



REQUEST FOR QUALIFICATIONS (RFQ)

for

Weatherization Assistance Program

Multifamily Statewide Qualified Contractor Pool

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

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TABLE OF CONTENTS

PART 1 SCOPE OF REQUEST FOR QUALIFICATIONS (RFQ)

- 1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONSS**
- 2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**
- 3. WEATHERIZATION ASSISTANCE PROGRAM OVERVIEW**
 - i. MULTIFAMILY WEATHERIZATION ASSISTANCE**
 - ii. PROGRAM DELIVERY MODEL**
- 4. PURPOSE OF THE STATEWIDE CONTRACTOR POOL**
- 5. PROJECT OBJECTIVES**
- 6. ANTICIPATED SCOPE OF SERVICES**
- 7. RFQ TIMELINE**
 - i. ROLLING QUALIFICITION PROCESS**

PART 2 RFQ PROCESS

- 1. SELECTION PROCESS**
- 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**
- 3. QUALIFICATIONS REVIEW AND DETERMINATION**
- 4. RESPONSIBLE RESPONDENT REQUIREMENTS**
- 5. RFQ SUBMISSION ITEMS**
- 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

PART 3 TERMS AND CONDITIONS

- 1. STATE POLICIES**
- 2. FEDERAL REQUIREMENTS**
- 3. RFQ TERMS AND CONDITIONS**

- 4. FORM A - QUALIFICATIONS COVER SHEET / COMPANY OVERVIEW**
- 5. FORM B - CERTIFICATION OF RESPONDENT**
- 6. FORM C – CONTRACTOR SERVICES & GEOGRAPHIC COVERAGE AREA**
- 7. FORM D – CONTRACTOR EXPERIENCE & PROJECT REFERENCE FORM**
- 8. FORM E – WORKFORCE, EQUIPMENT & CAPACITY FORM**
- 9. FORM F – LICENSES, CERTIFICATIONS, SAFETY & COMPLIANCE**
- 10. FORM G – RESPONDENT CERTIFICATIONS & ATTESTATIONS**
- 11. FORM H – SUPPORTING DOCUMENTATION CHECKLIST**

PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)

The Indiana Housing and Community Development Authority is seeking Statements of Qualifications from experienced contractors interested in participating in Indiana’s Multifamily Weatherization Assistance Program. The purpose of this RFQ is to establish a pool of qualified contractors capable of providing weatherization, energy efficiency, mechanical, electrical, plumbing, and related construction services for multifamily residential buildings throughout the State of Indiana.

This RFQ is intended to identify contractors with demonstrated experience, technical expertise, workforce capacity, and financial capability to perform multifamily weatherization work in accordance with applicable federal, state, and local requirements.

Qualifications through this RFQ will establish a statewide bidders list of qualified contractors that may be considered for future multifamily weatherization contracting opportunities with IHCDA or its Local Service Providers (LSPs). Qualified contractors may also be considered for single-family weatherization work, when appropriate, based on contractor qualifications, program needs, and applicable procurement requirements.

Inclusion on the bidders list does not constitute a contract award, establish a contractual relationship with IHCDA or an LSP, or guarantee an opportunity to bid, selection for a project, or any minimum amount of work. Future contracting opportunities will remain subject to applicable procurement requirements, funding, availability, project needs, and project-specific requirements.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The mission of IHCDA is to advance opportunity, affordability, and stability in housing. IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that uses its financing to serve low and moderate-income Hoosiers. IHCDA leverages public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come.

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

- **Explore new ideas and solutions.**
We cultivate creativity, curiosity, and conversation. We constantly strive for innovation and excellence.
- **Celebrate success.**
We honor individual wins, recognize partners’ achievements, and share stories of the people in our programs.
- **Communicate with transparency.**
We are clear, honest, open, and timely in our communication. We understand communication

requires both sharing and listening.

- **Design our processes and programs with the person in mind.**

We emphasize accessibility, ease of use, and elimination of obstacles.

- **Seek to maintain the public's trust.**

We understand that trust is earned, not guaranteed. We exhibit accountability, integrity, and good stewardship in all programs and practices.

- **Engage and collaborate with partners.**

We empower partners to expand their capacity and to leverage their relationships in the community. We provide technical assistance and training to support their success.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. WEATHERIZATION ASSISTANCE PROGRAM OVERVIEW

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) is the nation's largest residential energy efficiency program serving income-qualified households. Established in 1976, WAP provides federally funded energy conservation improvements designed to reduce household energy consumption, lower utility costs, improve occupant comfort, enhance indoor air quality, and promote the long-term durability and safety of residential buildings.

As the designated Grantee for the State of Indiana, IHCDA administers WAP in accordance with federal regulation, including 10 CFR Part 440, applicable Weatherization Program Notices (WPNs), and all other federal and state requirements governing the program.

IHCDA administers weatherization funding through a statewide network of Local Service Providers (LSPs), primarily Community Action Agencies, that are responsible for delivering weatherization services to eligible households and residential properties throughout Indiana. IHCDA provides program oversight, technical assistance, monitoring, policy development, and quality assurance to ensure consistent implementation of WAP statewide.

