

REQUEST FOR QUOTES (RFQ)

GENERAL MAINTENANCE, UNIT TURNOVER, REHABILITATION, AND EXTERIOR IMPROVEMENT SERVICES

North Iowa Regional Housing Authority

202 First Street SE, Suite 203
Mason City, Iowa 5040
Phone: (641) 423-0897

Issue Date: June 25, 2026

Proposal Due Date: July 25, 2026

I. INTRODUCTION

The North Iowa Regional Housing Authority (NIRHA) is soliciting proposals from qualified contractors to provide general maintenance, unit turnover, rehabilitation, repair, and exterior improvement services for public housing properties owned and operated by NIRHA.

NIRHA owns and manages 121 public housing units across 10 properties located throughout its service area. This includes the cities of Algona, Britt, Forest City, Clear Lake, Northwood, Manly, Osage, Rockford, Sheffield and Hampton and seeks to establish relationships with one or more qualified contractors capable of performing a variety of projects on an as-needed basis. Services will be utilized to prepare vacant units for occupancy, maintain existing housing stock, and improve exterior property conditions.

NIRHA reserves the right to award contracts to multiple contractors based upon qualifications, pricing, responsiveness, and availability.

II. SCOPE OF WORK

The selected contractor(s) shall furnish all labor, materials, equipment, supervision, permits, transportation, and incidentals necessary to perform work including, but not limited to:

A. Unit Turnover Services

- Trash removal and clean-out of vacant units
- Interior cleaning
- Wall preparation and painting
- Drywall repair and replacement
- Door and hardware repairs
- Flooring repairs and replacement
- Window and screen repairs
- Minor carpentry work
- Appliance removal and installation
- General punch-list completion

B. Bathroom Renovation and Repair

- Removal and replacement of bathtubs

- Installation of tub surrounds
- Vanity replacement
- Sink and faucet replacement
- Toilet replacement
- Plumbing fixture repairs
- Water damage repairs

C. Kitchen Renovation and Repair

- Installation of kitchen cabinets
- Countertop replacement
- Sink and faucet replacement
- Minor plumbing and electrical work associated with cabinet installation
- Backsplash and wall repairs

D. Exterior Maintenance and Improvements

- Replacement of damaged or missing building siding
- Fascia and soffit repairs
- Exterior painting
- Fence construction and replacement
- Construction of six-foot privacy fences
- Gate installation and repair
- Exterior trim repair
- Site cleanup and debris removal

E. General Construction Services

- Carpentry
- Framing
- Concrete repair
- Minor roofing repairs
- Handrail installation
- Accessibility modifications
- Storm damage repairs
- Other projects as assigned by NIRHA

III. CONTRACT TERM

There will be no specific contract to execute with NIRHA. The selected contractor(s) will be placed on an approved list and will be contacted when services are needed. Having your various certificates of insurance on file will expedite authorization to proceed with a specific task or project.

IV. CONTRACTOR QUALIFICATIONS

Respondents shall:

1. Be licensed and authorized to perform work in the State of Iowa.
2. Maintain all required insurance coverage.
3. Demonstrate a minimum of three (3) years of experience performing residential maintenance, rehabilitation, or construction services.
4. Possess sufficient staffing and equipment to respond to work orders in a timely manner.

5. Provide references from at least three comparable projects or clients.
6. Be capable of complying with all applicable federal, state, and local regulations.

V. INSURANCE REQUIREMENTS

Prior to contract execution, the successful contractor shall provide certificates of insurance demonstrating:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence
- Automobile Liability Insurance: Minimum \$1,000,000 combined single limit
- Workers' Compensation Insurance as required by Iowa law
- Employer's Liability Insurance: Minimum \$500,000

NIRHA shall be named as an additional named insured.

VI. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

A. Company Information

- Legal business name
- Address
- Contact person
- Telephone number
- Email address
- Years in business

B. Qualifications

- Description of experience
- Relevant project history
- Staffing and equipment available
- Professional licenses and certifications

C. References

Provide three references including:

- Organization name
- Contact person
- Telephone number
- Description of work performed

D. Executed HUD Forms 4636, 5369-B, 5369-C and 5370-C1

E. Pricing

Please provide the following:

- Standard hourly labor rates by trade.
- Emergency service hourly rates.

- Markup percentage on materials.
- Equipment rates, if applicable.
- Sample pricing for:
 - Unit painting for one bedroom unit
 - Bathtub and surround replacement
 - Cabinet installation
 - Six-foot privacy fence construction
 - Siding repair and replacement
 - Unit trash-out services

VII. EVALUATION CRITERIA

Proposals will be evaluated based upon:

Criteria	Weight
Relevant Experience and Qualifications	30%
Pricing	30%
References and Past Performance	20%
Availability and Responsiveness	10%
Completeness of Proposal	10%

NIRHA reserves the right to conduct interviews and request additional information from respondents.

VIII. HUD AND FEDERAL REQUIREMENTS

The successful contractor shall comply with all applicable federal, state, and local requirements including, but not limited to:

- HUD procurement requirements
- Equal Employment Opportunity requirements
- Section 3 requirements, when applicable
- Davis-Bacon wage requirements, when applicable
- Debarment and suspension certifications
- Lead-safe work practices and regulations

IX. RIGHT TO REJECT

NIRHA reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request clarification of proposal information.
- Award projects/services to approved contractors in whole or in part.
- Award projects/services to multiple contractors.
- Cancel this solicitation at any time.

X. SUBMISSION INSTRUCTIONS

All proposals should be e-mailed to:

director@nirha.com

by July 25, 2026. Late submissions may not be considered.

All questions and our answers will be posted on our website on the same webpage as this RFQ. Please check back regularly to stay up to date as this process proceeds.

XI. QUESTIONS

Questions regarding this RFQ shall be submitted via e-mail to:

director@nirha.com

XII. ADDITIONAL

NIRHA'S Reservation of Rights:

- While HUD Handbook No. 7460.8 REV 2 is not law, it is intended to and will serve as guidance for NIRHA's procurement activities as required for federally assisted projects.
- NIRHA reserves the right to choose not to award any contracts pursuant to this RFQ.
- NIRHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its sole convenience, upon thirty (30) days written notice.
- NIRHA reserves the right to retain all proposals submitted. And not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the NIRHA Executive Director.
- NIRHA reserves the right to negotiate proposed fees.
- NIRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or unsolicited services.
- NIRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- NIRHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted.
- NIRHA reserves the right to review and inspect the awarded consultant's activities throughout the contract term.

END OF REQUEST FOR PROPOSALS