

RENO-SPARKS INDIAN COLONY REQUEST FOR PROPOSAL (RFP)

Professional Consulting Services for a Low-Income Housing Tax Credit Project

The Reno-Sparks Indian Colony ("RSIC"), in accordance with Tribal procedures, is soliciting request for proposals ("RFPs") for "Professional Consulting Services for a Low-Income Housing Tax Credit Project. RFPs will be received and recorded in the RSIC Administrative Office, located at 34 Reservation Road, Reno, Nevada 89502, until **Monday, November 3, 2025, at 2:00 p.m.** local time. Responses are to be addressed "Attn: Maria Macias, RSIC Procurement Officer, with the title "Professional Consulting Services for a Low-Income Housing Tax Credit Project"

The selected individual or firm will work directly with the Housing Department as a private contractor/service provider/consultant.

Five (5) copies of the RFP shall be submitted by the deadline listed above. RFPs sent via email will NOT be accepted.

RFP packets may be obtained at the RSIC Administration Office, Monday through Friday, from 8:00 a.m. to 5:00 p.m., or by submitting an email request to RSIC Procurement at procurement@rsic.org. In the event that you receive an email version of this RFP, an original version with original signatures will still be required on all bid documents. **(No facsimiles or copied documents will be accepted.)**

Indian-owned businesses will be given preference as per 24 CFR § 1000.48 to § 1000.52 / 24 CFR § 1003.510.

Indian-owned, minority-owned, and women-owned business participation is encouraged.

RSIC reserves the right to accept or refuse any and/or all proposals.

RSIC is a governmental entity and implements its Sales and Use Tax Ordinance

LICENSES AND PERMITS: It shall be the responsibility of the selected bidder to acquire all necessary licenses and permits prior to the commencement of work and to comply with all applicable tribal, city, county, state, and federal laws, regulations, and codes. The selected bidder shall be responsible for any and/or all types of insurance, tax, permit, fee, license, or other expense(s) required to their services under this contract, unless otherwise stated herein. If applicable, any/all construction material used within a RSIC Contract is subject to RSIC Tribal jurisdiction and reporting such will be directly to RSIC. Any questions regarding this section, please contact the RSIC Tax/Revenue Department, attention Ms. Willett Y. Smith, Tax Manager, at 775-329-2936, ext. 3200.

Reno-Sparks Indian Colony
Maria Macias, RSIC Procurement Officer
34 Reservation Road
Reno, NV 89502
75-329-2936, ext. 3248

Request for Proposals

Request for Proposals for Professional Consulting Services for a Low Income Housing Tax Credit Project

The Reno-Sparks Indian Colony (RSIC) is requesting proposals from qualified individuals and firms for professional services for a proposed Low-Income Housing Tax Credit (LIHTC) development rehabilitation project with approximately 27 units to be located on tribal land within the boundaries of the RSIC. RSIC plans to submit a LIHTC to the State of NV for the 2026 funding cycle.

The intent of this proposal is to assist the RSIC with the following:

- Development of an affordable housing project concept
- All necessary work to submit a LIHTC application and secure an allocation (through issuance of Form 8609)
- All necessary work to solicit and secure a LIHTC equity investor
- All necessary work to close the transaction with the selected LIHTC equity investor
- All necessary work to facilitate disbursement of the equity partner's capital
- All necessary work to provide third-party compliance and asset management services through the LIHTC compliance period
- All necessary work to submit for optional grant applications.

Proposals to assist with these services must be submitted to RSIC by 2:00 (PST) on November 3, 2025

Please mail, deliver proposals to Maria Macias, RSIC Procurement Officer at [34 Reservation Rd building C Reno, NV 89502](#). Proposals received after the deadline will not be accepted. Please contact Maria Macias with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

All proposals should be addressed and directed to: RSIC In care of: Maria Macias, Procurement Officer.

(Address)
RSIC
ATTN: Maria Macias
34 Reservation Rd
Reno, NV 89502

Proposal Requirements

1. Cover letter

2. Names of the Owner, Partner, or Officer of the business.

- a. List all Staff and their experience with LIHTC, with current firm and previous firms, who will be directly assigned to the proposed agreement. Include length of time in business and core competencies.

