



REQUEST FOR PROPOSALS  
FOR  
CONWAY HOUSING AUTHORITY  
ALL INCLUSIVE – Maintenance  
and Modernization Services  
SEPTEMBER 2025

## INTRODUCTION

The Conway Housing Authority (CHA) is seeking Proposals from qualified applicants to provide All Inclusive - Maintenance and Modernization Services to the PHA. This shall include any Vacant Unit Turn Over Services as well as Modernization of occupied units and Miscellaneous Maintenance needs as deemed necessary by the PHA. PHA will select up to 3 Vendors and awards contracts to them, ranked 1st, 2nd, and 3rd based on best value to PHA. PHA will always select Vendor 1 first for Modernization needs and reserves the right to employ the services of Vendor 2 and Vendor 3 based on PHA needs and Vendor availability.

The PHA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. PHA solicits and encourages the participation of minorities and small businesses in procurement. PHA reserves the right to accept or reject any and all qualification packages either in whole or in part with or without cause, waive any conditions or exceptions provided in the RFP or cancel the RFP. PHA shall make the awards to the respondents that provide the best value to PHA.

## BACKGROUND OF PHA

The Housing Authority Board of Commissioners was created in **1940**. The role of the Housing Authority is to provide housing needs (decent, safe and sanitary) to low-income families through public housing and the Section 8 Rental Assistance Payments Program. The Conway Housing Authority continues to meet the mission and vision the founding board had when creating the Housing Authority. The Conway Housing Authority currently has two public housing options, the Family Site and Oakwood. The family site complex has 92 units ranging from one to four bedrooms each in a duplex-style dwelling. On the property is an Early Head Start program administered by the Community Action Program for Central Arkansas (CAPCA), where priority enrollment is given to the children who live on the family site. Oakwood Place Apartments is a three-story complex designed for independent living elderly and disabled individuals. Oakwood Place apartments consist of 62 efficiency and one-bedroom apartments.

## RFP KEY DATES

<b>Unit Maintenance, Turn and Modernization Services</b>	
<b>Key Event</b>	<b>Date/Time</b>
1. Issue Request for Proposal	September 15, 2025
2. Deadline for receipt of written questions: chadirector@conwayha.org	September 19, 2025
3. Responses to written questions:	September 22, 2025
4. Deadline for receipt of one original and two copies of response to RFP	September 26, 2025
5. Anticipated Approval	October 3, 2025

The Conway Housing Authority will actively encourage participation of Section 3 Businesses and Women and Minority Business Enterprises (WMBEs) on this project. All Section 3 Business contractors and WMBE contractors are strongly encouraged to submit bids. The RFP will be available at the CHA Office Located at 335 S. Mitchell Street, Conway, AR 72034. All individuals or firms requesting a copy of the RFP must provide a name, mailing address, telephone number and e-mail address in the event addenda are issued. RFP will not be delivered overnight since it will be available through e-mail upon request. Any Firm that chooses to acquire the RFP through email is responsible for providing their contact info to Natalie Hawks via email at [Nhawks@conwayha.org](mailto:Nhawks@conwayha.org)

### **INTERPRETATION**

The intent of this RFP is to solicit proposals for All Inclusive – Maintenance and Modernization Services. The RFP establishes general specifications for the services needed and to provide prospective offerors with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFP may only be submitted in writing and should refer to the specific paragraph in question. All inquiries must be received no later than September 19, 2025, at the same address as specified for responses to this solicitation, or via e mail to [CHAdirector@conwayha.org](mailto:CHAdirector@conwayha.org). Answers will be provided as written in addition to this RFP. PHA will endeavor to provide copies to all potential offerors to whom this RFP has been provided, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the addenda are actually received by the offeror.

### **EVALUATION CRITERIA**

General - Request for Proposals received in response to this solicitation will be evaluated and ranked by an Evaluation Committee. Scoring will be based on the Evaluation Criteria described below. Each member of the selection committee will score each Request for Proposal based upon how well the Request for Proposal meets the stated criteria.

