



**INDIANAPOLIS HOUSING AGENCY
REQUEST FOR PROPOSALS (RFP)
FOR
Vacant Unit Preparation and Renovation Roofing Services
(Roofer)**

RFP No. 2026-03

Date Issued: September 25, 2026

Response Deadline: Friday, October 16, 2026

Issuing Agency: Indianapolis Housing Agency

Contact Person Jacquelyne Brown, Procurement Manager

Phone: 317-261-7185

Email: jbrown@indyhousing.org

Responses must be submitted in hard copy by the submission deadline to:

Indianapolis Housing Agency

Attn: Jacquelyne Brown, Procurement Manager

1919 N. Meridian Street

Indianapolis, Indiana 46202

As described in the solicitation

or

via email to jbrown@indyhousing.org

Responses must clearly indicate the name of the project, " Vacant Unit Preparation and Renovation Roofing Services" and the time and the date specified for receipt. The name and the address of the Offeror must be clearly printed on all correspondence. Responses will be accepted via email until **2:00 p.m. (EDT), October 16, 2026**; or via hard copy delivered to the IHA Procurement Manager by **2:00 p.m. EDT, October 16, 2026**.

**YVONDA A. BEAN
CHIEF EXECUTIVE OFFICER**



Project Information

Pre-Submission Meeting

Date and Time:

Not applicable

Pre-Submission Meeting Location:

Not applicable

Project Deadlines

Deadline for Questions: _____

Tuesday, October 6, 2026, at 2:00 p.m. EDT

RFP Submission Deadline: _____

Friday, October 16, 2026, at 2:00 p.m. EDT

Response Address Information:

To: via e-mail jbrown@indyhousing.org

If hard copy To:

Indianapolis Housing Agency
Attn: Jacquelyne Brown, Procurement
Manager
1919 N. Meridian Street
Indianapolis, Indiana 46202

From: Contact Name, Title
Bidder's Name (Firm Name)
Address

Documents to be Submitted

One (1) 'ORIGINAL' Response via e-mail
As Described in the RFP via hard copy



SECTION I INTRODUCTION

PURPOSE

The Indianapolis Housing Agency (IHA), including its nonprofit affiliate, InSight Development Corporation (InSight), is soliciting proposals from qualified and experienced contractors to provide **Vacant Unit Preparation and Renovation Roofing Services** for approximately three hundred (300) vacant dwelling units on an agency-wide basis.

The purpose of this solicitation is to obtain qualified contractor(s) capable of providing timely, professional, and comprehensive unit turnover services to restore vacant units to safe, sanitary, functional, and move-in-ready conditions in accordance with Agency standards, HUD requirements, applicable building codes, and all federal, state, and local regulations.

Selected contractor(s) shall provide all labor, supervision, materials, tools, equipment, transportation, permits, and incidentals necessary to complete the required services. All work shall be performed professionally and within the timeframes established by the Agency. Contractors shall coordinate all activities with the designated Agency representative and comply with applicable safety requirements, quality-control standards, Davis-Bacon wage requirements, HUD-approved Maintenance Wage Rates, and the Davis-Bacon and Related Acts.

PROJECT BACKGROUND

The Indianapolis Housing Agency (IHA) is a federally funded housing agency that provides affordable housing opportunities to low-income families, seniors, and people with disabilities through its public housing and Housing Choice Voucher (HCV) programs. IHA owns and manages approximately 562 public housing units and administers more than 8,000 Housing Choice Vouchers throughout Indianapolis and Marion County.

Certain properties are managed by (IHA's) nonprofit affiliate, InSight Development Corporation (InSight). Under this solicitation, the Agency anticipates executing two (2) separate contracts: one with (IHA) for properties managed by (IHA) and one with InSight for properties owned or managed by (InSight). For purposes of this solicitation, the term "**Agency**" refers to either (IHA) or "**InSight**," as applicable.

To support occupancy goals and maintain quality housing standards, the (IHA) is undertaking an agency-wide vacant unit preparation and turnover services involving approximately three hundred (300) vacant units. IHA and InSight are soliciting proposals from qualified contractors to provide necessary to repair and replace roofing on residential dwellings, including EPDM, asphalt shingled and coal-tar pitched roofing.