A. MULTIFAMILY WEATHERIZATION ASSISTANCE

As part of Indiana's Weatherization Assistance Program, IHCDA has expanded weatherization services to include eligible multifamily residential buildings containing five (5) or more dwelling units. Multifamily WAP applies weatherization principles to larger residential buildings while addressing the unique technical, operational, and logistical considerations associated with multifamily construction.

Multifamily WAP seeks to improve energy efficiency, safety, durability, and long-term affordability of multifamily housing by implementing cost-effective energy conservation measures that reduce energy consumption while maintaining occupant health and safety.

Eligible weatherization measures may include, but are not limited to:

- Building envelope improvements;
- Air sealing;
- Insulation;
- Heating, ventilation, and air conditioning (HVAC) system upgrades;
- Domestic hot water improvements;
- Mechanical ventilation;
- Lighting upgrades;
- Water conservation measures;
- Energy-efficient appliance replacement;
- Health and safety measures; and
- Common area energy improvements.

Projects may involve occupied residential buildings requiring coordination among property owners, property management companies, tenants, engineering consultants, Local Service Providers, IHCD staff, and qualified contractors throughout project planning, construction, quality assurance, and project closeout.

Depending on the project and funding source, contractors may also be required to comply with additional federal requirements, including Davis-Bacon and Related Acts (DBRA), Build America, Buy America (BABA), environmental review requirements, and other applicable federal, state, and local regulations.

B. PROGRAM DELIVERY MODEL

IHCD administers multifamily assistance through a collaborative delivery model that leverages the expertise of Local Service Providers, qualified contractors, engineering professionals, and property owners to successfully complete multifamily weatherization projects.

Under this delivery model, IHCD provides program administration, policy oversight, technical guidance, quality assurance, and compliance monitoring. Local Service Providers serve as **IHCD's** designated partners responsible for coordinating project implementation within their service territories. Qualified contractors perform weatherization measures in accordance with approved scopes of work, applicable program standards, and all contractual requirements.

Throughout the life of a project, contractors should expect to coordinate with multiple project stakeholders, including but not limited to:

- IHCD;
- Local Service Providers / Community Action Agencies;
- Property owners and ownership representatives;
- Property management staff;
- Engineering and design consultants, when applicable;
- Energy Auditors;

- Quality Control Inspectors (QCIs); and
- Residents and tenants, as necessary.

Successful project delivery requires clear communication, adherence to approved scopes of work, timely project documentation, compliance with applicable program requirements, and coordinating among all project participants.

4. PURPOSE OF THE STATEWIDE CONTRACTOR POOL

IHCDA intends to develop and maintain a statewide pool of qualified contractors capable of performing multifamily weatherization work throughout Indiana.

Qualified contractors may be considered for projects involving:

- Multifamily residential buildings containing five (5) or more dwelling units;
- Low-rise multifamily buildings (3-stories or fewer);
- Affordable housing developments;
- Publicly owned or private owned multifamily properties participating in the Weatherization Assistance Program; or
- Future projects and statewide multifamily weatherization initiatives.

Selection into the contractor pool does not guarantee work but establishes contractor eligibility for future project opportunities, subject to project-specific procurement methods, funding availability, contractor performance, geographic service area, and demonstrated capacity.

IHCDA encourages participation from contractors of varying sizes, including minority-owned, women-owned, veteran-owned, and disadvantaged business enterprises, consistent with applicable federal and state procurement requirements.

5. PROJECT OBJECTIVES

Through this RFQ, IHCDA seeks to identify contractors that demonstrate the ability to:

- Deliver high-quality multifamily weatherization services in accordance with federal and state requirements.
- Perform work safely while complying with all applicable Occupational Safety and Health Administration (OSHA), U.S. Environmental Protection Agency (EPA), and local safety standards.
- Successfully complete projects within established schedules and budgets.
- Coordinate effectively with IHCDA, Community Action Agencies, property owners, engineers, consultants, and residents.
- Maintain sufficient staffing, equipment, and financial resources to perform multifamily weatherization work.
- Comply with applicable Weatherization Assistance Program requirements, including Standard Work Specifications (SWS), applicable WPNs, Davis-Bacon requirements when applicable, and BABA requirements when applicable.

- Support IHCDAs' efforts to expand multifamily weatherization capacity throughout Indiana by participating in training, technical assistance, and continuous program improvement initiatives.

6. ANTICIPATED SCOPE OF SERVICES

Qualified contractors selected through this RFQ may be requested to perform one or more of the following services based upon project needs and contractor qualifications:

- General construction;
- Building envelope improvements;
- Air sealing;
- Insulation installation;
- HVAC installation and replacement;
- Mechanical ventilation;
- Plumbing;
- Domestic hot water systems;
- Electrical work;
- Lighting upgrades;
- Appliance replacement;
- Health and safety measures;
- Common area improvements;
- Energy conservation measures; or
- Other weatherization-related construction services as authorized by IHCDAs.

Specific project scopes will vary by property and funding sources and will be identified during future project solicitations or work authorizations.

