian Housing Authorities, Tribally Designated Housing Entities, Indian Tribes or similar programs on Indian reservations. Factors will include years of professional legal experience, capacity to represent THI interests in Washington, D.C., and the firm’s experience in the areas outline in Part C of this RFP packet.

**c) Past Performance (0-20 points):** This criteria evaluates the firm’s record of past performance in working with Indian Housing Authorities, Tribally Designated Housing Entities, or Indian Tribes in legal services specific to Indian Housing. Greater value will be given to firms providing at least three (3) recent letters of reference for contract work completed within the past two years.

**d) Indian Preference (0-15 points):** This criterion evaluates Indian-ownership of the firm with proof of ownership and Tribal affiliation with a federally recognized Indian Tribe. Also the firm’s statements of compliance with Indian Preference requirements in employment, training and subcontracting opportunities as stipulated in this RFP packet.

**e) Minority Preference (0 – 10 points):** This criterion evaluates minority ownership of the firm including Women-Owned firms and evidence of commitment to hiring women and minorities.

**f) Proposal Fee (0 – 10 points):** This criterion evaluates the reasonableness of the fee. A clear statement on the full breakdown of services to be provided will be reviewed.

The overall possible score pursuant to the above criteria is 100 points.

- 3) **Additional Information:** The THI may request for any additional information that may be necessary in order to make a fair evaluation of the proposals.
- 4) **Interview and Selection:** Proposals ranked as the top two may be subject to further interview before final selection is made. Written notice as to the time and place of interview will be provided.
- 5) **Final Selection:** The selected firm shall be notified in writing and a Legal Services Contract will be entered into with the THI. Contract execution will be contingent on approval by the THI Board of Directors.
- 6) **Standard Provisions:** The THI reserves the right to incorporate standard THI contract provisions and federally mandated contract provisions into the contract for professional legal Services.

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## Employment and Training Statement

This Employment and Training Statement establishes the minimum acceptable standard of the THI regarding employment and training opportunities for Indians, and providing preference to Indians in the implementation of the contract and any related subcontracts. This also addresses the requirements at 24 CFR 1000.48, .50 and .52 of the Native American Housing Assistance and Self Determination Act (NAHASDA).

1. Does your firm presently provide employment and training opportunities to Indians?

Yes     \_\_\_\_\_ On a separate sheet state what employment and training opportunities your firm provides to Indians.

No     \_\_\_\_\_ On a separate sheet, provide a statement explaining:  
(a.) Why your firm currently does not offer employment and training opportunities to Indians; and  
(b.) What will your firm do to provide employment and training opportunities to Indians in implementing the contract?

2. Check applicable box (you must check at least one box):

\_\_\_\_\_ My firm will provide preference to Indians in the award of any subcontracts.

\_\_\_\_\_ My firm will not subcontract any portion of the contract.

\_\_\_\_\_ I anticipate to award subcontracts, however it is infeasible to provide for Indian preference in the award of subcontracts. Provide a statement stating why it is infeasible for your firm to provide Indian preference in the award of subcontracts.

3. State the number or percentage of Indians anticipated to be employed and/or trained under this contract.

\_\_\_\_\_ Check here if unsure or none and explain why on a separate sheet.

**I hereby certify that the above statements are correct and true.**

\_\_\_\_\_  
**Authorized Agent**

\_\_\_\_\_  
**Date**