



REQUEST FOR PROPOSALS (RFP)

No. 2026-02

HOT WATER HEATER REPLACEMENT OR REPAIR & T&P RELIEF VALVE UPDATES

Issue Date: September 17, 2026 | Proposals Due: October 19, 2026 at 2:00 p.m.

Delivery of Proposals:

Dr. Jackie Otto, Chief Executive Officer/Contracting Officer

jotto@conwayha.org

Conway Housing Authority | 335 South Mitchell Street | Conway, Arkansas 72034

1. SOLICITATION AND PROCUREMENT SCHEDULE

The Conway Housing Authority (CHA) invites proposals from qualified, licensed, and insured contractors to provide all labor, materials, equipment, permits, testing, disposal, and incidentals necessary for hot water heater replacement or repair and Temperature and Pressure (T&P) relief valve/code-correction work at CHA's Family Site, approximately 92 dwelling units. Work will be performed as authorized by CHA under the Scope of Work and Pricing Schedule. This procurement is subject to CHA's Procurement Policy, applicable provisions of 2 CFR Part 200, HUD procurement requirements, and applicable federal, Arkansas, and local law. Required HUD clauses and forms incorporated into the resulting construction contract remain controlling.

Milestone	Date / Time
RFP Issue Date	September 17, 2026
Written Questions Due	October 12, 2026, 4:00 p.m.
Final Addenda, if any	On or about October 14, 2026
Proposals Due	October 19, 2026, 2:00 p.m.
Evaluation	October 20-23, 2026
Notice of Intended Award	On or about October 26, 2026
Contract Execution	On or about November 2, 2026
Anticipated Notice to Proceed	On or about November 9, 2026

Submission:

Submit one signed original and one electronic PDF copy to CHA. The signed original may be delivered to 335 South Mitchell Street, Conway, AR 72034, and the electronic PDF copy may be submitted to jotto@conwayha.org. Proposals must clearly identify "RFP No. 2026-02 – Hot Water Heater Replacement OR Repair & T&P Relief Valve Updates." Late proposals may be rejected. Questions must be submitted in writing to CHA's designated Contracting Officer by the deadline above. Only written addenda issued by CHA modify this RFP.

2. SCOPE OF WORK

CHA seeks one contractor to perform unit-by-unit hot water heater repair, replacement, and code-correction work. The contractor shall verify field conditions before work and comply with applicable plumbing, mechanical, fuel-gas, building, manufacturer, permit, and inspection requirements.

- Verify existing fuel source, venting, electrical service, water connections, tank capacity, clearances, structural support, and access.
- Drain, disconnect, remove, and lawfully dispose of existing equipment/components when replacement or correction is authorized.
- Re-plumb cold-water supply as needed; install code-compliant thermal expansion control and new flexible supply connectors.
- Cut, patch, and finish sheetrock where required to access T&P drain piping.
- Relocate/reconfigure T&P relief drain piping to provide proper fall and code-compliant termination; additional footage will be paid at the unit price in Attachment B.
- Install drip pans and properly terminated pan drains where feasible; when approved by CHA, install an auto-stop shut-off valve/sensor where a pan drain cannot be provided.

- Replace non-compliant exhaust venting with properly sized Type B vent pipe and required collars, caps, seals, and supports.
- For gas-fired units, install required sediment trap/drip leg, shut-off valve, and approved gas connector.
- It is CHA's goal for the contractor to repair hot water heaters, if possible, above replacing them. So, when *authorized* by CHA, replace the complete water heater with a new code-compliant unit of the approved size and fuel type.
- Restore service; test for leaks and proper operation; verify T&P/expansion devices; document required readings.
- Coordinate resident access and utility interruptions with CHA; maintain safe work areas and professional conduct in occupied housing.
- Clean each work area and provide closeout records, including equipment make/model/serial number, warranties, permits/inspection records, and unit completion log.

The Contractor shall identify and provide pricing for any additional work reasonably necessary to accomplish the intended purpose and complete the scope of this RFP that is not specifically identified herein.

Materials/Warranty:

Materials shall be new and code compliant. Contractor shall obtain required permits/inspections. Labor and installation shall be warranted for at least one year after CHA's final acceptance, with manufacturer warranties assigned to CHA.

