



REQUEST FOR PROPOSALS (RFP)
LEGAL SERVICES FOR THE ISLETA PUEBLO HOUSNG AUTHORITY

Date Issued: December 9, 2025
Issued By: K. Ruthardt, Executive Director

Date Proposal Closes: January 12, 2026
At 4:00 PM MST

The Isleta Pueblo Housing Authority (IPHA) is requesting proposals of qualifications and fees from the qualified professional legal firms to perform legal services. The selected firm will enter into a fixed-price contract with IPHA.

Through the authority of the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) [25 U.S.C. § 4101] the Isleta Pueblo Tribal Housing Authority (IPHA) in Grant Agreement with the Department of Housing and Urban Development (HUD) is responsible to provide the Isleta Pueblo people with safe, decent, sanitary, and quality housing under federal regulations of the Indian Housing Block Grant (IHGB) at CFR § 1000, et seq.

Scope of Work: Provide on-site and off-site services for a term of one year. The agreement will be renewable for an additional annual term. Consultant will submit a new cost proposal 60 (sixty) days before end of current term for review and approval.

The scope of work as directed by the IPHA Board of Commissioners (BOC) and Executive Director (ED), represents the IPHA in all legal matters that may arise including but not limited to:

- 1) Legal review of all housing related issues.
- 2) Legal review on construction and service contracts.
- 3) Assist with Title VI loan and Tax Credit Construction/Program
- 4) Assist the IPHA with compliance with Federal requirements for procurement.
- 5) Advise the ED with respect to employment matters facing IPHA.
- 6) Attend BOC meetings when requested.
- 7) Review and draft policies and contracts incompliance with applicable laws and regulations.
- 8) Assist with the collection of payments from IPHA Clients and other related Homeownership matters.
- 9) Represent the IPHA in litigation before the Isleta Pueblo Tribal Cout and the United States Court of Appeals for the Tenth Circuit, and all other courts, as necessary.

Indian Preference: The work to be performed under this contract is subject to Section 7 (b) of the Indian Self Determination and Education Assistance act (25 U.S.C.450 (e). Section 7 (b) requires to the greatest extent feasible:

- 1) Preference and opportunities for training and employment shall be given to American Indians and Alaska Natives.
- 2) Preference in the award of contracts and subcontracts shall be given to American Indian/Alaska Native-owned enterprises as defined in section 3 of the Indian Financing Act of 1974 [25 U.S.C. 1452]

- 3) The parties to this contract shall comply with the provisions of section 7 (b) of the Indian Act
- 4) In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontract to Indian organizations and Indian-owned economic enterprises, and preference and opportunities for training and employment to Indians.
- 5) The contractor shall include this section 7 (b) clause in every subcontractor has violated the section 7(b) clause of the Indian Act.

Non-exclusivity: It is expressly understood that vendor selection does not grant the vendor an exclusive privilege to provide IPHA any or all of the goods and/or services that are the subject of this solicitation. IPHA reserves the right as deemed in its best interest to perform, or cause to be performed; the provision of the goods and/or services; or any portion thereof, herein described in any manner it see fit. Awards to multiple vendors, and contracts with multiple vendor(s) for the provision of goods and/or services similar or identical to those that are the subject of this solicitation.

Selection Criteria: Selection is by competitive proposals in accordance with 24 C.F.R § 85.36 (d) (3) and IPHA procurement policies and standards to determine the responsible firm whose proposal is most advantageous to IPHA. The selection process will consist of the IPHA evaluation, scoring and ranking of each proposal based on criteria factors below. The IPHA reserves the right to reject any and all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the IPHA. Proposals shall include at minimum.

1) Experience and Qualifications: Up to 20 points

The Name, address, phone, and fax number of the firm applying. Qualified attorneys must have or obtain a license to practice law before the Isleta Pueblo Court and the United States of Appeals for the Tenth Circuit. Proposals should provide experience and qualifications of professional personnel that will conduct the work, testing, and reports for the project including specialized technical skills, project management skills, and experience working together as a team. A listing of professional personnel involved shall be provided including the resumes of the principal (s) and pertinent staff members that will be involved in the work. Describes past performance on contracts with Indian Tribes, government agencies and private industry in terms of quality of work, const control, cost estimating, compliance with performance schedules, and cooperation with other contractors. A completed “Statement of Qualifications” form is mandatory.

2) Specialized Experience and Technical Competence: Up to 20 points

A detailed description of experience pertinent to the scope of work described including relevant degree(s), professional memberships, and licenses. Proposals should have at least five years of experience and those proposals, having more years of experience, will be assigned more points. Interested firms shall provide at least five cases completed in the last seven years including original scope, original budget, final scope, and final cost. Proposals should list all previous cases completed they wish to be considered. Provide firm's experience in the filed of Indian housing and more specifically with the Native American Housing and Self-Determination Act, bid construction contracts, design-build construction contracts, negotiation and execution of Title VI and Tax Credit agreements. The name, address, and telephone numbers of at least

three references attesting to the qualifications of the firm. Proposals should list all references they wish to be considered. A completed Form of Non-Collusive Affidavit form is mandatory.

3) Professional Fees: Up to 25 points

The fixed price to include a list of hourly rates charged and description of cost that may be billed including hourly rate schedule for principal and pertinent staff, travel time rate, mileage rate (federal per diem), equipment rental, telephone, fax, shipping, printing, copying and other miscellaneous expenses or reimbursable, and all related expenses and travel costs. As an example, provide calculation of trip charge including related expenses from firm's office to IPHA for two staff for two days/two nights. The fee proposal shall also include any required business license fees (5 points) to conduct business on the Pueblo of Isleta.

4) Financial Capability: Up to 15 points

Applicants shall submit a combined financial statement (5 points) and in other ways demonstrate that their firm is able to undertake a project such as this that will be payable on a deliverable basis (10 points).

5) Indian Preference: Up to 20 points

Indian organizations and Indian-owned economic enterprises must submit with their proposal a completed "Native American Enterprise Qualifications Statement" (NAEOS) to qualify for Indian Preference considerations. The statement must demonstrate evidence of Indian ownership and control (15 points). All proposals must contain a statement describing the methods that will be used to provide such preferences or provide complete NAEQS Attachment B (5 points).

Bid Proposals due: Those qualified firms meeting the stated criteria and having the capability and qualifications, including financially, to perform the services described in this announcement are invited to respond by submitting, in person or mail, one original and three copies of the proposal to the IPHA by 4:00 p.m. Mountain Standard Time on **January 12, 2026**. This Request for Proposal is open to both Indian and non-Indian firms. Faxed proposals will not be accepted.

Please submit proposals to Kenneth Ruthardt, Executive Director via mail to

Isleta Pueblo Housing Authority
P.O. Box 760
Isleta, NM 87022

Or via Fed Ex/UPS to

3 Tribal Road 61
Isleta, NM 87022

For questions, please contact the Isleta Pueblo Housing Authority at 505-869-4153.