A. Use of Subcontractors

Respondents may utilize qualified subcontractors in the performance of work associated with projects under the Indiana Multifamily Weatherization Qualified Contractor Pool, subject to applicable project requirements and written approval by IHCDAs and/or the applicable local Service Provider. The use of subcontractors shall not relieve the selected contractor of responsibility for the performance, quality, oversight, or compliance of work performed under any resulting agreement or project. The selected prime contractors remain responsible for ensuring that all subcontractors comply with applicable requirements of WAP, the approved scope of work and all applicable federal, state, and local laws, regulations, codes, and program requirements.

At minimum:

- Subcontractors shall possess all licenses, certifications, registrations, training, and other qualifications required to perform their assigned scope of work.
- Subcontractors shall maintain insurance coverage consistent with applicable project and contractual requirements.
- Subcontractors performing federally funded work must be eligible to participate in federally funded transactions and shall not currently be suspended, debarred, or otherwise excluded from participation.

- Where applicable, subcontractors shall comply with Davis-Bacon and Related Acts, certified payroll, Build America, Buy America, and other federal requirements applicable to the specific project.
- Contractors shall be responsible for communicating applicable program, technical, health and safety, documentation, and compliance requirements to their subcontractors and for monitoring subcontractor compliance.
- IHCD and/or the applicable Local Service Provider may require identification, documentation, or verification of proposed subcontractors prior to the commencement of work.

IHCDA reserves the right to review and approve or reject the use of a proposed subcontractor when necessary to ensure compliance with applicable program, project, funding, or contractual requirements.

7. RFQ TIMELINE

This RFQ is intended to establish and maintain a statewide pool of qualified Weatherization contractors. Unlike a project-specific solicitation, this RFQ will remain open for a designated qualification period to encourage continued participation from contractors throughout the State of Indiana.

Contractor qualification submittals will be accepted on a rolling basis during the open solicitation period. IHCD reserves the right to periodically review submissions and add qualified contractors to the Statewide Qualified Contractor Pool throughout the duration of this RFQ.

The following timeline is anticipated:

October 26, 2026	RFQ released to the public.
November 2, 2026	Respondent questions due to IHCD (if applicable). Questions may be submitted via email to Jamison Washington at iwx@ihcda.in.gov with the subject line “Multifamily Statewide Qualified Contractor Pool”.
November 6, 2026	IHCDA will post questions and answers to IHCD’s Public Notices webpage based on Respondent questions received via email.
November 20, 2026	Respondent must submit proposal by 5:00 p.m. in PDF format.
November 21-29, 2026	Evaluation Period begins.
November 30, 2026	Initial Qualified Contractor Pool Announced.
December 7, 2026	Rolling Qualification Period Begins.
July 30, 2029	RFQ Qualification Period expires.

A. ROLLING QUALIFICATION PROCESS

Following the initial qualification period, IHCD will continue accepting Statements of Qualifications from interested contractors throughout the duration of this RFQ. Qualification packages received after the initial submission deadline will be reviewed periodically based on program needs and administrative capacity.

IHCDA anticipates conducting reviews of newly submitted qualification packages on at least a quarterly basis. Contractors submitting qualifications during the rolling application period should anticipate that their submission may be held for review during the next scheduled quarterly evaluation period. IHCDA reserves the right to conduct additional or expedited reviews when necessary to address program or project needs.

Contractors determined to meet the requirements of this RFQ will be added to the Indiana Multifamily Qualified Contractor Pool and may be considered for future multifamily weatherization opportunities administered by IHCDA or its authorized LSPs. Inclusion in the Qualified Contractor Pool does not constitute a contract award, guarantee the assignment of work, or guarantee a minimum number or dollar value of projects.

Contractors included in the Qualified Contractor Pool are responsible for maintaining all required licenses, certifications, insurance coverage, registrations, and other qualifications throughout the qualification period. IHCDA may require contractors to verify or update qualification information annually and/or prior to consideration for a specific project.

Contractors that do not initially meet the qualification requirements may address identified deficiencies and submit an updated qualification package while the RFQ remains open. IHCDA also reserves the right to suspend or remove a contractor from the Qualified Contractor Pool for failure to maintain required qualifications, unsatisfactory performance, noncompliance with applicable WAP requirements, or other circumstances affecting the contractor's ability to successfully perform program work.

PART 2 RFQ PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must be responsive and responsible as described in Sections 2, and 4 of Part 2 of this RFQ. Selection of a Respondent is at the sole discretion of IHCDA.

IHCDA will evaluate Statements of Qualifications submitted in response to this RFQ to determine whether Respondents possess the experience, qualifications, capacity, and resources necessary to perform multifamily weatherization services in accordance with applicable program requirements.

This RFQ is intended to establish a Statewide Qualified Contractor Pool and is not intended to result in the selection of a single contractor. IHCDA may qualify multiple Respondents and may qualify Respondents for one or more categories of work based upon the qualifications demonstrated in their submissions.

IHCDA may request clarification, supplemental documentation, interviews, or additional information when necessary to evaluate a Respondent's qualifications. IHCDA reserves the right to independently verify information contained within a submission, including licenses, certifications, references, experience, and other representations made by the Respondent.

Respondents determined to meet IHCA's qualification requirements will be notified and added to the Qualified Contractor Pool. **Acceptance under this RFQ represent inclusion on IHCDA's**

recommended contractor list only and do not constitute an award of a contract, guarantee future work, or create an obligation for IHCD or an LSP to utilize a particular contractor.