SECTION II

SCOPE OF WORK

The Agency will determine the number of units each contractor will be assigned for vacant unit preparation and renovation roofing services. See the information below for more details.

Renovation Roofing Services

Roofer

The Roofer shall provide labor, materials, equipment, and supervision necessary to inspect, repair, maintain, and replace roofing systems associated with residential dwelling units which may be occupied or vacant. Work shall be performed in a professional manner, during normal business hours or as approved by IHA, and in accordance with applicable building codes, manufacturer requirements, OSHA requirements, and the Agency's specifications.

The Contractor shall:

1. Inspect roof surfaces, flashing, vents, gutters, downspouts, and related components to identify damage, deterioration, or leaks. Remove damaged, deteriorated, or defective roofing materials as authorized. Repair or replace shingles, roofing membranes, flashing, vents, underlayment, and other roofing components as specified.
2. Repair roof penetrations, seams, edges, and areas contributing to water intrusion.
3. Install roofing materials using proper methods and manufacturer-recommended practices.
4. Repair or replace gutters, downspouts, fascia, soffits, and related components when included in the assigned SOW.
5. Protect walls, siding, landscaping, windows, floors, and other property while performing roofing work. Maintain a safe and orderly work area and properly remove and dispose of roofing debris and construction materials.
6. Inspect completed work for proper installation, drainage, weather-tightness, and overall workmanship.
7. Document work performed and report concealed damage, additional deficiencies, or conditions requiring Agency authorization before proceeding. Complete all authorized roofing work in accordance with applicable codes, safety requirements, and the assigned Statement of Work.
8. Clean the work area upon completion and ensure the property is ready for final inspection.

The Contractor shall be notified by the Agency designee when a unit or other assignment is ready for turnover to the contractor. Prior to the commencement of work, Agency staff will issue a task order (work assignment) of the applicable for the assigned unit(s), or other services required, the location, and the time of performance of delivery of services. Upon notification, the Contractor shall begin work according on the stated assignment with 24 hours unless otherwise stated. The required completion timeframe shall



include the correction of all punch list items and the successful completion of the final inspection conducted by the Agency designee, within the requested delivery schedule.

Task Orders will be issued throughout the term of the contract, and the assignment of work shall be made solely at the discretion of the Agency. When a Contractor accepts multiple Task Orders across one or more sites, the required completion timeframe applies concurrently to each assignment and shall not be extended due to the acceptance of additional work. The Contractor is responsible for maintaining sufficient staffing and resources to complete all assigned units within the required timeframe.

Security/Identification

The Contractor shall provide identification badges and/or uniforms for all employees working on Agency properties. No contractor employee shall be permitted on Agency properties without an official ID badge and/or approved uniform. Upon request, the Contractor shall submit a sample of the ID badge to the Agency for review prior to contract execution. The Contractor shall notify the Agency of any personnel changes as they occur and prior to any new personnel beginning work for the Agency.

Contractors will be issued no more than two (2) keys and/or access badges for entry to Agency properties. The Contractor shall be solely responsible for the safeguarding and proper use of all Agency property issued for contractor use.

At the end of each workday, the Contractor shall ensure that all Agency facilities, property, and materials are properly secured and accounted for. The Contractor shall establish and maintain effective controls to prevent loss, misplacement, or unauthorized use of any issued keys. Under no circumstances shall issue keys be duplicated or used by unauthorized individuals.

General Requirements - First Day of Work

If the Agency engages the Contractor after 12:00 noon, and the Contractor accepts the assignment, the Contractor shall pick up the key no later than 12:00 noon on the next calendar day following the initial notification from the Agency designee. The day following the call and acceptance shall be considered the first day of work for purposes of calculating the required completion timeframe, regardless of the actual time the key is picked up. This requirement applies inclusive of weekends and holidays.

If additional services are required due to excessive damage that was not apparent during the initial inspection, the Agency designee shall be notified immediately.