1. (20 Points) – Material Costs
2. (30 Points) – Labor Costs
3. (35 Points) – Demonstrated Experience with Services Requested
4. (10 Points) – Vendor has an active presence in the City of Conway
5. (5 Points) – Vendor's Section 3 Certification

**Total Possible Points: 100 Points**

The three (3) highest ranked firms will be forwarded to the PHA Executive Director with a recommendation to enter into contract negotiations. Should negotiations with the selected respondents prove unsuccessful, PHA reserves the right to cease negotiations. In the event of cessation of negotiations with the first selected respondent, PHA reserves the right to either enter similar negotiations with the next highest scoring respondent or take such other actions as it deems most beneficial.

PHA reserves the right to negotiate without discussion, and to make no award or decline to enter into a negotiation should it be believed that no respondent to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period.

### **ADMINISTRATIVE INFORMATION**

The purpose of this solicitation is to obtain a qualified firm to provide All Inclusive – Maintenance and Modernization Services to the CHA. Nothing herein is intended to limit the response to the Request for Proposal, but it is for the purpose of meeting the full needs of the PHA using a system of fair, impartial and free competition among offerors. It will be the offeror's responsibility to advise PHA if any requirements (e.g. language) or any combination of requirements stated in this RFP inadvertently restricts or limits the offerors to a single source. Such notification must be received by PHA no later than the time and date of specified in the schedule of "Key Event Dates" of this RFP. A review of such notifications will be made.

### **Minimum Qualifications of Offeror**

The selected firm must meet and comply with the following requirements: Firm members representing the PHA must be licensed and admitted to practice in the State of Arkansas and in good standing, with a minimum of five years of service; Familiarity with governmental legal issues, affordable housing and HUD regulations; Proof of professional liability insurance; Confirmation that the firm consistently runs conflict checks and that the firm is free from potential conflicting interests; The selected Offeror must comply with all local, state and federal laws and regulation in performance of services pursuant to this RFP.

### **Complete Package submission should include the following:**

1. Letter of Interest
2. Qualification and related experience
3. Resume and References
4. Required Certifications (see page 10)
5. Completed Exhibit A
6. License, Bond and Insurance

## **SCOPE OF SERVICE**

The Conway Housing Authority (CHA) will provide specifications of materials that might be required for plumbing, electrical, carpentry, wall, floor and ceiling repairs, along with painting, cleaning and other work items as necessary for the unit to be modernized to CHA standards. All work in each unit assigned to the contractor is to be completed within the date specified at assignment not to exceed fifteen (15) days, unless otherwise stated in writing and agreed upon.

1. The bid is to include in the price of anything contained herein. Separate Labor Unit Prices (Exhibit A) are required for the labor involved to replace, repair and/or clean an item. All unit prices where possible should be given for the contract award consideration. Failure to provide unit price may result in rejection of bid.
2. Existing conditions and any additional work quantities utilizing unit prices shall be determined at the unit review with the CHA Official at the site.
3. All work quality shall be reviewed and approved by the designated CHA Employee.
4. PHA shall provide all specifications for plumbing and electrical fixtures, appliances, floor coverings, wood items, and miscellaneous hardware to ensure uniformity of unit amenities.
5. The contractor shall be responsible for all cleaning supplies as specified by PHA.
6. If in the course of unit renovations, damages and/or needed repairs outside of this Scope of Work are identified; Contractor should immediately notify PHA Management.
7. If contractor finds any termite damage, notify PHA before covering it up.

## **DESCRIPTION OF WORK – REPLACEMENTS/REPAIRS**

The Contractor agrees to visit the site, familiarize himself/herself with the existing conditions and work items required; provide all necessary labor, equipment, tools and miscellaneous repair products to ensure the quality of the final product. Contractor will comply with all codes and regulations and to obtain and pay for all required permits, fees, and taxes of all authorities having jurisdiction.

Replacements/repairs may contain some or all of the following:

1. To ensure correct operability, repair windows, screens, locks, ballasts, take-out clips, caulk, frames, storm windows, weather-stripping, window casing, windowsills, etc. Remove

all nails, hooks, and brackets from window frames, inside and outside. Repair scrape or sand window casing to provide an acceptable finished product.