Future projects may require additional project-specific procurement, pricing, bidding, capacity verification, site visits, or other requirements prior to the assignment or award of work.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondents must meet the following minimum requirements to be deemed responsive to this RFQ.

- Legal authority to conduct business within the State of Indiana, and if Respondent is an entity described in IC Title 23, it must be properly registered with the Indiana Secretary of State;
- Applicable professional, contractor, and trade licenses required for the services being offered;
- Adequate insurance coverage and the ability to meet IHCD's insurance requirements;
- Sufficient workforce, equipment, management, and organizational capacity to successfully perform the proposed services;
- Experience performing construction, rehabilitation, energy efficiency, weatherization, multifamily, or substantially similar work;
- Ability to comply with applicable federal, state and local building codes and permitting requirements;
- Ability to comply with applicable DOE WAP requirements and Standard Work Specifications;
- Ability to comply with applicable worker health and safety requirements, including OSHA and EPA requirements;
- Ability to maintain adequate project, financial, payroll, and construction documentation;
- Ability to meet project schedules and coordinate work within occupied multifamily residential properties;
- Ability to provide warranties for completed work as required by IHCD or the applicable project; and
- Eligibility to receive an award under applicable laws and regulations, including not being suspended or debarred from participation in federal programs and not being suspended or debarred by the State of Indiana or IHCD.
- Satisfactory record of integrity and business ethics;
- Have supplied all requested information;
- Have adequate financial resources to perform the project, or the ability to obtain them;

If a Respondent is found to be non-responsible or non-responsive, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the Respondent shall be advised of the reasons for the determination.

Respondents are not required to provide every category of service identified within this RFQ. Respondents may seek qualifications for the specific trades, services, and geographic areas for which they possess appropriate qualifications and capacity.

3. QUALIFICATIONS REVIEW AND DETERMINATION

IHCDA will review each Statement of Qualifications to determine whether the Respondent demonstrates the experience, qualifications, capacity, and resources necessary to perform the services for which qualification is requested.

This RFQ is intended to establish a pool of qualified contractors and is not a competitive ranking of Respondents. Respondents will be evaluated against the requirements of this RFQ rather than against other Respondents. IHCDA may qualify multiple Respondents, provided each Respondent independently demonstrates its ability to satisfy the applicable qualification requirements.

The following will be IHCDA's primary consideration in the qualification process. Responsive submissions will be evaluated using a 100-point qualification evaluation, based upon the following weighted criteria:

Qualification Criteria	Maximum Points
Relevant Experience	25
Trade & Technical Qualifications	20
Workforce, Equipment & Capacity	20
Safety & Compliance	15
Federal & WAP Readiness	10
Past Performance & References	10
<i>Total</i>	<i>100</i>

Respondents receiving a total valuation score of at least 70 points or greater may be determined *Qualified*, subject to satisfaction of all applicable minimum and mandatory requirements. Respondents receiving 60-69 points may be determined *Conditionally Qualified*, subject to resolution of identified deficiencies, submission of additional documentation, completion of required training, or satisfaction of other conditions established by IHCDA. Respondents receiving fewer than 60 points may be determined *Not Qualified* at the time of review. IHCDA may establish additional evaluation considerations for individual trade categories where specialized qualifications are necessary.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any contract until the selected Respondent has been determined to be responsible. A responsible Respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCDA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana, and, if it is an entity described in IC Title 23, it must be properly registered with the Indiana Secretary of State and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the Respondent shall be advised of the reasons for the determination.

5. RFQ SUBMISSION ITEMS

Respondents must submit documentation in response to the requirements listed in each category heading summarized below. All these requirements are described more fully in **Section 2 of Part 2** of this RFQ, entitled **“Minimum Requirements/Responsive Respondent”**. Therefore, Respondent must review **Section 2 of Part 2** of this RFQ very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ. Respondents should clearly identify the specific trades and services for which they are seeking qualifications.

- A. Qualifications Cover Sheet & Company Overview;
- B. Certifications of Respondent;
- C. Contractor Services & Geographic Coverage Form;
- D. Contractor Experience & Project Reference Form;
- E. Workforce, Equipment, & Capacity Form;
- F. Licenses, Certifications, Safety & Compliance;
- G. Respondent Certifications & Attestations; and
- H. Supporting Documentation, as applicable.

Supporting Documentation

Respondents shall provide applicable supporting documentation necessary to demonstrate and verify the qualifications represented in their submission. Supporting documentation may include, but is not limited to:

- Current certificates of insurance;
- Applicable contractor, professional, and trade licenses;
- EPA Renovation, Repair and Painting certifications, where applicable;
- OSHA and other applicable health and safety training documentation;
- Relevant trade, industry, or manufacturer certifications;
- Resumes or qualifications of key personnel;
- Documentation of bonding capacity, where applicable;
- Documentation supporting relevant project experience;
- Professional or project references; and
- Any additional documentation specifically requested by IHCD

Respondents should organize supporting documentation by the applicable form or clearly identify the qualification to which the documentation relates.