Schedule:

Contractor shall begin within 10 calendar days after Notice to Proceed and proceed diligently under a production schedule approved by CHA. Resident service interruptions must be minimized and coordinated in advance.

3. MINIMUM CONTRACTOR REQUIREMENTS

- Current licenses required to perform the work in Arkansas and the City of Conway, including applicable plumbing/mechanical licensing.
- At least three years of relevant water-heater installation/replacement and code-correction experience, preferably in occupied residential settings.
- A qualified project superintendent or lead who will be CHA's primary field contact.
- Not debarred, suspended, or otherwise excluded from federal contracting; active/eligible SAM status as applicable.
- Ability to comply with applicable HUD contract clauses, labor standards, Section 3 requirements, and other federal requirements applicable to the funding source.
- Ability to provide required insurance and, when required by law, HUD requirements, CHA policy, or contract value, required performance/payment bonds before contract execution or Notice to Proceed.

Insurance required of the successful contractor before work begins: Commercial General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate; Automobile Liability \$1,000,000 combined single limit; Workers' Compensation statutory; Employer's Liability \$1,000,000; and Umbrella/Excess Liability \$1,000,000. CHA shall be named as additional insured where applicable. Final certificates/endorsements are not required with the proposal unless requested by addendum.

4. FEDERAL REQUIREMENTS

The contractor and subcontractors shall comply with all federal requirements applicable to this HUD-assisted construction procurement and the final funding source. Applicable requirements will be incorporated through the HUD forms/clauses and contract documents, including, as applicable:

- HUD-5369-A, Representations, Certifications, and Other Statements of Bidders (construction);
- HUD-5370, General Conditions for Construction Contracts - Public Housing Programs;
- Section 3 requirements at 24 CFR Part 75;
- Federal debarment/suspension requirements;
- Applicable federal labor standards, including Davis-Bacon and Related Acts and Contract Work Hours and Safety Standards Act requirements when triggered by the funding and contract;
- Applicable equal opportunity and civil-rights requirements; and
- Applicable lobbying certification/disclosure requirements when statutory thresholds are met.

CHA will provide or identify any additional HUD-required forms, wage decision, or funding-specific clauses by attachment or addendum. The successful contractor must flow down applicable requirements to subcontractors.

5. PROPOSAL CONTENT

Keep the proposal concise. Submit only the information below; CHA may request clarification or responsibility documentation after receipt when permitted.

Tab	Required Item
1	Signed Form of Proposal (Attachment A) and acknowledgment of addenda.
2	Firm qualifications: relevant experience, key project personnel, required licenses, and three comparable client references.
3	Technical/work plan: brief approach to field verification, code correction, quality control, safety in occupied units, schedule/mobilization, and resident coordination.
4	Federal/HUD forms and certifications included with this solicitation; subcontractor information, if known.
5	Completed Pricing Schedule (Attachment B).

Do not submit lengthy marketing materials, a separate organizational chart, separate safety manual, financial statements, trade-credit information, bonding documents, or insurance certificates with the initial proposal unless specifically requested by CHA.

6. EVALUATION AND AWARD

CHA will evaluate responsive proposals and determine contractor responsibility. Price will be considered with the stated non-price factors. CHA may request clarifications or discussions consistent with applicable procurement requirements.

Evaluation Factor	Points
Relevant experience, qualifications, past performance, and key personnel	25
Technical/work plan, quality control, safety, and code-compliance approach	25
Schedule, mobilization, and resident coordination	15

Evaluation Factor	Points
Price reasonableness, completeness, and overall value	35
TOTAL	100

CHA reserves the right, consistent with applicable law and procurement requirements, to reject proposals, waive minor informalities, request clarification, cancel/reissue the solicitation, and make no award if determined to be in CHA's interest.

7. CONTRACT REQUIREMENTS

Contract Documents. The resulting contract will incorporate this RFP, addenda, the accepted proposal/pricing, applicable HUD construction forms and clauses, and written modifications.

Payment. Payment will be based on authorized work and accepted unit prices/allowances. Invoices must identify units/work completed and include required supporting documentation. Retainage may be withheld as permitted by the contract.

