



MICHIGAN CITY
HOUSING AUTHORITY

Request For Proposals:
Vacancy Reduction &
Unit Turnaround

Publication Date:
Thursday, April 2, 2026

Submission Response Deadline:
Thursday, April 16, 2026 at 3:30 PM



4/2/2026

**REQUEST FOR PROPOSALS
VACANCY REDUCTION & UNIT TURNAROUND**

I. PROJECT DESCRIPTION

MCHA is seeking qualified contractors to perform Unit Turnarounds and rehabilitation of [13] public housing units which range from 1-bedroom to 5-bedroom.

Scope of Work includes but is not limited to the following:

- Cleaning and trash-out of unit
- Repair/Replacement of flooring
- Repair/Replacement of drywall
- Window replacement
- Minor ceiling repairs
- Electrical upgrades
- Replacement of interior doors
- Painting all walls, trim, and doors
- Plumbing upgrades where necessary
- Mold and water damage remediation
- Pest control/remediation
- Shower/tub resurfacing and resealing
- Counter/Cabinet repair/installation

MCHA will accept proposals until Thursday, April 16, 2026 at 3:30pm and cost proposals must be valid for ninety (90) days following the opening date.

Vendors should submit (3) copies of the proposal and it must be marked clearly “Vacancy Reduction & Unit Turnaround”, in a sealed envelope addressed to Erin Pyne, Procurement and Capital Fund Manager and must be delivered to MCHA during business hours.

Proposals will be reviewed and evaluated by an evaluation committee. The Michigan City Housing Authority reserves the right to postpone, accept, or reject any and all bids as it deems in its own best interest, subject to the terms and provisions of the contract documents.

All proposers will be required to certify that they are not on the federal Consolidated List of Debarred, Suspended and Ineligible Contractors.

All labor is required to be paid at a rate not less than the greater amount of the current Federal Davis-Bacon Prevailing Wage and State Prevailing Wage (included with RFP documents).

Please reach out Erin Meisner at epyne@emcha.org with any questions or for a full copy of the RFP.



4/2/2026

**REQUEST FOR PROPOSALS
VACANCY REDUCTION & UNIT TURNAROUND**

The Michigan City Housing Authority (MCHA) is accepting firm, sealed proposals for all labor, materials, services, and equipment required to complete the rehabilitation of [13] public housing units including: [3] 1-Bedroom, [2] 2-Bedroom, [4] 3-Bedroom, [3] 4-Bedroom, [1] 5-Bedroom

I. PROJECT DESCRIPTION

MCHA is seeking qualified contractors to perform the rehabilitation of units located in Michigan City at the following addresses:

606 Cedar St., Unit 4 (1 BR)

1313 W. 8th St. (1 BR)

1117 Spring St. (1 BR)

418 N. Dickson St. (2 BR)

301 Vail St. (2 BR)

448 Sheridan Ave. (3 BR)

244 Merrihill Dr. (3 BR)

627 Emily St. (3 BR)

623 Carlon Ct. (3 BR)

621 Carlon Ct. (4 BR)

320 Karwick Rd. (4 BR)

326 Karwick Rd. (4 BR)

212 Merrihill Dr. (5 BR)

II. SCOPE OF WORK

The scope of work includes, but is not limited to:

- Cleaning and trash-out of unit
- Repair/Replacement of flooring
- Repair/Replacement of drywall
- Window replacement
- Minor ceiling repairs
- Electrical upgrades
- Replacement of interior doors
- Painting all walls, trim, and doors
- Plumbing upgrades where necessary
- Mold and water damage remediation
- Pest control/remediation
- Shower/tub resurfacing and resealing
- Counter/Cabinet repair/replacement

All MCHA job sites are located in Michigan City, IN and contractors are welcome and encouraged to view properties at any time. Site visits will be scheduled on a first-come, first-served basis.



Timeline

- 4/2/26 – RFP Released (Public Solicitation for 2 weeks)
- 4/17/26 – Proposal Submission Deadline
- 4/24/26 – Tentative Intent to Award Date

Required Documentation To be considered complete, proposals must include:

- Line-item pricing sheet or another line-item cost-list
- Proof of insurance coverage
- Contractor Profile Form
- Non-Collusion Affidavit
- Statement of Non-Debarment
- List of subcontractors (if applicable)
- Certifications related to minority or women-owned business status (if applicable)

Insurance Requirements Minimum coverage requirements for contractor and any subcontractors:

- **Commercial General Liability:** \$1,000,000 per occurrence
- **Automotive Liability:** \$1,000,000 per occurrence
- **Umbrella Liability:** \$1,000,000 per occurrence
- **Workers Compensation:** \$500,000 employer's liability

Proof of coverage must be submitted with the proposal. If awarded the contract, the contractor must list MCHA as a certificate holder.

Owner Expectations Contractors must have prior experience providing similar services to public institutions and must submit references. Preference will be given to minority-, women-, and Section 3-owned businesses.

