

INDIANAPOLIS HOUSING AGENCY

Request for Proposals (RFP)

IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout Repair/Replacement
RFP No. 091925

Issue Date: September 19, 2025

Due Date: 11:00 AM EST October 10, 2025

1. Introduction

The Indianapolis Housing Agency (IHA) is soliciting proposals from qualified contractors to establish an Indefinite Delivery/Indefinite Quantity (IDIQ) contract for **roof repair/replacement, siding repair/replacement, soffit repair/replacement, and gutter and downspout repair/replacement services.**

The contract will cover work performed at both **Public Housing** and **Multifamily properties** owned and/or managed by IHA (see Attachment A: Property List). Task Orders will be issued on an as-needed basis during the contract term.

2. Scope of Services

The selected contractor(s) shall provide all labor, supervision, equipment, materials, permits, and incidentals necessary to perform the following services:

- **Roofing:** Removal and replacement of shingles, underlayment, flashing, roof decking, ventilation systems, and associated components. Emergency leak response and repairs.
- **Siding:** Removal, repair, and installation of vinyl, fiber cement, or other approved siding materials, including trim and insulation barriers.
- **Soffits:** Repair and replacement of damaged soffits (vinyl, aluminum, or wood), including ventilation integration.
- **Gutters & Downspouts:** Repair, replacement, cleaning, and realignment to ensure positive drainage away from structures.

All work must comply with **HUD requirements**, local building codes, OSHA standards, and applicable environmental regulations (including EPA's Lead-Safe Rule, if applicable).

3. Contract Type and Term

- **Contract Type:** Indefinite Delivery/Indefinite Quantity (IDIQ).
 - **Contract Term:** One (1) base year with up to four (4) one-year option periods, subject to funding availability and satisfactory performance.
 - **Maximum Contract Value:** \$2,000,000.
 - **Minimum Guarantee:** \$500,000 in total task orders will be guaranteed over the life of the contract.
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4. Task Orders

- Work will be assigned through written Task Orders issued by IHA.
 - Each Task Order will define the scope, schedule, and not-to-exceed price.
 - Contractors shall not proceed with work until a Task Order has been issued.
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5. Property List

Services under this IDIQ contract may be required at the following IHA properties:

- **Barton Towers** – Public Housing High-Rise
- **Barton Annex** – Public Housing Mid-Rise
- **Concord** – Multifamily Development
- **Bethel Park** – Multifamily Development
- **Lugar Tower** – Public Housing High-Rise
- **Braxton** – Multifamily Development

Additional scattered-site units or IHA-managed properties may also be added to the scope by written amendment.

6. Proposal Submission Requirements

Proposals must include:

1. **Company Information** (legal name, address, contact, licenses).
2. **Experience & References** (similar roofing/siding projects in multifamily/public housing environments).
3. **Staffing Plan** (key personnel, certifications, subcontractors).
4. **Technical Approach** (methods for quality control, safety, scheduling, and compliance with HUD/OSHA).
5. **Price Proposal:**
 - Labor rates by trade (hourly).

- Material markup rates.
 - Sample pricing for common tasks (roof replacement per square, gutter installation per linear foot, siding per square foot, etc.).
6. **Required HUD Forms:** HUD-5369, HUD-5369-C, HUD-5369-A, HUD-5370, Section 3 Plan, MBE/WBE/DBE utilization plan.
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7. Evaluation Criteria

Proposals will be evaluated using the following weighted factors:

- **Technical Approach & Experience** – 40%
 - **Price Proposal** – 30%
 - **Capacity & Staffing** – 15%
 - **Section 3 / MBE / WBE / DBE Participation** – 15%
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8. General Conditions

- Contractors must comply with **HUD procurement standards (2 CFR 200.317–200.327)**.
 - **Davis-Bacon Wage Rates** apply where required.
 - Contractors must maintain insurance as specified in **Attachment B**.
 - IHA reserves the right to make multiple awards under this solicitation.
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9. Wage Determination

The contract is subject to the Davis-Bacon Act (40 U.S.C. §§3141–3148) and related laws. Contractor and its subcontractors must pay laborers and mechanics not less than the prevailing wage rates (including fringe benefits) listed in the applicable U.S. Department of Labor Wage Determination for Marion County, Indiana, Residential/Building Construction (WD No. [Insert WD No.], effective [Insert Date]).