- a. Install where not present and in good condition, window blocks (at upper corners of window to allow curtain rod mounting).
2. Repair exterior doors, door locks, weather-stripping and threshold so that they close and lock securely and show no light at the door/door frame intersection.
3. Repair or re-install (as needed) all interior door stops, closers, hooks and eyes, handles, pins, hinges, knobs and plungers. Remove all previously painted door hardware and replace.
  - a. OR, clean all excess paint from door hardware. Remove any pin-type door stops and replace with round, flush mount
4. Repair or replace all damaged closet rods and supports, closet shelves, and closet door hardware, including shelves and shelves supports in the laundry room and pantry. All closet doors should be adjusted to operate smoothly.
5. Repair all interior plaster or drywall; patch all nail holes or other holes and cracks in ceilings, walls, or crown molding, and remove any wallpaper or borders. All wall patching, including old wall repairs, moisture damaged areas, and bowed out areas should be sanded smooth and flush with existing wall surface so that no patches or wall irregularities are evident.
6. Replace all damaged or mismatched vinyl composite floor tile or carpet, shoe molding and baseboard or cove base. If unable to clean excess paint from vinyl cove base molding, remove and replace as needed. Scrape or sand wall to ensure same vertical surface above cove base and flush line down all walls and floors and flush around all corners. If there is a large number of mismatched or damaged floor tiles in a single area or any room, then the entire room/area shall have the tiles removed and re-tiled with matching tiles as selected by the owner.
7. Replace countertops and clean them, including under front edge where there may be water damage. NOTE: Sinks shall be set in continuous bed of 25+ year silicone sealant.
8. Install or replace all cabinet hardware, drawers and doors to match existing, including false fronts and shelves. Cabinet finishes are often restorable without re-staining using Murphy's Oil Soap or equal.
9. Replace any damaged range knobs, burners, drip pans, oven door gasket and light bulb as needed with PHA approved materials. Repair or replace refrigerator shelves, drawers, handles, door brackets, and door gaskets (as needed with materials specified by PHA).
10. Repair or replace all receptacles, light switches, cable TV or antenna connection and phone jacks, light fixtures, light globes or shades, smoke detectors and batteries, ceiling fans, exhaust fans, etc. If vinyl unbreakable switch and outlet covers have not already been installed in unit, replace the old hard plastic covers with the new vinyl type. Remove all previously painted electrical panel covers and replace with new.
11. Replace all missing or burned-out light bulbs.
12. Remove any previously painted air return and vent covers; replace with new. Replace all filters.

13. Replace all faucet washers and repair all kitchen, bathroom and laundry room plumbing fixtures, including commode seat, vanity top and sink, tub surround, sink stoppers, faucets, handles, etc. with materials approved by PHA. Replace all caulking requiring such.
14. Remove all bathroom plumbing accessories including toothbrush holder, tissue holder, towel bars, and soap dish. Clean or replace accessory items as needed and reinstall.
15. Repair medicine cabinet, mirror and shelves. Note: If replacement is predetermined to be needed, PHA shall provide material specifications.

## **DESCRIPTION OF WORK - PAINTING**

The Contractor agrees to visit the site, familiarize himself/herself with the existing conditions and work items required; provide labor, equipment and tools necessary to ensure a quality final product. Paint, stain and varnish to be provided by Vendor.

**1** All surfaces to be painted must be thoroughly prepared prior to the application of paint. Preparation consists of but is not limited to, removal of all loose paint, repair of minor damaged surfaces by sparkling and removal of runs from previous painting. All rough surfaces are to be sanded and feathered to ensure a smooth, full-bodied finish. Staining that may bleed through the finished coat of paint must be treated by the application of PHA approved products. NO PAINT ALLOWED ON SPRINKLER HEADS.