IHCDA reserves the right to request clarification, verification, or additional documentation when necessary to determine whether a Respondent meets the requirements of this RFQ. Failure to provide required forms or sufficient supporting documentation may result in a Respondent being determined non-responsive or may delay qualification until identified deficiencies are resolved.

Respondents submitting during the rolling qualification period shall follow the same submission requirement. Contractors previously admitted to the Qualified Contractor Pool are not required to submit a complete new qualification package unless requested by IHCDA; however, contractors are responsible for maintaining current licenses, certifications, insurance, and other required qualifications in accordance with Part 1, Section 7.1 - Rolling Qualification Process.

6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Written questions regarding this RFQ will be accepted no later than 3:30PM Eastern Time, November 2, 2026. All questions must be submitted to Jamison Washington at iwx@ihcda.in.gov.

Respondent's proposal must be submitted via email with the subject line, "**Multifamily Statewide Qualified Contractor Pool**" to iwx@ihcda.in.gov. All documents must be submitted in PDF only.

The deadline for submission is November 20, 2026 at 5:00 PM EST.

Applications that miss the submission deadline and/or do not contain all of the required forms/documents as listed in this RFQ may be determined ineligible for further consideration

PART 3 TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the Respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- C. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to

the project to certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.

D. **CERTAIN FOREIGN ADVERSARIES.** By submitting a proposal, the Respondent certifies that it and, if applicable, any of its holding companies, affiliates, or subsidiaries:

- a. Are not considered a “prohibited person” that is designated as posing a national security threat to the integrity of communications networks or the communications supply chain under 47 CFR 54.9.
- b. Are not listed in Section 889 of the 2019 National Defense Authorization Act;
- c. Are not listed in Section 1260H of the 2021 National Defense Authorization Act;
- d. Are not owned by the government of a country, or controlled by any governing or regulatory body located in a country, on the United States Department of Commerce’s (USDOC) foreign adversaries list under 15 C.F.R. 791.4;
- e. Are not included on or controlled by an entity on the Specially Designated Nationals (SDN) list maintained by the United States Department of the Treasury’s Office of Foreign Asset Control (OFAC); and
- f. Will not enter into a new contract, contract amendment, contract extension, or contract renewal for a good or service with any company that meets any of the above-listed criteria, unless the agency can demonstrate the necessity to do so as outlined in Indiana Executive Order 25-64, paragraph 5.

E. **CONFIDENTIALITY OF STATE INFORMATION.** The Contractor understands and agrees that data, materials, and information disclosed to the Contractor may contain confidential and protected information. The Contractor covenants that such data, material and information gathered, based upon or disclosed to the Contractor for the purpose of this Contract, will not be disclosed to or discussed with third parties without the prior written consent of IHCD. The Contractor further agrees that:

- a. The parties acknowledge that the services to be performed by the Contractor for IHCD under this Contract may require or allow access to data, materials, and information containing Social Security numbers or other Personally Identifiable Information maintained by or on behalf of IHCD in its computer system or other records. Personally Identifiable Information (“PII”) means personal information as collectively defined in IC-4-1-6-1 and IC 4-1-11-2 and under the National Institute of Standards and Technology (“NIST”) Special Publication 800-122, regardless of form (oral, written, electronic, or otherwise.).
- b. Contractor will not use or disclose PII except as expressly permitted by this Contract or as required by law.
- c. If (1) Any event that may impact the security of records containing PII or may involve the unauthorized disclosure or acquisition of PII in Contractor’s safekeeping or as otherwise being used by Contractor in Contractor’s performance of this Contract (“Data Incident”) occurs; or (2) Contractor suspects a Data Incident may have occurred, Contractor must email dataincident@ihcd.in.gov and notify persons listed in Section 34 of this Contract of the Data Incident within twenty-four (24) hours of when Contractor discovered or reasonably should have discovered the Data Incident.

- d. Pursuant to 10 IAC 5-3-1(4), the Contractor and IHCD agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any PII or Social Security number(s) is/are disclosed by the Contractor, the Contractor agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this Contract.

- F. **INFORMATION TECHNOLOGY ENTERPRISE ARCHITECTURE REQUIREMENTS.** Respondent agrees that any information technology-related products or services are compatible with the technology standards, including the assistive technology standard, all found at <https://www.in.gov/iot/2394.htm>.

Additionally, if this RFQ is related to software, Respondent agrees that IHCD owns all of the data that it imports, populates or otherwise adds into the Respondent's software. Therefore, upon the expiration or termination of any contract that Respondent enters into with IHCD pursuant to this RFQ, the Respondent must export IHCD's data from its software to IHCD in a secure and useable format that would be able to be readily imported into another system in conformance with industry standards.

- G. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act ("APRA"), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked "Confidential". Respondents should be aware that if a public records request is made under APRA, IHCD will make an independent determination of confidentiality, and may seek the opinion of the Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:

- a. The RFQ.
- b. A list of all vendors who received the RFQ.
- c. The name and address of each Respondent.
- d. The amount of each offer.
- e. A record showing the following:
 - i. The name of the successful Respondent.
 - ii. The dollar amount of the offer.
 - iii. The basis on which the award was made.
- f. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
 - i. trade secrets;
 - ii. manufacturing processes;
 - iii. financial information not otherwise publicly available; or
 - iv. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection.