The applicable wage determination shall be included in the contract and posted on-site. Contractors must comply with all DBA-related provisions, including:

- Weekly certified payroll submissions (Form WH-347)
- Wage posters and prevailing wage notices at job site
- Compliance with Executive Orders on minimum wage where applicable.

If a necessary labor classification is missing from the wage determination, the Contractor must submit a conformance request in accordance with DOL procedures.

10. Option Year Pricing Adjustment

The unit prices submitted shall remain firm during the Base Year of the contract. For each exercised option year, unit prices may be adjusted upward by the lesser of:

1. **Three percent (3%) per year**, or
2. The annual percentage change in the **Consumer Price Index (CPI-U), Midwest Region**, published by the U.S. Bureau of Labor Statistics.

Any request for an increase must be submitted in writing at least 30 days before the start of the option year and approved by IHA in writing. No other adjustments to unit prices will be permitted.

11. Attachments

- **Attachment A** – Property List
- **Attachment B** – Insurance Requirements
- **Attachment C - HUD Forms** – 5369, 5369-A, 5369-C, 5370 (General Conditions of the Contract for Small Construction/Repair Contracts)
- **Attachment D** – Cost Proposal Form

Attachment A – Property List

Indianapolis Housing Agency (IHA)

IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout Repair/Replacement

RFP No: [Insert Number]

The following properties owned and/or managed by the Indianapolis Housing Agency (IHA) are included under this IDIQ contract. Task Orders may be issued for work at any of these locations, as well as other scattered-site units or additional IHA-managed properties as identified in writing by IHA.

Covered Properties:

- **Barton Towers** – Public Housing High-Rise
- **Barton Annex** – Public Housing Mid-Rise
- **Concord** – Public Housing
- **Martindale/Bethel Park** – Multifamily
- **Lugar Tower** – Multifamily
- **Braxton** – Multifamily
- **Indiana Ave.** – Multifamily

Note: Additional scattered-site single-family units and multifamily developments may be added to the scope of this contract by amendment. Contractors are expected to provide services at all IHA properties as directed by specific Task Orders.

Attachment B – Insurance Requirements

Indianapolis Housing Agency (IHA)

IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout Repair/Replacement

The Contractor shall procure and maintain, for the duration of the contract and any extensions, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work..

1. General Requirements

- All policies shall name the **Indianapolis Housing Agency (IHA)** as **Additional Insured**.
- Certificates of insurance must be provided to IHA **before contract award** and kept current throughout the contract.
- Each policy shall contain a provision that coverage will not be canceled or materially altered without **30 days prior written notice** to IHA.

2. Minimum Coverage Limits

1. **Commercial General Liability (CGL):**
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
 - Coverage to include premises/operations, products/completed operations, contractual liability, and independent contractors.
2. **Automobile Liability:**
 - \$1,000,000 combined single limit per accident
 - Applies to owned, hired, and non-owned vehicles.
3. **Workers' Compensation and Employers' Liability:**
 - Statutory workers' compensation in accordance with Indiana law
 - Employers' liability: \$500,000 each accident, \$500,000 policy limit, \$500,000 each employee
4. **Umbrella/Excess Liability:**
 - \$2,000,000 per occurrence and aggregate
 - May be used to supplement CGL, Auto, or Employers' Liability
5. **Builder's Risk / Installation Floater (as applicable to Task Orders):**
 - 100% of contract value for work in progress
 - Coverage for fire, extended coverage, vandalism, and theft
6. **Professional Liability / Errors & Omissions (if design services are provided):**
 - \$1,000,000 per claim

3. Subcontractors

Contractors shall ensure that all subcontractors carry insurance meeting these requirements. Certificates must be provided upon request.

4. Indemnification

The Contractor shall indemnify and hold harmless IHA, its officers, employees, and agents from and against all claims, damages, losses, and expenses arising out of or resulting from the performance of work under this contract.