**2** Preparation shall also include the removal of all wiring device cover plates, thermostat covers, and the use of drop cloths as well as the masking of areas that are not to receive paint such as smoke detectors, light fixtures, outlets, switches, all door hardware and kitchen cabinets. All surfaces to receive paint shall be dry, free from dirt, dust, oil, grease or any other foreign matter. All areas that have been repaired by plastering or spackling must be primed prior to painting.

**3** In general, the areas that are to be painted in each unit are: interior walls, ceilings, closets, door and window trim, doors that have been previously painted, and walls behind appliances. This shall also include painting of porch railings, handrails, and porch supports.

**4** Repair, clean, refinish and varnish, all exposed wood, as needed to ensure smooth, even finish on all wood surfaces.

**NOTE:** Any surfaces previously painted with oil-based paint must be primed before repainting with latex paint. \*Unless specifically instructed to do so, do NOT paint anything not previously painted.

\*Do not paint vinyl cove base molding.

- \*Do not paint weather-stripping around doors or windows.
- \*Doors are NOT to be painted shut, after painting, let dry before closing.
- \* Sprinkler Heads - NO PAINT ALLOWED

## **DESCRIPTION OF WORK - CLEANING**

The Contractor agrees to visit the site, familiarize himself/herself with the existing conditions and work items required; provide labor, cleaning supplies, equipment and tools necessary to clean vacant apartments.

1. Thoroughly clean inside and outside of all cabinets, pantry and closets, including paint over-spray.
2. Clean exterior of water heater and area of closet surrounding water heater. Clean orifices and vent pipe, light water heater.
3. Clear and remove all blockage or debris from lavatory, sink, and tub drains.
4. Thoroughly clean bathtub and fixtures, lavatory and fixtures, medicine cabinet, light fixtures,
5. toilet, ceramic tile and grout (walls and floors) inside and outside of vanities.
6. Clean kitchen sink, fixtures, countertops, backsplashes, range hood and filter. Replace light bulbs as needed.
7. Thoroughly clean inside and outside of range, including orifices, under burners, oven, back sides and front. Reconnect and light the range.
8. Thoroughly clean and disinfect inside and outside of refrigerator, install new bulbs in appliance.
9. All floors are to be swept, mechanically scrubbed, stripped, and then re-waxed, two (2) coats, including under appliances and inside all closets. Under no circumstances shall the floors be saturated with water/solvents during the cleaning process.
10. (Damage due to excessive moisture may be the liability of the contractor as a contributing factor)
11. Clean all doors and surfaces adjacent to painted walls:
12. Clean all windows, screens, sills and tracks (inside and outside). Lock when finished.
13. Clean front and back screen or storm doors including windows, screens and thresholds.
14. Clean and re-install all exterior light globes and fixtures.
15. Clean all paint drips from porches and steps.



16. Thoroughly clean all yard areas of trash and debris including driveways and porches.

17. Remove all trash and debris and leave the site in a clean and neat condition.

### **Offeror's Responsibility**

Each Offeror will fully acquaint himself/herself with the conditions relating to the scope and restrictions regarding the performance of obligations under the conditions of this RFP. The failure of an offeror to acquaint himself/herself with existing pre-contract conditions or post contract consequences will in no way relieve such offeror of any obligation with respect to the Request for Proposal or to any contract resulting here from.

### **Response to RFP Constitutes Offering**

By submitting a response to the RFP, the Offeror agrees to be governed by the terms and conditions as set forth in this document. Any qualification containing variations from the terms and conditions set forth herein may, at sole discretion of the PHA, render such response to the RFP nonresponsive.

Any inconsistencies between the RFP and any other contractual instrument will be governed by terms and conditions of this RFP, except where subsequent amendments to any contract resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provision of the RFP. Offers submitted in response to this RFP shall be good for a period of 120 calendar days.

### **Preparation and Organization of RFP Submissions**

All responses to the RFP should be complete, carefully worded and must convey all the information requested in the RFP. The instructions below provide guidance for the preparation and submission of responses to the RFP. Their purpose is to establish the requirements; sequence, format, and content of the responses so that the responses are complete, contain all essential information, and can be evaluated easily. Responses should include brief written responses to each section.