- H. **TAXES, FEES AND PENALTIES:** By submitting a proposal Respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCD of any such actions.

- I. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, Respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the Respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDCA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDCA, should IHCDCA select Respondent. Further, IHCDCA reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- J. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:
- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
 - b. Unfair competition or conflict of interest in the decision-making process;
 - c. An illegal, unethical or improper act; or
 - d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Attorney, who shall issue a written decision on the matter. The Compliance Attorney may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDCA will be examined and acted upon by the Compliance Attorney within thirty (30) days of its receipt. The decision of the Compliance Attorney is final.

- K. **NONDISCRIMINATION.** Pursuant to the Indiana Civil Rights Law, specifically IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Respondent covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, State, or local law ("Protected Characteristics"). The Respondent will certify compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

Respondent does not and shall not operate any programs or engage in any practices promoting Diversity, Equity, and Inclusion (DEI), or other similar goals, that violate Indiana or Federal

Civil Rights Laws by treating a person differently on the basis of race or sex, such as by considering race or sex when making recruitment, hiring, disciplinary, promotion, or employment decisions; requiring employees to participate in training or educational programs that employ racial or sex stereotypes; or attempting to achieve racial or sex balancing in the Respondent's workforce.

L. Artificial Intelligence (AI).

The Respondent shall not use artificial intelligence tools, systems, or technologies ("AI") in the performance of service under this Contract without the prior written consent of IHCD.

"AI" means any engineered or machine-based system that, for a given set of objectives, can generate outputs such as predictions, recommendations, or decisions that influence real or virtual environments. Any approved use of AI must comply with the State of Indiana Artificial Intelligence Policy and standards (available at <https://www.in.gov/mph/AI/>) and all applicable IHCD policies, procedures, and guidelines governing AI. The Respondent remains fully responsible for all its obligations under the Contract, including confidentiality obligations and the accuracy, quality, and compliance of any work generated by or assisted with AI. Unauthorized use of AI may be considered a material breach of the Contract.

M. Insurance and Subcontractors.

Respondents shall maintain insurance coverage required by applicable law and IHCD, including commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, workers' compensation as required by law, and applicable automobile liability coverage. IHCD reserves the right to require additional or higher insurance coverage based on the size, scope, and risk of a specific project. Respondents may utilize qualified subcontractors to perform applicable portions of the work. The Respondent shall remain responsible for the performance and compliance of its subcontractors. Subcontractors must maintain all applicable licenses, certifications, insurance, and other qualifications required for the work being performed and must comply with all applicable federal, state, local, IHCD, and WAP requirements.

2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following federal regulations:

- A. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a

provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- B. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- C. **Rights to Inventions Made Under a Contract or Agreement**. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- D. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended**—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- E. **Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- F. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

G. **Procurement of Recovered Materials.** Respondents must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

H. **§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.**

Prohibition from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

I. **§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

- (a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned business, and labor surplus area firms are considered as set forth below.
- (b) Such consideration means: (1) These business types are included on solicitation lists; (2) These business types are solicited whenever they are deemed eligible as potential sources; (3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types; (4) Establishing delivery schedules that encourage participation by these business types; and (5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce..

J. **§ 200.322 Domestic preferences for procurements.**

- a. To the greatest extent practicable under a Federal award, the Respondent should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in

the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

- b. For purposes of this section:
 - i. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - ii. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. RFQ TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all Respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to this RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. The Respondent understands that IHCDA will enter into contract preparation activities with the Respondent whose RFQ appears to be the most advantageous to IHCDA. If at any time the contract preparation activities are judged to be ineffective, the state may do the following:

- a. Cease all activities with that Respondent.
 - b. Begin contract preparation activities with the next highest ranked Respondent.
- N. A copy of IHCD's most recent Contract Boilerplate is attached as an Exhibit to this RFQ. By submitting a response to this RFQ, Respondent acknowledges the acceptance of IHCD's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
- O. Additionally, IHCD will not agree to any of the following terms or conditions:
 - a. Any provision requiring IHCD to provide insurance
 - b. Any provision requiring IHCD to provide indemnity
 - c. Any provision providing that this Contract be construed in accordance with laws other than those of the State of Indiana
 - d. Any provision providing that suit be brought in any state other than Indiana
 - e. Any provision providing for resolution of contract disputes
 - f. Any provision requiring IHCD to pay any taxes
 - g. Any provision requiring IHCD to pay penalties, liquidated damages, interest or attorney's fees
 - h. Any provision modifying the applicable Indiana statute of limitations
 - i. Any provision relating to the time within which a claim must be made
 - j. Any provision requiring payment of consideration in advance unless authorized by an exception listed in IC 4-13-2-20
 - k. Any provision limiting disclosure of this Agreement in violation of the Access to Public Records Act, IC 5-14-3
 - l. Any provision providing for automatic renewal

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
Multifamily WAP Qualified Contractor Pool

Form A - Qualifications Cover Sheet / Company Overview

Respondent shall provide the following information as part of its Statement of Qualifications.