Permits/Inspections. Contractor is responsible for required permits, inspections, and code compliance and must provide records before final payment.

Changes. No extra work or price adjustment is authorized without CHA's written approval.

Termination. Termination rights and remedies will be governed by the applicable HUD general conditions, 2 CFR Part 200 contract provisions, and the executed contract.

Records/Access. Contractor shall maintain and provide access to records as required by applicable federal requirements and the contract.

Arkansas Law. Applicable Arkansas law and CHA procurement requirements remain applicable to the extent not preempted by federal law.

ATTACHMENT A – FORM OF PROPOSAL

RFP No. 2026-02 – Hot Water Heater Replacement/Repair & T&P Relief Valve Updates

Required Proposal Item	Included
Signed Attachment A / Addenda Acknowledged	☐
Qualifications, licenses, key personnel & 3 references	☐
Technical/work plan and schedule	☐
Required HUD/federal forms and certifications	☐
Completed Attachment B Pricing Schedule	☐

Firm / Company Name: _____

Authorized Representative / Title: _____

Address: _____

Telephone / Email: _____

UEI (if applicable): _____

Arkansas Contractor License No.: _____

Plumbing / Mechanical License No.: _____

Addenda acknowledged (list numbers): _____

Certification and Acceptance:

The undersigned certifies that the information submitted is true and complete; the firm is not presently debarred, suspended, or otherwise excluded from participation in covered federal transactions; the proposal is independently prepared without collusion; and, if selected, the firm will comply with this RFP, applicable HUD/federal requirements, and the executed contract.

Authorized Signature: _____ Date: _____

ATTACHMENT B – PRICING SCHEDULE

Prices shall include all labor, supervision, materials, equipment, permits, transportation, disposal, overhead, profit, taxes, and incidentals required for the work. Estimated quantities are for evaluation; actual work will be authorized by CHA. Items marked TBD are performed only by written authorization.

#	Description	Unit	Qty.	Unit Price	Extended
1	Drain down/disconnect/reposition existing heater for code-correction work	Each	92	\$	\$
2	Re-plumb cold-water supply; thermal expansion control/device and drain; new flex connectors	Each	92	\$	\$
3	Cut/patch/finish sheetrock for T&P drain access	Each	92	\$	\$
4	Relocate/reconfigure T&P relief drain for proper fall/code-compliant termination	Each	92	\$	\$
5	Install drip pan and pan-drain line where feasible	Each	92	\$	\$
6	Replace exhaust vent with Type B vent, collars/cap/sealed connections	Each	92	\$	\$
7	Install gas-line sediment trap/drip leg	Each	92	\$	\$
8	Install auto-stop shut-off valve/sensor where approved	Each	92	\$	\$
9	Replace gas valve and gas-flex connector with drip leg	Each	TBD	\$	\$
10	Replace 40-gallon gas water heater, complete code-compliant installation	Each	TBD	\$	\$
11	Repair 40-gallon gas water heater, complete code-compliant refurbishment				
12	Drain and reinstall existing heater, including new water-heater flexes	Each	TBD	\$	\$
13	Replace 3/4-inch cold-side ball valve where required	Each	TBD	\$	\$
14	Additional T&P drain-line length beyond standard allowance	Linear Ft.	TBD	\$	\$
15	Install thermal expansion tank where required in lieu of expansion valve	Each	TBD	\$	\$
16	Emergency/after-hours service and diagnostic rate	Hour	TBD	\$	\$
17	Permit and inspection allowance (cost reimbursable, NTE)	Allowance	1	\$	\$

AGGREGATE EVALUATED TOTAL: \$ _____

Firm: _____

Authorized Signature: _____ Date: _____

ATTACHMENT C – QUALIFICATIONS AND REFERENCES

Provide a concise response. Additional pages may be attached only as needed.

Years in business / relevant experience:

Project superintendent / lead:

Other key personnel (if any):

Brief description of similar occupied-residential work:

Client References (three comparable projects completed within the past five years):

#	Client / Agency	Contact / Phone or Email	Project / Approx. Value	Year
1				
2				
3				

Known Subcontractors (if any):

By submitting this proposal, the proposer authorizes CHA to contact the references listed above and other relevant sources for responsibility verification.