Quality Control and Inspection

Upon completion of renovation roofing services to the unit the Contractor shall:

Ensure all work has been completed in accordance with the scope of work and contract requirements; Remove all tools, equipment, debris, and excess materials from the unit and surrounding work areas;

Perform a thorough review and final cleaning of all affected areas;

Repair or correct, at the Contractor's expense, any deficiencies or incomplete work identified by the Agency



designee.

Unit Rehab is Complete & Ready for Inspection

Upon completion of all work, the Contractor shall secure all doors, windows, and other access points. The Agency designee must then be notified that the unit is ready for final inspection and approval.

The Contractor shall complete and sign the Contractor's Quality Control Certification form and submit it to the IHA designee. Once the unit is ready for inspection, the Contractor shall notify the Agency designee by email and mobile phone. Following the inspection, if corrections are necessary, the Agency designee will return the punch list to the Contractor identifying any unsatisfactory or incomplete work that must be corrected. After all punch list items have been completed, the Contractor shall again notify the Agency designee by email confirming that the property is ready for re-inspection. Inspections shall be scheduled no later than 3:00 PM once the Contractor has completed all punch list items and the unit is ready for review by Senior Maintenance. The Senior Maintenance Supervisor will verify all work-related tasks have been completed and the unit is ready for move-in.

The Contractor shall not invoice the Agency until the punch list has been fully completed and approved by the Senior Maintenance Supervisor. Upon completion, inspection, and approval of the unit, the Contractor shall immediately return all issued keys.

Keys issued by the Agency to the Contractor shall not be duplicated. In the event keys are lost by the Contractor, the Agency will replace the affected lock(s), and the Contractor shall be responsible for all associated costs associated with the lock replacement.

The Contractor shall use reasonable care to clearly identify all work areas that may pose a risk to the health and safety of residents, guests, or any other persons. The Contractor shall, at its own expense, provide all necessary signage, markers, and barricades required to identify work areas and minimize potential hazards.

Conserve Utilities

The Contractor shall practice utility conservation in all the IHA facilities.

The Contractor shall be responsible for operating under conditions, which preclude the waste of utilities, which shall include:

- Lights shall be used only in areas where and when work is being performed
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor or by Contractor employees
- Water faucets or valves shall be turned off after the required usage has been accomplished

End - Scope of Work

Labor Charges

Projects involving construction, alteration, or rehabilitation (including painting and decorating) over \$2,000 is subject to federal Davis-Bacon and related Acts (DBRA). See attached Davis-Bacon decisions



for reference. All other Maintenance Wage Rate Determinations are subject to approval from HUD Labor Relations and are subject to periodic change. Wage rates are updated periodically and will become immediately enforceable upon issuance throughout the term of this contract.

The awarded vendor is responsible for ensuring all workers performing services under this contract are compensated at or above the HUD approved minimum rate with fringes or cash equivalent. The vendor responding to this proposal must provide the percentage mark-up on wage rates they will charge the Agency if awarded.

Qualified Staff

The Contractor shall have work crews, qualified with training and experience, and licensed to perform the work required the contractor shall have adequate staff to ensure rehabilitated units are finished to include punch list items within 3-5 days of the Task Order. If there is a change in the level of staff as listed in the proposal, Contractor shall notify the Agency designee immediately. The Contractor may subcontract all or a portion of the work. All subcontracted vendors are subject to approval by the Agency prior to commencing work. Disbarred or banned subcontractors or workers will not be permitted to perform work or enter the property without prior approval.

Background Checks

Contractor shall perform criminal history checks and dmvg screening tests for all prospective employees performing work under this (RFP) and any resulting contract and provide summaries of the results to the Agency if requested.

Warranty

The contractor shall provide a 12-month warranty on all labor and workmanship.

Invoices

Contractor shall not perform any services without a Task Order.

The contractor must submit a separate invoice for each Task Order.

All invoices must include a valid Task Order number. Each invoice must include supporting documentation for all charges including receipts for materials and supplies.

Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to the Agency or the date the invoice is mailed.

Invoices shall be emailed to the Agency's Accounts Payable Department at ap@indyhousing.org.