3. Description of firm's experience related to LIHTC services:

- a. Please describe the experience of the firm and its length of time in business.
- b. Please describe the experience of the entity's staff.
- c. Please describe the relevant experience of the firm providing consulting services for LIHTC developments.
- d. Please describe the firm's experience in working with Tribes or Tribally Designated Housing Entities including any relevant experience of the firm, involved principles and/or any assigned staff for projects located on tribal trust land.

4. Description of firm's and staff's experience securing a successful LIHTC award for a tribal client.

- a. Please list successful tribal LIHTC development proposals completed and successfully attained for Tribes through issuance of Form 8609.
- b. Please list successful LIHTC proposals completed and attained for Tribes within the State of Nevada.

5. References: Please include a minimum of five references. If you have previously worked with any Tribes or Tribally Designated Housing Entities on applying for LIHTCs in the last 12 months include those as references.

6. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed that could affect the financial feasibility of the firm.

7. Cost proposal: Build a detailed list of expected fees and give a brief summary of the total cost for your proposed contract. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Describe prices charged for similar contracts over the last 24-month period. If the price for this contract deviates from the average contract price, provide an explanation.

8. Timetable for completion of the services: Time is of the essence on this project. The successful firm must be available to begin work immediately following the award to be able to meet the required deadline for submission of the application. Please outline the expected timeline to complete the full scope of services outlined.

9. **Indian Preference:** This project is subject to Indian Preference as determined in Section 7(b) of the Indian Self-Determination and Education Assistance Act {25 USC 450e(b)}; however, all bidders including Non-Indian contractors are encouraged to submit a proposal. Indian enterprises must submit proof of 51% or more Indian ownership and control with the proposal submission.

Project Award

The rating factors and values to be used in award of this contract are as follows and out of a possible 85 points:

Criteria	Points
References	10
Number of LIHTC projects with tribes	20
Number of LIHTC awarded tribal projects in State of NV	10
Qualifications	20
Cost	15
Availability/Proposed Schedule	10
Indian Preference	15
<u>TOTAL</u>	<u>100</u>

General Background

The RSIC will be submitting an application for an award of Low-Income Housing Tax Credits to the State of Nevada for a request of 2026 credits (with applications due March 2026). *Deadline dates set annually.

Contract Terms

The RSIC will negotiate contract terms upon selection. All contracts are subject to review by the RSIC, and a contract will be awarded, which outlines terms, scope budget and other necessary items.

The RSIC will award the contract or contracts to the responsible individuals(s) or firm(s) whose proposal is the most advantageous to the RSIC subject to the negotiation of an acceptable contract and approval of the contract. The RSIC reserves the right to amend or withdraw this request for proposals in whole or in part; to accept or reject any or all proposals received or portions thereof; to waive any formalities or technicalities; to interview one or more proposers; and to obtain additional information to determine a proposer's responsibility and/or capacity, and to negotiate terms and conditions with any proposer. All or part of a proposal may be incorporated into the final contract. Withdrawal of this request for proposal or the rejection of a proposal for any reason, or no reason, shall be without liability on the part of the RSIC for any costs, fees, damages or penalties or any other remedy on behalf of any proposer. All documents, analysis, reports, designs, drawings, specifications and other work developed in the performance

of this agreement by Contractor shall become the sole property of the RSIC and shall not be used for any other purpose or released to any third party without the express written consent of the RSIC.

By submitting a proposal, the proposer agrees to these conditions.

The RSIC reserves the right to reject any or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the RSIC.

Note: The Consultant will also coordinate with third parties for various documents/reports, including, but not limited to Architect, Engineer, Environmental Professional, Market Analyst, etc. The cost of those items will be under a separate contract with each of the providers.

RSIC BID PROPOSAL

PROJECT IDENTIFICATION: **Professional Consulting Services for a Low-Income Housing Tax Credit Project RFP**

THIS BID IS SUBMITTED TO: **Reno-Sparks Indian Colony, 34 Reservation Road
Reno, Nevada 89502**

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with RSIC to deliver equipment specified or indicated in the Bid Documents and to provide for specified services for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents.

BIDDER accepts all of the terms and conditions of the Invitation for Bids. This Bid will remain subject to acceptance and review. BIDDER will sign and submit the Contract Terms and Conditions with other documents required within ten (10) days after the date of RSIC'S Notice of Award.