Attachment C – HUD Forms Packet

HUD-5369 – Instructions to Bidders for Contracts – Public and Indian Housing Programs

HUD-5369-A – Representations, Certifications, and Other Statements of Bidders

(to be completed by proposer)

Pre-Filled Section:

- **Owner:** Indianapolis Housing Agency (IHA)
- **RFP Number:** [Insert Number]
- **Project Description:** IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout Repair/Replacement

Contractors must complete:

- Company info
 - Debarment and suspension certifications
 - Equal employment certifications
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HUD-5369-C – Certifications and Representations of Offerors, Non-Construction Contract

(to be completed by proposer)

Pre-Filled Section:

- **Agency:** Indianapolis Housing Agency
 - **RFP Number:** [Insert Number]
 - **Title:** IDIQ Contract – Roofing, Siding, Soffit, Gutter, and Downspout
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HUD-5370 – General Conditions of the Contract for Small Construction/Repair Contracts

Section 3 Plan

(required by HUD for economic opportunities for low-income residents)

Pre-Filled Section:

- Agency: Indianapolis Housing Agency
- Project: IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout
- Goal: Provide employment and contracting opportunities to Section 3 residents and businesses where feasible.

Proposers must submit:

- Section 3 Business Certification (if applicable)
- Section 3 Employment/Training Plan

MBE/WBE/DBE Utilization Plan

Pre-Filled Section:

- Agency: Indianapolis Housing Agency
- Requirement: Identify anticipated participation of Minority-Owned, Women-Owned, and Disadvantaged Business Enterprises.

How to package:

- Include the full HUD forms 5369, 5369-A, 5369-C, 5370 (download from HUD.gov).
- Add IHA's RFP number, project title, and owner information in the headers.
- Append Section 3 and MBE/WBE/DBE forms after HUD's standard forms.

Attachment D – Cost Proposal Form

Indianapolis Housing Agency (IHA)

IDIQ Contract for Roofing, Siding, Soffit, Gutter, and Downspout Repair/Replacement

Offerors must complete the following cost schedule. Unit pricing shall be **all-inclusive**, covering labor, materials, equipment, overhead, and profit. Prices will be used as the basis for Task Order negotiations under this IDIQ contract.

Schedule of Prices

Item No.	Description	Unit	Contractor Unit Price (\$)
1	Roof Replacement – Low/Mid-Rise (≤ 4 stories, pitched/asphalt shingles)	Per Square (100 SF)	_____
2	Roof Replacement – High-Rise (5+ stories, pitched/asphalt shingles)	Per Square (100 SF)	_____
3	Flat Roof Replacement – High-Rise (EPDM/TPO membrane)	Per SF	_____
4	Flat Roof Insulation Replacement (tapered ISO board)	Per SF	_____
5	Modified Bitumen / Built-Up Roof Replacement	Per SF	_____
6	Standing Seam Metal Roof Replacement	Per SF	_____
7	Roof Restoration / Coating Application (elastomeric/silicone)	Per SF	_____
8	Flashing / Parapet / Curb Work	Per LF	_____
9	High-Rise Mobilization / Crane Setup	Per Each	_____
10	Roof Decking Replacement (plywood/OSB)	Per SF	_____
11	Roof Leak Repair (patch, flashing, sealant)	Per Each	_____
12	Roof Leak Repair – High-Rise (premium mobilization)	Per Each	_____
13	Skylight Replacement	Per Each	_____
14	Roof Hatch Replacement	Per Each	_____
15	Roof Drain Replacement / Retrofit Insert	Per Each	_____
16	Vinyl Siding Replacement	Per SF	_____
17	Fiber Cement Siding Replacement	Per SF	_____
18	Soffit Replacement (vinyl/aluminum)	Per LF	_____
19	Fascia Board Replacement (wood/composite)	Per LF	_____
20	Gutter Replacement (5" seamless aluminum)	Per LF	_____

Item No.	Description	Unit	Contractor Unit Price (\$)
21	Downspout Replacement (aluminum, 3"x4")	Per LF	_____
22	Gutter Cleaning / Re-Hanging	Per LF	_____
23	Emergency Roof Leak Response (2-hr minimum)	Per Hour	_____
24	Other Related Work (Contractor to specify)	Per [Unit]	_____

Notes for Contractors

1. All prices shall include **labor, materials, equipment, overhead, and profit.**
2. The above pricing will establish **maximum unit rates** for the life of the contract.
3. Task Orders may request lump sum pricing based on quantities multiplied by these unit rates.
4. Contractors may add additional line items (with IHA approval) if needed to cover standard work tasks.
5. Pricing adjustments for option years will follow the escalation clause in the RFP (3% or CPI-U, whichever is lower).