Submission Requirements

To be considered a qualified contractor, each proposer shall respond in accordance with the following requirements:

- HUD & IHA forms are located at www.indyhousing.org Select IHA Procurement/Bids/RFPs Procurement Forms & Documents HUD & IHA Forms
HUD-5369 Instructions to Bidders for Contracts Public and Indian Housing Programs



- HUD-5369-A: Representations, Certifications, and Other Statements of Bidders (Public and Indian Housing)
- HUD-5369-B Instructions to Offerors, Non-Construction
- HUD-5369-C Certification of Offerors, Non-Construction Contract
- HUD-5370-C General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)
- Certificate of Non-Organizational Conflict of Interest
- Certificate of Non-Segregated Facilities
- Non-Collusive | Non-Identity of Interest Affidavit
- Conflict of Interest Disclosure Certification – Indianapolis Housing Agency
- Section 3 Contractor Initial Response Form
- E-Verify Compliance Affidavit
- Certificate of Insurance (Contractor provides)
- Three References (Include business entity, address, contact name, business telephone and email)

IHA has set the following conditions:

A fully executed contract will be required between Contractor & Indianapolis Housing Agency and InSight Development. The Agency will enter into a contract for a term of one (1) year, with the option to renew for up to four (4) additional one (1) year terms, unless otherwise determined by the Agency and mutually agreed upon by the Contractor, for the rehabilitation of vacant units Agency-wide for the Agency. The Agency reserves the right to reject all proposals, and to waive any minor informality and/or irregularities in the RFP process. The Agency shall be the sole judge of any minor informalities and/or irregularities

A late submission does not constitute a minor informality or irregularity. IHA or InSight assumes no liability for any costs incurred by responders in the preparation and delivery of a proposal in response to this (RFP), or attendance of any subsequent meetings relative to responding to this (RFP).

The responder shall provide proof of current insurance to include, but not limited to, general liability, errors and omissions, vehicular liability and workers' compensation.

List & Include Indianapolis Housing Agency and InSight Development Corporation as Certificate Holder and Additional Insured. (Sample Certificate of Insurance) is included.

Proposal Format & Content Requirements

The Agency intends to award the successful offeror pursuant to a “Best Value” basis, not as the “Lowest Bid” — i.e., the Agency will consider factors in addition to cost in making the award decision. All proposals submitted in response to this RFP shall be organized in accordance with the sequence and requirements provided below. Any proposal that fails to include the required items may be deemed non-responsive and may not be considered for evaluation.

Evaluation Criteria & Award Process

The Agency intends to award two contracts resulting from this RFP: one between the Indianapolis Housing Agency (IHA) and the Contractor, and one between InSight Development Corporation (IDC) and the

Contractor. Contracts will be awarded to the responsible offeror whose proposal conforms to the solicitation requirements and is determined to be most advantageous to the Agency, considering price and other evaluation factors. The Agency reserves the right to make multiple awards, make no award, or award based on initial proposals without further negotiation.

Vacant Unit Preparation and Renovation Roofing Services

Proposals will be evaluated based on the factors and sub-factors identified in the RFP. The Agency may consider the firm's demonstrated qualifications, relevant experience, proposed approach, available resources, past performance, pricing, and participation commitments. The maximum available score is **100 points**.

Evaluation Process

1. The Agency will evaluate each responsive proposal using the criteria and maximum points identified above. Evaluators may consider the information provided in the proposal, supporting documentation, references, and other information permitted under the RFP.
2. The Agency reserves the right to request clarification of proposal information, conduct reference checks, and verify the qualifications and representations submitted by the proposer.
3. A proposer must satisfy all applicable minimum responsiveness and responsibility requirements established in the RFP.

EVALUATION & SCORING CRITERIA

Vacant Unit Preparation and Renovation Roofing Services

Evaluation Factor and Sub-Factors	Points	Evaluation Considerations / Notes
<u>1. Firm Experience & Qualifications</u> • Experience providing roofing services on pitched and flat roofs using industry standard materials.	30	Additional consideration may be given for demonstrated experience with affordable housing and HUD-assisted properties.
<u>2. Staffing & Project Management Plan</u> • Ability to provide qualified personnel to perform the required services. • Ability to respond to Agency assignments and meet required turnover schedules.	20	Identify key personnel and proposed subcontractors, if applicable. Include the firm's approach for scheduling, supervision, quality control, and communication with the Agency.
<u>3. Resources, Materials & Logistics</u> • Ability to obtain & deliver required materials, equipment, and supplies in a timely manner. • Experience coordinating material and supplies for residential roofing repair and replacement.	10	Firms are not required to be located locally; however, they must demonstrate the ability to provide timely services and deliver materials throughout the Agency's service area.