BIDDER has familiarized itself with the nature and extent of the Bid Documents, Work, site, locality, all applicable conditions and all applicable state, local, tribal and Federal laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the goods and services.

Contractor to fill in bid price for and all corresponding bid specification forms included in this bid package:

Contractor to fill in bid price for:

TOTAL BID: \$ _____

WRITTEN SUM: _____

In the event that addenda have been received during the bidding period covering additions, deletions, or alteration to the Contract Documents, the Bidder shall include the following statement in his proposal:

THE UNDERSIGNED HERBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA.

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

Final Payment will be based upon condition and quantity of goods/service delivered.

Respectfully submitted on: _____, 2025

RSIC BID PROPOSAL

Name of Firm: _____

Name of Business: _____

Business Address: _____

By (individual's signature): _____

Type Individual's Name: _____

Title: _____

Phone No.: _____

Email Address: _____

License No: _____ SSN or Tax EIN: _____

SAM.GOV if Applicable:

Unique Entity ID _____ Cage Code: _____

List Subcontractors:

Company Names: _____

Subcontractors Address: _____

Responsibility: _____

List of similar work completed by Contractors

Owner: _____

RSIC BID PROPOSAL

Location: _____

Description of Work: _____

INSTRUCTION TO BIDDERS:

PERMITS AND LICENSES: It shall be the responsibility of the Contractor to acquire all necessary permits and licenses prior to commencement of work and to comply with all applicable Tribal, City, County, State and Federal Laws, regulations and codes. The Contractor shall pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. The cost of any work, materials or reports by any of the applicable agencies shall be incidental to the contract and shall be included in contract bid items.

*** RSIC is a Governmental Entity and implements its Sales & Use Tax Ordinance**

LICENSES AND PERMITS: The contractor shall procure all licenses and permits before construction commences, including and not limited to specific requirements such as Air Quality, NDOT, Street Excavation application & permit, NV Energy, and any/all other licenses, permits and associated fees required to construct the project are incidental to other line items in the Proposal-Schedule of Items & Prices. Acquiring and maintaining permits and plans are the responsibility of the Contractor. The following table is a list of possible licenses and permits that may be required: (please contact said agencies for price verification and requirements)

#	License/Permit
	Approval of SWPPP by Federal EPA for work on Colony Property
	Approval of
	Air Quality-Operating Permits
	NDOT Permits -
	RSIC Business License and Sales & Use Tax Permit for General Contractor and all Sub Contractors – Contact: Willett Y. Smith, RSIC Tax Manager Tax Clerk-Tax/Revenue Dept. (775) 329-2936
	RSIC Building Permit – Contact: Candace Stowell, RSIC Planning Director (775) 785-1363

Maria Macias, Procurement Officer
Reno-Sparks Indian Colony
34 Reservation Road
Reno, NV 89502
(775) 329-2936 x 3248

Reno-Sparks Indian Colony
INDIAN PREFERENCE
QUALIFICATION
APPLICATION

_____ herein submits to _____
Name of Applicant Name of Business
the following application seeking to qualify as a 51% or more Indian owned and
controlled economic enterprise or tribal organization so it can be eligible for
Indian preference in _____ selection and award of
Name of Business
contracts, subcontracts, employment and training. This application must be
submitted in a timely manner and by a date prescribed by _____
Name of Business
in order for the Applicant to be considered eligible for Indian preference.
Applicant may be required to periodically resubmit this application from time to
time.

NAME OF ENTERPRISE OR ORGANIZATION: _____

TELEPHONE NUMBER: _____

FAX: _____

E-MAIL: _____

ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

LOCATION OF ALL OTHER OFFICES (INCLUDING TEMPORARY AND PART-TIME):

I. ORGANIZATION

Are you

- ☐ a private for profit or non-profit company, or
☐ a tribal organization

Check one:

- ☐ Corporation ☐ Partnership ☐ Joint Venture
☐ Sole Proprietorship ☐ Other (describe) _____

Date established: _____

Place established: _____

Dates organization changed or amended as to ownership and management: _____

Attach to this Application current organization documents (including where appropriate Articles of Incorporation and bylaws).