Proposal Submission Each proposal must be completed in full, signed by an authorized representative, and include all required documentation.

Additional Information MCHA reserves the right to request additional details before the submission deadline. Any requests and responses will be shared with all bidders.

Right of Refusal MCHA reserves the right to accept or reject any or all proposals and to award the contract to the lowest, most responsible, and best proposal.

Costs All costs associated with proposal preparation are the responsibility of the contractor. Prices submitted must remain firm for 90 days post-submission.

Tax Exempt Status MCHA is a tax-exempt entity; no taxes should be included in proposals.



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Contract Requirements This RFP and the awarded contractor's proposal will be included in the contract documents.

Warranty The contractor must provide an 18-month warranty on materials, installation, and craftsmanship.

Clean-up and Disposal Contractor is responsible for all clean-up and legal disposal of materials. Any clean-up required by MCHA will result in a \$500 fine per event.

Damage Repair Contractors are responsible for documenting site conditions prior to work commencement and for repairing any damages incurred during the project.

Project Retainer MCHA will retain 10% of the total project cost until substantial project completion.

Insurance and Indemnification The contractor agrees to indemnify and hold harmless MCHA and its representatives from any claims or liabilities arising from the contractor's or subcontractors' negligence.

HUD Requirements All applicable HUD forms (HUD-92442M, HUD-5369, HUD-5370, etc.) must be included in the contract documents.

Davis-Bacon Labor Standards This project is subject to Davis-Bacon wage reporting requirements. Certified payroll must be submitted weekly for all employees.

Non-Collusion Affidavit and Statement of Non-Debarment All proposals must include a notarized Non-Collusion Affidavit and Statement of Non-Debarment.

III. PROPOSAL SUBMISSION

Firm, sealed proposals (three copies) must be submitted to Erin Pyne at the Michigan City Housing Authority located at 321 E. Michigan Blvd., in accordance with the required documentation and specifications. Proposals must be delivered in-person to Erin Pyne, Procurement & Capital Fund Manager during business hours.

Proposals MUST be labeled "Vacancy Reduction & Unit Turnaround"



SPECIFICATIONS & PRICING SHEET

The proposal must include all labor, materials, equipment, and services necessary for the rehabilitation of the designated units. Individual unit pricing should be provided as follows and you may use the pricing sheet below or another sheet/invoice with unit pricing structure.

Proposal Pricing Sheet

	Address	Bedrooms	Price
1	606 Cedar St., Unit 4	1	\$ _____
2	1313 W. 8 th St.	1	\$ _____
3	1117 Spring St.	1	\$ _____
4	301 Vail St.	2	\$ _____
5	418 N. Dickson St.	2	\$ _____
6	627 Emily St.	3	\$ _____
7	448 Sheridan Ave.	3	\$ _____
8	623 Carlon Ct.	3	\$ _____
9	244 Merrihill Dr.	3	\$ _____
10	621 Carlon Ct.	4	\$ _____
11	326 Karwick Rd.	4	\$ _____
12	320 Karwick Rd.	4	\$ _____
13	212 Merrihill Dr.	5	\$ _____
	TOTAL		\$ _____



IV. PROPOSAL SCORING

Selection of a contractor to render services pursuant to this RFP will be made in accordance with procurement regulations. The selection will be the Proposal that is in the best interest of the Michigan City Housing Authority. All responsive proposals received by the time and date specified in the RFP shall be evaluated by the RFP Evaluation panel based on the following criteria and weights:

Qualifications

Experience with Public Housing Unit Turnarounds

- Demonstrated experience in apartment turnover work
- Familiarity with multi-family property standards
- Understanding of quick turnaround timelines typical for apartment turns

Reliability & Compliance

- Proven ability to complete unit turns within tight deadlines
- Flexible availability for Unit Turn schedules
- Ability to scale for multiple units at once
- Familiar with OSHA safety standards
- Uses proper disposal methods for hazardous materials (paint, flooring, etc.)
- Must have access to their own tools, ladders, equipment as well as appropriate transportation for hauling materials/debris/etc.

Criteria	Point Value
Experience	20
Reliability & Compliance	30
Capacity to Perform <i>*Evidence of ability to perform the work specified in a timely manner and of acceptable quality</i>	10
Proposed Fees	30
Section 3 Compliance	10
Total Points	100



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All matters set forth in a Proposal shall become property of the Authority, may be disclosed by the Authority and may be made available by the Authority for public inspection after the execution of the contract.

The agreement between the Authority and the selected contractor will be evidenced by a written contract, which shall incorporate this RFP, the Proposal, and any related correspondence. In executing such contract, the Contractor agrees to be bound by the terms and conditions of this RFP, and that all representations, warranties, and commitments in the Proposal and related correspondence are contractual obligations. In the event of any conflict in the terms and conditions between the RFP, the Proposal, and any related correspondence, the RFP shall control.

For questions or to schedule a site visit, contact Erin Pyne, Procurement and Capital Fund Manager: **Email:** epyne@emcha.org **Phone:** 219-814-1005