4. <u>Past Performance & References</u> • Demonstrated record of successfully completing projects of similar scope and complexity. • Responsiveness, reliability, workmanship, and ability to meet schedules.	10	Provide a minimum of three (3) references for similar services performed within the past five years, including contact information and a description of services provided.
5. <u>Price / Fees • Labor markup.</u> • Material and supply markup. • Overall pricing structure and reasonableness of proposed fees. • Transparency and consistency of pricing for task orders and assigned work.	20	Pricing will be evaluated for reasonableness, competitiveness, and consistency with the services and requirements of the RFP.
6. <u>Section 3 & Participation</u> • Section 3 worker and/or labor-hour commitments, as applicable, consistent with 24 CFR Part 75. • Demonstrated plan for achieving proposed participation commitments.	10	Participation will be evaluated in accordance with applicable IHA policies and solicitation requirements.
TOTAL	100	Points

ATTACHMENT A
FEE/PRICING TAB SHEET – ROOFER
Vacant Unit Preparation and Renovation Roofing Services

RFP No.: _____ **Offeror:** _____

Instructions: Complete all applicable pricing fields. Rates shall include all labor, supervision, tools, equipment, overhead, and profit necessary to perform the services. Materials shall be billed only when authorized by IHA and supported by documentation.

Item	Fee Category	Description	Estimated Annual Quantity	Contractor Fee / Rate	Extended Contract Value
1	Hourly Labor Rate (Roofers)	Regular hourly labor rate	1,000 hours	\$ _____	\$ _____
2	Hourly Labor Rate (Laborer)	Regular hourly labor rate	500 hours	\$ _____	\$ _____
3	Overtime Labor Rate (Roofers)	Overtime hourly labor rate	400 hours	\$ _____	\$ _____
4	Overtime Labor Rate (Laborer)	Overtime hourly labor rate	100 hours	\$ _____	\$ _____
5	Emergency/After-Hours Rate (Roofers)	Emergency or after-hours hourly rate	50 hours	\$ _____	\$ _____
7	Material Markup	Percentage markup on approved materials	_____ %	\$ _____	\$ _____

Total

UNIT PRICE / TASK PRICING

Task / Unit	Unit of Measure	Unit Price	Notes / Inclusions
Gutter replacement	LNFT	\$ _____	Include removal, disposal of old and all fasteners needed for new installation
Downspout Replacement	LNFT	\$ _____	Include removal, disposal of old and all fasteners needed for new installation

Offeror Certification

The undersigned certifies that the fees and rates stated on this Fee Tab Sheet are complete, accurate, and valid for the term of the resulting agreement, subject to the terms and conditions of the RFP.

Company	Authorized Representative
Signature	Printed
Mobile Telephone Number	Date



ATTACHMENT B

INDIANAPOLIS HOUSING AGENCY COMMUNITIES

John J. Barton Apartments (tower)
555 Massachusetts Avenue
Indianapolis, IN 46204

John J Barton Annex
501 N. East Street
Indianapolis, IN 46204

Concord Eagle Creek Homes
3125 Concord Ct.
Indianapolis, IN 46222

INSIGHT DEVELOPMENT COMMUNITIES

Indiana Avenue Apartments
825 Indiana Avenue
Indianapolis IN 46202

The Martindale
3102 Baltimore Avenue
Indianapolis IN 46218

Lugar Tower
901 Fort Wayne Avenue
Indianapolis IN 46202

The Braxton at Lugar
911 Fort Wayne Avenue
Indianapolis IN 46202

The Georgetown
3621 Bunker Hill Drive
Indianapolis IN 46205

HUD AND IHA FORMS

INCLUDES DAVIS BACON WAGE RATES

General Decision No: IN20260006 7/30/26

ATTACHMENT C