### **Number of Request for Proposal to be Submitted**

Each respondent should submit one original hard copy, two hard copies and one copy in electronic format on a flash drive/jump drive which will become the property of PHA and will not be returned.

## **Letter of Interest**

Provide a letter of interest with a brief executive summary of the firm and the attached response to the Request for Proposal.

## **Qualifications and Related Experience**

Provide sufficient information to address the components and criteria described in the Evaluation Criteria above. Also include in this section information related to Section 3 status of your firm or sub-contractors.

## **Resumes and References**

Provide resumes of the firm's principals and all key personnel that would be assigned to this engagement as well as three references. References should include written scope, contract amount, completion time and contractor's roles for projects from current clients or past clients served within the past three years. Include contact name, address, telephone, and e-mail address.

## **Multiple Responses to Request for Proposal**

Offerors may submit only one response to the Request for Proposal. It is the responsibility of the offeror to submit the response that the offeror feels best meets the requirements of this RFP.

## **Required Certifications, Assurances as listed below.**

***It is responsibility of responder to submit the following forms along with RFP packet.***

- ☐ Certification regarding Debarment and Suspension form HUD-2992
- ☐ Certification for a Drug-Free Workplace form HUD-50070
- ☐ Certification of Payments to Influence Federal Transactions form HUD 50071
- ☐ Instructions to Offerors Non-Construction form HUD 5369-B
- ☐ Certifications and Representations of Offeror Non-Construction Contract form HUD form 5369-C
- ☐ General Contract Conditions Non-Construction form HUD 5370-C

## **Receipt of Responses to RFP: Timeliness**

Each offeror is to submit (as indicated in the "Key Events Dates") one original hard copy and two hard copies of their response

to the Request for Proposal, to the following address by 2:00 p.m. EST on September 19, 2025:  
Conway Housing Authority  
Attn: **Natalie Hawks**  
**RFP 2025-Unit Modernization**  
335 S. Mitchell  
Conway, AR 72034

## **Evaluation and Negotiation**

Initial Evaluation for Responsiveness: Each response to the Request for Proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). PHA reserves the right to reject any response to the Request for Proposal deemed by PHA not minimally responsive (PHA will notify such firms or individuals in writing of any such rejection).

## **Award**

Award will be made to the responsive and responsible offeror whose response to the Request for Proposal are determined by the CHA Executive Director and Evaluation Committee to be the most advantageous to PHA taking into consideration the evaluation criteria set forth in this RFP.

No other factors or criteria may be used in evaluation and there must be adherence to any weights specified for each factor in the RFP. However, the right is reserved to reject any and all responses to the Request for Proposal that have or have not satisfactorily met the requirements of this RFP, as governed by Federal Regulations and PHA's Procurement Policy.

## **Contract Period**

PHA anticipates that it will initially award a contract for the period of 1 year with the option, at PHA's discretion, of 1 additional year option periods.

## **Insurance**

Successful offeror will maintain throughout the performance of its obligations under this agreement, a policy of Worker's Compensations insurance with such limits as may be required by law and a policy or policies of general liability insurance for injury to, and/or death of persons and damage and destruction of property arising out of or based upon any act or omission of

the offeror or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance will have limits sufficient to cover any loss or potential loss resulting from this contract, with a minimum limit of \$1,000,000.00.

# **EXHIBIT A** **Bid Form – Labor Unit Prices**

Labor Hourly Unit Prices				
Labor Description	Regular Time	Over Time	Weekend	Holiday
Painter	\$	\$	\$	\$
Carpenter	\$	\$	\$	\$
Bricklayer	\$	\$	\$	\$
Cement Mason	\$	\$	\$	\$
Drywall Finisher Taper	\$	\$	\$	\$
Electrician	\$	\$	\$	\$
Plasterer	\$	\$	\$	\$
Plumber	\$	\$	\$	\$
Roofer	\$	\$	\$	\$
Tile Setter	\$	\$	\$	\$
Common Laborer	\$	\$	\$	\$
Helpers	\$	\$	\$	\$