RESPONDENT / COMPANY INFORMATION

Name of Individual, Firm or Business:

Legal Business Name (if different):

DBA / Trade Name (if applicable):

Address: _____

City / State / ZIP: _____

Phone Number: _____

Fax Number: _____

Web Site Address: _____

Year Business Established: _____

Years Operating Under Current Business Name:

BUSINESS ORGANIZATION

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☐ LLC ☐ Corporation ☐ Other: _____

State of Organization / Incorporation:

Indiana Secretary of State Registration Number (if applicable):

Unique Entity Identifier (UEI), if applicable:

COMPANY OVERVIEW

Total Number of Employees:

Number of Field Employees:

Number of Years Performing Construction Services:

Number of Years Performing Multifamily Construction:

Number of Years Performing Weatherization / Energy Efficiency Work:

Has the Respondent previously performed work through the U.S. Department of Energy Weatherization Assistance Program? ☐ Yes ☐ No

If yes, identify the Grantee, Subgrantee / Local Service Provider, or other organization:

Briefly describe the Respondent's primary business activities and qualifications:

QUALIFICATIONS CONTACT

Contact Person: _____

Title: _____

E-mail Address: _____

Phone: _____

CONTRACT SIGNATORY AUTHORITY

Authorized Signatory: _____

Title: _____

E-mail Address: _____

Phone: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
Multifamily WAP Qualified Contractor Pool

Form B – Certification of Respondent

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent: _____

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

Multifamily WAP Qualified Contractor Pool

Form C - Contractor Services & Geographic Coverage Form

Respondents are not required to provide all services or serve the entire State of Indiana. Identify only those services and geographic areas for which the Respondent possesses appropriate experience, workforce, equipment, licenses, certifications, and capacity.

1. SERVICES REQUESTED FOR QUALIFICATION

Building Envelope

- ☐ Air Sealing
- ☐ Attic / Roof Insulation
- ☐ Wall Insulation
- ☐ Floor / Foundation Insulation
- ☐ Other Insulation Systems
- ☐ Windows
- ☐ Exterior Doors
- ☐ Other: _____

HVAC / Mechanical

- ☐ Furnaces
- ☐ Hydronic Boilers
- ☐ Steam Boilers
- ☐ Heat Pumps
- ☐ Central Air Conditioning
- ☐ Mini-Split Systems
- ☐ PTAC Systems
- ☐ Make-Up Air Units
- ☐ Mechanical Ventilation
- ☐ HVAC Controls
- ☐ Domestic Hot Water Systems
- ☐ Equipment Start-Up / Commissioning
- ☐ Other: _____

Electrical / Baseload

- ☐ Interior Lighting
- ☐ Exterior / Common Area Lighting
- ☐ Electrical Repairs / Upgrades
- ☐ Electrical Controls
- ☐ Appliance Replacement

☐ Other: _____

Plumbing / Water Conservation

☐ Domestic Hot Water

☐ Low-Flow Fixtures

☐ Weatherization-Related Plumbing

☐ Other: _____

General / Other

☐ General Contracting

☐ Project Management

☐ Design-Build Services

☐ Engineering Coordination

☐ Other: _____

2. GEOGRAPHIC SERVICE AREA

☐ Respondent is available to provide services statewide.

OR

Identify the Indiana counties or regions the Respondent is willing and able to serve:

Normal Travel Radius (miles):

Is the Respondent willing to travel outside its normal service area for larger multifamily projects?

☐ Yes ☐ No ☐ Project Dependent

Is the Respondent interesting in being considered for Single-Family Weatherization?

☐ Yes ☐ No ☐ Project Dependent ☐ Currently performs Single-Family Weatherization

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
Multifamily WAP Qualified Contractor Pool

Form D - Contractor Experience & Project Reference Form

1. RELEVANT EXPERIENCE

Multifamily Construction / Rehabilitation:

Weatherization / Energy Efficiency:

Occupied Multifamily Residential Construction:

Federally Funded Construction:

2. REPRESENTATIVE PROJECTS

Provide information for up to three (3) projects completed within the previous five (5) years that best demonstrate the Respondent's ability to perform the services identified in Form C.

PROJECT 1

Project Name: _____

Location: _____

Owner / Client: _____

Number of Residential Units:

Approximate Contract Value:

Completion Date: _____

Services Performed:

Was the property occupied during construction? ☐ Yes ☐ No

Was the project federally funded? ☐ Yes ☐ No ☐ Unknown

Reference Name: _____

Organization: _____

Phone: _____

E-mail: _____

PROJECT 2

Project Name: _____

Location: _____

Owner / Client: _____

Number of Residential Units:

Approximate Contract Value:

Completion Date: _____

Services Performed:

Was the property occupied during construction? ☐ Yes ☐ No

Was the project federally funded? ☐ Yes ☐ No ☐ Unknown

Reference Name: _____

Organization: _____

Phone: _____

E-mail: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
Multifamily WAP Qualified Contractor Pool

From E - Workforce, Equipment & Capacity Form

1. WORKFORCE CAPACITY

Total Employees: _____

Field Employees: _____

Number of Field Crews: _____

Number of Supervisors / Crew Leaders: _____

Workforce / Trade	No. of Crews	No. of Employees
General Construction		
HVAC / Mechanical		
Insulation / Air Sealing		
Electrical		
Plumbing		
Other		

2. MULTIFAMILY PROJECT CAPACITY

How many multifamily projects could the Respondent reasonably manage simultaneously?

