



Request For Qualifications (RFQ)

**Construction Contractor for CDBG-Funded Homeowner
Rehabilitation Program**

City of West Monroe, Louisiana

Issue Date: April 15, 2026

Submission Deadline: May 29, 2026

I. Overview

The City of West Monroe, Louisiana is developing a prequalified list of construction contractors to contract with the city to perform housing repairs as directed for homeowners in the Community Development Block Grant (CDBG)-funded Homeowner Rehabilitation Program (HRP or Program). HRP provides eligible homeowners with up to \$30,000 in eligible repairs on their home. The selected contractors will perform work to rehabilitate homes in the City of West Monroe in compliance with CDBG guidelines and applicable federal, state, and local regulations.

The HRP will develop a scope of work for eligible projects and request bids from contractors on the prequalified list for each individual project. Contractors will submit bids and the bid that best meets the scope needs and is within 15% of the Xactimate® estimate will be assigned to the project. Contractors will enter into a fixed price, lump sum contract with payment upon completion of work.

Selected contractors are responsible for adhering to all program requirements as described in the [HRP Policies and Procedures](#).

II. Scope of Work

The city intends to select multiple firms for the prequalified list. No single firm is expected to possess expertise in all of the specialty areas listed below.

The selected contractor will be responsible for:

1. Completing and submitting responsive bid documents.
2. Completing rehabilitation work on selected residential properties, including but not limited to:
 - Roofing
 - Plumbing
 - Carpentry
 - Structural Repairs & Exterior Accessibility Modifications
 - Electrical
 - Plumbing
 - Heating & Air Conditioning
 - Lead-based Paint Remediation
 - Asbestos, Lead and Radon Remediation

3. Working collaboratively with property owners, city, and program staff to ensure timely completion of all assigned projects.
 4. Meeting all CDBG program requirements, including project timelines, reporting, and adherence to environmental and safety standards.
-

III. Requirements

A. Contractor Qualifications

Interested contractors must meet the following qualifications:

- A minimum of five years experience with housing rehabilitation projects of similar scope and complexity.
- Licensure and insurance in the State of Louisiana, as outlined in Section III.C. and III.D. of this RFQ.
- Positive references from previous projects, preferably from municipal entities, housing authorities, or nonprofits, or for federally funded projects.
- Firms must be registered in the System for Award Management (SAM.gov) and maintain an active registration throughout the term of any resulting contract. Proof of registration or a valid Unique Entity ID (UEI) must be provided prior to contract execution.
- Firms must not be debarred, suspended, or otherwise excluded from federal contracting.

B. Contractor Requirements

HRP is responsible for monitoring construction progress and will conduct site visits as needed to verify that construction aligns with approved plans. HRP further ensures that construction activities comply with Program requirements and with all applicable federal, state, and local regulations. The Program documents any issues found on site visits and brings issues to the attention of the homeowner and/or contractor for correction.

Selected contractors must comply with the following requirements:

- The contractor is responsible for obtaining necessary permits to perform the work and display them along with any inspection tags as required by the City of West Monroe Building and Development Department.
- For each project, no work shall be undertaken until a written Notice to Proceed is issued by HRP.
- The contractor must begin work within ten (10) calendar days from the date of the Notice to Proceed.

- Contractors will be required to submit Change Orders to city staff for changes to project scope, budget, or schedule. Change Orders are approved or rejected at the sole discretion of the city.
- For all work, material costs are based on an economy/standard grade of building materials determined by the cost reasonableness analysis and not the price of replacing existing components with like or similar materials.
- Contractors are required to schedule necessary inspections as dictated by city permitting standards.

C. Licensing Requirements

Selected contractors must possess:

- a. Active Residential Contractor License or Home Improvement Registration, issued by the Louisiana State Licensing Board for Contractors.
- b. Lead-Safe Firm certification from the Environmental Protection Agency.
- c. Business registration with the Louisiana Secretary of State.
- d. Current City of West Monroe Occupational Business License, or ability to obtain one prior to contract execution.

D. Insurance Requirements

Minimum insurance requirements are:

- Commercial General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
- Excess Liability: \$1,000,000 per occurrence; \$1,000,000 aggregate
- Workers' Compensation: \$500,000 per occurrence; \$500,000 aggregate
- Auto Liability: \$1,000,000 per occurrence; \$1,000,000 aggregate

E. Bonding Capacity

Minimum bonding requirements are:

- Single Project Limit: \$40,000
- Aggregate Limit: \$80,000

F. Construction Warranties

The contractor must warrant that all work, services, and products, including, but not limited to, labor and installation, be free from defects in material and workmanship for a period of at least one (1) year from the date of completion. Roof replacements shall be warranted for five (5) years from the date of completion and mechanical equipment shall be warranted for three (3) years from the date of completion.

Defective materials and workmanship claimed during the warranty period must be repaired or replaced if not reasonably repairable, at no cost to the city, the HRP, or the homeowner/grant recipient. The repair or replacement of defects must be covered by the contractor if notice is given

within the warranty period.

G. Green Building Requirements

The HRP follows the guidelines specified in the U.S. Department of Housing and Urban Development Community Planning and Development (HUD CPD) Green Building Retrofit Checklist to the extent applicable for the rehabilitation work undertaken. For example, mold resistant products must be used when replacing surfaces such as drywall, and products and appliances replaced as part of the rehabilitation work must be ENERGY STAR- labeled, WaterSense-labeled, or Federal Energy Management Program (FEMP)- designated products or appliances. Reference the HUD CPD Green Building Retrofit [Checklist](#) for the complete list of applicable green building standards.

H. Contractor Payment

The Program provides payment to contractors following completion of work and upon final inspection and approval by the Program. No partial or progress payments will be made. HRP will only provide payment for authorized work, listed in the approved Scope of Work and as described in the construction contract with the homeowner, city, and contractor.

I. Subcontracting

General contractors may use subcontractors to complete construction work but shall not subcontract the administration of assigned work. All contractors must be active participants in the work assigned to them. Contractors who are assigned work shall be responsible for quality control and for the rapid response to all field questions and problems. Subcontractors shall not be relied on for this purpose. Failure to comply will result in termination of the contract.

Specific trade contractors may not subcontract assigned work in their specialty without written approval from the city.

Contractors are free to change or add subcontractors during the period of the contract, however, these changes must be documented with and approved in writing by the City of West Monroe along with submission of the new subcontractor licenses, contracts, and insurance documents for approval.

Any work performed for the contractor by a subcontractor shall be pursuant to a written contract between the contractor and the subcontractor that requires the subcontractor to (i) comply with all terms and conditions in the contract between the city and the contractor, (ii) perform all work in accordance with the requirements of the contract between the city and the contractor and (iii) be paid by the contractor no later than thirty (30) days after receiving payment from the city for any work performed. The contractor shall promptly report all payment disputes with the subcontractor to HRP.

All written contracts that a contractor enters into with subcontractors must identify the contractor and each subcontractor as “Contractor” and “Subcontractor” and contain the following language:

“Subcontractor acknowledges and agrees to assume, faithfully perform and comply with all requirements and obligations of Contractor under the terms and conditions of the contract between the City of West Monroe (“city”) and Contractor, with said contract sections being incorporated and adopted herein by reference as though fully set forth herein, to the same extent required and as if Subcontractor, and not Contractor, was required to comply with said requirements and obligations under the contract between the city and Contractor.”

Failure to comply with all foregoing subcontractor requirements may result in the imposition of immediate sanctions, which include without limitation suspension or termination.

J. Federal, State, and Local Compliance Requirements

Contractors and subcontractors for rehabilitation assistance are required to abide by federal, state and local laws, and may also be required to sign documents certifying their compliance with said laws. The following list of applicable laws is not meant to be a comprehensive list of laws which must be followed.

1. The Civil Rights Act of 1964
3. Standards of Conduct for CDBG Recipients - Conflict of Interest
4. Notice of Requirement for Action to Ensure Equal Employment Opportunity
5. Standard of Equal Opportunity Construction Contract Specifications
6. Certification of Non-Segregated Facilities for Contracts over \$10,000.00
9. Section 3 of the HUD ACT of 1968
10. Age Discrimination Act of 1975 Provisions
12. 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
13. 24 CFR Part 570 Community Development Block Grants
14. 24 CFR Part 35 Lead Based Paint Poisoning Prevention in Certain Residential Structures
15. The Fair Housing Act
16. Lead-based Paint Hazard Provisions (Title X)
17. Access to Records/Maintenance of Records Provisions
18. Conflict of Interest Provision
19. Louisiana State Uniform Construction Code
20. International Building Code (IBC) with Louisiana Amendments, 2021 Edition
21. International Existing Building Code with Louisiana Amendments (IEBC), 2021 Edition

IV. Submission Requirements

Qualified contractors must submit the below items to WestMonroeHomeownerRehab@franklinassociates.com with the subject line HRP Construction Contractor SOQ. Submissions must be sent as a single PDF file. Submissions will only be accepted via email.

Statements of Qualifications (SOQs) must be submitted prior to the deadline of 5:00 PM CST, May 29, 2026. SOQs that are incomplete, submitted in a format or by a method that is not described above, or received after 5:00 PM CST May 29, 2026 will not be considered.

1. A cover letter detailing the contractor's qualifications and experience relevant to the project, including any experience with single-family residential rehabilitation and experience working with publicly funded housing programs.
2. Firm information, including
 - Legal name of firm and any DBA names
 - Business address, phone number, and website
 - Primary contact person (name, title, phone, email)
 - Relevant certifications related to Minority-owned Business Enterprise (MBE), Woman-owned Business Enterprise (WBE), or Small Disadvantaged Business (SDB).
3. Licensing and Legal Status
 - Active Residential Contractor License or Home Improvement Registration, issued by the Louisiana State Licensing Board for Contractors.
 - Lead-Safe Firm certification from the Environmental Protection Agency.
 - Business registration with the Louisiana Secretary of State.
 - Current City of West Monroe Occupational Business License, or ability to obtain one prior to contract execution.
4. Project Staffing, including resumes of key staff and relevant certifications and training.
5. A description of the firm's project approach, including plans for completing work, scheduling, quality control, communication with homeowners, coordination with the city and Program staff.
6. Capacity
 - Estimated number of home rehabilitation projects the firm can handle simultaneously.
7. Proof of Bonding Capacity
8. Proof of Insurance Coverage
9. References from at least three previous government, housing authority, or nonprofit clients, including organization name, contact person, phone number and email address, and a description of work performed.
10. Completed Conflict of Interest Form [see Attachment A]
11. Completed Certification Regarding Debarment and Suspension [see Attachment B]
12. Completed Equal Opportunity Employer Statement [see Attachment C]

V. Schedule and Additional Information

A. Schedule

| Event | Date |
|-----------------------------------|------------------------------|
| Request for Qualifications Issued | April 16, 2026 |
| Questions Due | 5: 00 PM CST, April 30, 2026 |
| Responses to Questions Posted | May 7, 2026 |
| Statement of Qualifications Due | 5:00 PM CST, May 29, 2026 |
| Qualified Contractor(s) Selected | June 30, 2026 |

B. Applicant Questions

Questions regarding this RFQ must be submitted by email to WestMonroeHomeownerRehab@franklinassociates.com no later than 5:00 PM CST on April 16, 2026 in order to be addressed. Responses will be posted at link by May 7, 2026.

VI. Evaluation Criteria and Selection Process

A. Review and Selection Process

HRP staff will review all responses received. Staff will make final prequalified list recommendations. The city will issue selection letters to all chosen contractors to bid on future work. The selection letter outlines the contractor's eligibility to bid on upcoming projects and the process for bid request/response.

SOQs must meet all requirements established in this RFQ and in the Program Policies and Procedures; SOQs failing to meet requirements will not be placed on the prequalified list.

The City of West Monroe reserves the right to reject any and all submissions and to cancel the RFQ with no selections. This Request for Qualification is issued on an Indefinite Delivery, Indefinite Quantity (IDIQ) basis; there is no guarantee of work if selected. The Program anticipates issuing multiple work orders, with quantities and timing to be determined at the time of each order.

B. Protests

Any bidder or offeror, who desires to protest the selections shall submit the protest in writing to the City Attorney, no later than 10 days after the announcement of the decision to select. Protests must be sent via email to Cathy Semmes csemmes@westmonroe.la.gov. At minimum written protests will include:

- Name, address, and fax and telephone numbers of the protester [including company name].
- Identity or description of the solicitation or contract number.

- Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

Attachments

Attachment A

CONFLICT OF INTEREST

Contractors and vendors participating in Community Development Block Grant (“CDBG”) funded programs are required to comply with federal regulations regarding conflicts of interest. The regulations affect the following groups of people:

- a) Employees, consultants and officers of the City of West Monroe and its quasi-city agencies and departments;
- b) Elected or appointed officials of the City of West Monroe, the State of Louisiana or the federal government of the United States; and
- c) Employees, consultants or officers of any firm receiving CDBG program funds.

You must answer the following questions to determine if a conflict of interest exists:

1. Are you now, or have you been within the preceding year in one of the categories (a, b or c) described above?

Yes _____ No _____

2. Is any member of your family or your spouse’s family now or have they been within the preceding year in one of the categories (a, b or c) described above? (Family members include spouses, parents, siblings and children.)

Yes _____ No _____

SIGNATURE: _____

DATE: _____

TITLE: _____

COMPANY: _____

Attachment B

Certification Regarding Debarment and Suspension

1. The prospective participant certifies to the best of its knowledge and belief that its principals;
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
 - b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name

SAM.gov Unique Entity Identifier

Authorized Representative's Printed Name

Authorized Representative's Title

Authorized Representative's Signature

Date

Attachment C

Equal Opportunity Employer Certification

The undersigned certifies, on behalf of the firm identified below, that the firm is an Equal Opportunity Employer and is in compliance with all applicable federal, state, and local laws regarding nondiscrimination and equal employment opportunity. The firm agrees that it shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable law.

The firm further agrees to comply with all applicable provisions of federal civil rights laws and regulations, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Equal Pay Act of 1963
- The Americans with Disabilities Act

The firm agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their protected status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The firm understands that failure to comply with these requirements may result in termination of any contract awarded as a result of this solicitation.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____