



# PUEBLO OF ISLETA

P.O. BOX 760  
ISLETA, NM 87022

## 1. INTRODUCTION

The Isleta Pueblo Housing Authority (IPHA) is requesting proposals from qualified, licensed architectural firms to provide architectural design and related professional services for a Native American Housing Assistance and Self-Determination Act (NAHASDA)-funded single-family housing unit to be developed under a Indian Housing Block Grant (IHBG) program.

This procurement will be conducted in accordance with 2 CFR Part 200, 24 CFR Part 1000, and the IPHA adopted procurement policies.

## PROJECT DESCRIPTION

The project consists of the architectural design of a single-family detached residence intended for construction as part of the TDHE's affordable housing program.

### Basic Program Requirements

- Approximate living area: 1,800 square feet
- Bedrooms: 3
- Bathrooms: 2
- Garage: 2-car attached
- Single-story residential structure
- Energy-efficient and cost-effective design appropriate for tribal housing

### Floor Plan Requirements

- Two mirror-image floor plans:
  - Left-hand orientation
  - Right-hand orientation
- Floor plans must be functionally identical except for orientation
- Designs must accommodate typical subdivision lot layouts

### Elevation Requirements

- Two (2) distinct exterior elevations for the same floor plan
- Elevations should:
  - Use cost-effective and durable materials
  - Be suitable for repetition in a housing development

### **3. SCOPE OF SERVICES**

The selected architect shall provide, at a minimum, the following services:

#### **A. Design Services**

- Conceptual design and space planning
- Floor plans (left and right orientations)
- Two exterior elevations
- Roof plan
- Basic site considerations (not full civil engineering)

#### **B. Construction Documents**

- Fully detailed construction drawings suitable for permitting and bidding
- Architectural, structural coordination
- Door, window, and finish schedules
- Code-compliant plans meeting all applicable local, tribal, state, and federal requirements

#### **C. Code and Compliance**

- Compliance with:
  - Local and tribal building codes (International Residential Code)
  - HUD Minimum Property Standards (MPS)
  - Energy efficiency standards required by HUD
- Coordination with TDHE staff for design reviews

#### **D. Cost Awareness**

- Design must reflect cost-conscious construction practices
- Architect shall design within TDHE-established construction cost targets
- Value-engineering cooperation if requested

### **4. DELIVERABLES**

At minimum, the architect shall provide:

- PDF and CAD versions of:
  - Floor plans (left and right)
  - Exterior elevations (two options)
  - Complete construction document set
- One (1) round of revisions included
- Final stamped drawings by a licensed architect

### **5. PROJECT SCHEDULE**

The IPHA anticipates the following schedule:

- RFP Issue Date: December 22, 2025
- Proposal Due Date: January 19, 2026
- Selection / Notice of Award: January 26, 2026
- Design Start: January 28, 2026
- Final Construction Documents: Within 20 calendar days of Notice to Proceed

## **6. PROPOSAL REQUIREMENTS**

Proposals shall include the following:

### **A. Firm Qualifications**

- Firm name, address, and contact information
- Proof of architectural licensure in the State of primary business. And the selected firm shall have, or shall obtain prior to execution of the contract, an architect licensed in the State of New Mexico who will be the Architect of Record for this project.
- Experience with residential housing design
- Experience with NAHASDA, HUD, or other public housing projects (preferred)

### **B. Project Team**

- Identification of key personnel
- Brief description of roles and experience

### **Relevant Experience**

- Examples of similar single-family residential projects
- Experience with cost-controlled or affordable housing projects

### **D. Technical Approach**

- Understanding of the project requirements
- Approach to developing mirror-image plans and multiple elevations
- Ability to meet schedule and budget constraints

### **E. Fee Proposal**

- Lump-sum fee for the full scope of services
- Breakdown of costs by phase, if applicable
- Any reimbursable expenses clearly identified

## **7. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of firm (30%)
- Experience with similar residential or NAHASDA-funded projects (25%)
- Technical approach and understanding of project (25%)
- Fee proposal and cost reasonableness (20%)

The IPHA reserves the right to negotiate with the highest-ranked firm.

## **8. PROCUREMENT AND COMPLIANCE REQUIREMENTS**

- This procurement is subject to NAHASDA and HUD regulations
- Conflict-of-interest provisions apply
- The selected firm must comply with:
  - 2 CFR Part 200
  - 24 CFR Part 1000
  - IPHA procurement and contract policies
- Indian Preference will apply

## **9. INDIAN PREFERENCE**

This procurement is subject to Indian Preference requirements in accordance with:

- Section 7(b) of the Indian Self-Determination and Education Assistance Act (ISDEAA)
- 24 CFR §1000.48
- Applicable tribal law and IPHA policy

To the greatest extent feasible, preference in the award of contracts shall be given to:

1. Indian-owned economic enterprises, and
2. Indian organizations as defined by applicable federal regulations.

Offerors claiming Indian Preference must submit documentation verifying eligibility, which may include:

- Certification of Indian-owned business status
- Tribal enrollment documentation of ownership
- Certification from a Tribe or Tribal entity

Indian Preference will be applied during proposal evaluation as outlined in the Evaluation Criteria. Failure to submit documentation will result in no preference points being awarded but will not render a proposal non-responsive.

## **10. SUBMISSION INSTRUCTIONS**

Proposals must be received no later than:

**5 pm MST, January 21, 2026**

Submit proposals to:

Isleta Pueblo Housing Authority

Attn: Kenneth Ruthardt

PO Box 270

Isleta, New Mexico 87022

Or [kruthardt@isletapueblohousing.org](mailto:kruthardt@isletapueblohousing.org)

**Late proposals will not be accepted.**

## **11. RIGHT TO REJECT**

The TDHE reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the TDHE and the Tribe.