☐ 1 ☐ 2-3 ☐ 4-5 ☐ More than 5

Indicate the multifamily project sizes the Respondent has the capacity to serve:

☐ 5-20 units ☐ 21-50 units ☐ 51-100 units ☐ 101-200 units ☐ More than 200 units

Typical Mobilization Time Following Notice to Proceed:

☐ Less than 2 weeks ☐ 2-4 weeks ☐ 30-60 days ☐ More than 60 days

Describe any current workload or other commitments that could materially affect the Respondent's ability to accept additional work:

3. EQUIPMENT

Does the Respondent own or have reliable access to the equipment necessary to perform the services identified in Form C? ☐ Yes ☐ No

Identify significant or specialized equipment relevant to the proposed services:

4. SUBCONTRACTOR UTILIZATION

Does the Respondent anticipate utilizing subcontractors? ☐ Yes ☐ No

If yes, identify anticipated subcontracted trades / services:

Approximate percentage of work typically self-performed:

5. SINGLE FAMILY WEATHERIZATION OPPORTUNITIES

In addition to multifamily weatherization work, is your company interested in being considered for future single-family Weatherization Assistance Program (WAP) contracting opportunities in Indiana?

☐ Yes ☐ No ☐ Maybe/Interested in learning more

Indiana Housing and Community Development Authority Multifamily WAP Qualified Contractor Pool

Form F - Licenses, Certifications, Safety & Compliance

1. LICENSES AND CERTIFICATIONS

List applicable licenses and certifications held by the Respondent and/or key personnel.

License / Certification	Holder	Number	Expiration

2. QUALIFICATIONS

- ☐ EPA Lead-Safe RRP
- ☐ OSHA 10
- ☐ OSHA 30
- ☐ BPI Multifamily Building Analyst Certification
- ☐ BPI Energy Auditor Certification
- ☐ BPI Quality Control Inspection
- ☐ Crew Leader / Retro Fit Installer
- ☐ HVAC License / Certification
- ☐ Electrical License
- ☐ Plumbing License
- ☐ Professional Engineer on Staff / Under Contract
- ☐ Manufacturer-Specific Certification(s)
- ☐ Other: _____

3. SAFETY

Does the Respondent maintain a written safety program? ☐ Yes ☐ No

Has the Respondent received any willful or serious OSHA violations within the previous three (3) years?

☐ Yes ☐ No

If yes, provide an explanation and disposition:

4. FEDERAL PROGRAM EXPERIENCE

Requirement	Yes	No
DOE Weatherization Assistance Program	☐	☐
DOE Standard Work Specifications	☐	☐
Davis-Bacon and Related Acts	☐	☐
Certified Payroll Reporting	☐	☐
Build America, Buy America	☐	☐
Other Federally Funded Construction	☐	☐

Prior experience with the federal requirements identified above is not required for qualification unless otherwise stated in this RFQ. Respondents selected for projects subject to such requirements must demonstrate the ability to comply prior to commencement of applicable work.

**Indiana Housing and Community Development Authority
Multifamily WAP Qualified Contractor Pool**

Form G - Respondent Certifications & Attestations

By signing below, the Respondent acknowledges and certifies that:

1. The information contained within its Statement of Qualifications and supporting documentation is true, accurate, and complete to the best of the Respondent's knowledge.
2. The Respondent has reviewed the requirements of this RFQ and understands the requirements associated with participation in the Indiana Multifamily Weatherization Qualified Contractor Pool.
3. The Respondent possesses, or will obtain and maintain prior to performing applicable work, all licenses, certifications, insurance, registrations, and other qualifications required for the services performed.
4. The Respondent agrees to notify IHCD of any material changes to information contained within its qualification package, including changes in ownership, contact information, licenses, certifications, insurance, workforce capacity, or eligibility.
5. The Respondent understands that qualification and inclusion in the Indiana Multifamily Weatherization Qualified Contractor Pool does not constitute a contract award and does not guarantee any minimum amount, dollar value, or frequency of work.
6. Qualification may be subject to continued verification by IHCD, and the Respondent understands that failure to maintain required qualifications or satisfactory performance may result in suspension or removal from the Qualified Contractor Pool.

Legal Business Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

**Indiana Housing and Community Development Authority
Multifamily WAP Qualified Contractor Pool**

Form H - SUPPORTING DOCUMENTATION CHECKLIST

Attach applicable supporting documentation to the Statement of Qualifications:

- ☐ Current Certificate(s) of Insurance
- ☐ Applicable Contractor / Professional / Trade Licenses
- ☐ EPA RRP Documentation, if applicable
- ☐ OSHA / Safety Training Documentation, if applicable
- ☐ Relevant Trade, Industry, or Manufacturer Certifications
- ☐ Key Personnel Resumes / Qualifications, if applicable
- ☐ Bonding Capacity Documentation, if applicable
- ☐ Documentation Supporting Relevant Project Experience, if applicable
- ☐ Professional or Project References
- ☐ Any Additional Documentation Specifically Requested by IHCD