II. CURRENT OWNERSHIP

Date current ownership was established: _____

Current Ownership fill out an additional disclosure for each owner that is an entity.				
NAME	Check if enrolled in a federally recognized tribe	ADDRESS	TELEPHONE	% of OWNERSHIP

Attach to this application official evidence or record of enrollment of all owners who are enrolled members of federally registered tribes.

Name any companies or individuals that provide management or administrative services to your company: _____

How many employees do you currently have: _____

Name who has made capital contributions to your company: _____

Explain who will get your profit on this contract and what percentage: _____

Who is your bank and the name and telephone number of the bank official you work with at the bank? _____

What agency and what insurance company provides your insurance and list telephone number: _____

What agency and what bonding companies provide your bid, performance and payment bonds and list telephone number (answer only if you are a construction company): _____

Explain who you will contract or subcontract more that 10% of your work to:

If you are supplying goods, name companies that will provide you 10% or more of the goods to be provided under the contract you are seeking (and identify if they are 51% or more Indian owned and controlled by an enrolled member of a federally recognized tribal member): _____

III. PAST AND CURRENT PERFORMANCE

Have you or any owner of your entity had any of the following occur in the past 10 years and, if so, please explain with an attached narrative:

- ☐ filed bankruptcy or been petitioned into bankruptcy
- ☐ sued regarding a contract or payment of a contract
- ☐ sued regarding contract, performance or payment of a contract
- ☐ failed to complete a contract on time
- ☐ failed to finish a contract
- ☐ had a claim made on a bond provided on your behalf
- ☐ involved in arbitration regarding a contract or its performance
- ☐ had a contract terminated for cause
- ☐ denied Indian preference after seeking it
- ☐ debarred, suspended or other sanctions
- ☐ failed to properly pay a supplier, subcontractor, employee as required by contract

- ☐ any legal judgments entered against you
☐ any other incident involving performance of a contract where claims or disputes arose

Attach to this Application appropriate narratives.

Name other companies in businesses similar to what you now do that you and your owners have operated or owned in the last 10 years: _____

List all tribes, tribally designated housing authorities, and Indian housing authorities that you have had a contract with in the past 10 years and the years you had the contract(s): _____

IV. CONTROL

List all officers of your company and any Board members and identify if they are enrolled in a federally recognized tribe and if so, which tribe as well as what management duties they have: _____

List the other top 10 management: _____

If any of the above individuals have employment, positions or contracts with or interests in (including ownership) other companies, please so identify and explain, including the % or work time they spend in that position: _____

Name the location of all temporary and permanent offices your have: _____

If you are a construction company, list your core crew employees: _____

What companies or individuals, if any, are mentoring or providing you assistance (including but not limited to loans, capital or staff) to develop as a company and explain on attached sheet: _____

Disclose here and explain on an attached sheet any agreements or arrangements whereby some or all of your company is managed, administered or run in whole or in part by an individual(s) or company(s) not otherwise explained in this application: _____

Disclose here and explain on an attached sheet any public or private agreements, or arrangements, other than those fully disclosed and explained elsewhere in this Application, whereby companies or individuals (i.e., service agreements, supplier contracts or subcontracting) received profit from you company: _____

By submitting this Application you are asserting that you believe and know yourself to be a 51% or more economic entity or tribal organization.

Where not enough space has been provided on this form to allow you to fully explain your answers use additional sheets and attaché the sheets to this Application.

Your Application must be truthful and correct. Making false or misleading statements could subject your company and the individual signing this Application to criminal prosecution and civil penalties since funding of your contract may come from government funds.

If any changes in these circumstances or others that impact your eligibility for preference should occur prior to the award of a contract or during the performance of such a contract, you agree to immediately notify _____.

Name of Business

Furthermore, if based on new information or changes in circumstances, you should, in the opinion of _____ lose 51% or more Indian ownership or control of your company, you will lose your eligibility for Indian preference.

Name of Business

If applicant is Sole Proprietor, Sign Below:

Name: _____ (date)_____

If applicant is in a Partnership or Joint Venture, all Partners must sign below:

Name: _____ (date)_____

Name: _____ (date)_____

If applicant is a corporation

Name: _____ (date)_____

President or CEO's Signature

V. Back up Documentation required with application:

1. Copy of the tribal enrollment card or membership card issued by a federal recognized tribe
2. Copy of the Certificate of degree of Indian blood (CDIB)

Please submit this form and backup documentation with proposal packet: