

REQUEST FOR PROPOSALS (RFP)



Date: July 15, 2026

To: Qualified Roofing Contractors

From: The Southeast Iowa Regional Planning Commission and Low Rent Housing Agency of Burlington

Subject: RFP – Roof Replacement & Gutter Project (2830 Winegard Dr.) (p. 1)

Submission Deadline: August 4, 2026

The Southeast Iowa Regional Planning Commission (SEIRPC) and The Low Rent Housing Agency of Burlington (Agency) are officially seeking proposals for a comprehensive roof and gutter replacement project at 2830 Winegard Dr., Burlington, IA 52601. Please see the attached packet. The contract will be awarded to the lowest qualified and responsive bidder. All work on the project must be fully completed on or before October 20, 2026.

Project Summary

Contractors are required to provide all labor, tools, and high-quality materials to complete the following work (p. 4):

- **Roofing:** Complete tear-off down to the sheathing and re-shingling of approximately 66,300 SQ FT of roofing area across five (5) single-story apartment buildings and one (1) accessory building (pp. 4-5).
- **Gutters:** Removal and replacement of approximately 3,100 LF of seamless aluminum gutters and matching downspouts (pp. 5-6).

For complete technical specifications, material requirements, site protections, and mandatory warranties, please refer closely to the attached project document (pp. 4-5).

Compliance Requirements

Because this is a federally assisted project, the selected contractor must be properly licensed and comply with all HUD regulations, including Section 3 economic opportunities (pp. 1-2). Additionally, as the contract exceeds \$2,000, contractors must strictly adhere to

the Davis-Bacon Act and pay prevailing federal wage rates (e.g., Roofer base rate of \$14.00/hr + \$3.91 fringe) (pp. 1, 36).

Submission Requirements

Please submit your proposal on **company letterhead** no later than **August 4, 2026**. Your submission package must include:

1. **Pricing:** A cost for both the roofing and gutter scopes of work, and a total cost for the entire project (p. 16).
2. **Qualifications:** To demonstrate your capacity to handle a project of this scale, please provide either:
 - A list of names and details of 2 past projects you have completed of a similar size.
 - A brief operational plan describing exactly how your company will successfully execute, complete, and finance a project of this magnitude by the deadline (p. 1).

Proposals must be delivered by August 4, 2026, via hard copy or email directly to:

Jack Swarm

Southeast Iowa Regional Planning Commission (SEIRPC)
211 N Gear Ave, Suite 100, West Burlington, IA 52655
Email: jswarm@seirpc.com

Prior to submitting the proposal, the property may be toured by appointment by contacting Dan Eberhardt, Executive Director, at 319-753-2142 (p. 1).

Proposal Review and Contract Award

The Southeast Iowa Regional Planning Commission (SEIRPC) will receive and review all submitted proposals (p. 3). SEIRPC will then make an official award recommendation to the Low Rent Housing Agency of Burlington (p. 3). The successful contractor will sign a contract directly with the Low Rent Housing Agency of Burlington (p. 1). Project scheduling will be coordinated directly with the Agency (p. 4). SEIRPC will provide all required progress and final project inspections (p. 4).