

Request for Qualifications

For

City of Michigan City RECAP Program 2026 Community Development Block Grant (CDBG)

RFQ REFERENCE# – 2026RECAP

Date: January 14, 2026

Submit To:

**Ms. Sherry Wilson, CDBG Director
Department of Community Development
City of Michigan City
100 E. Michigan Boulevard
Michigan City, IN 46360**

Prepared By:

**Amereco, Inc.
54 Michigan Avenue
Valparaiso, IN 46383
219.531.0531
www.AmerecoEng.com**

TABLE OF CONTENTS

	# OF PAGES
General Requirements	3
Request for Qualifications	1
RFQ Submittal Checklist	1
Contractor Application	2
Compliance Affidavit	1
Conflict of Interest Disclosure Form	1
Affidavit of E-Verify Compliance	1
Anti-Lobbying Certification	1
City of Michigan City EEO Clause	1
Civil Rights Compliance	1
Access to Records & Retention	1
Certification Regarding Debarment, Suspension and Other Responsibility Matters	1
Certification for Business Concerns Seeking Section 3 Preference	1

Request for Qualifications for City of Michigan City- RECAP Program

1. SUMMARY & GENERAL INFORMATION

The City of Michigan City, Indiana (City) is soliciting a Request for Qualifications (RFQ) for construction services from individuals and/or firms with proven experience and expertise in residential rehabilitation services. The City is requesting qualifications from construction contractors and/or sub-contractors to establish a list of pre-qualified Bidders. Projects will primarily include minor to moderate rehabilitation of single-family homes. The Pre-Qualified Bidder's List will be utilized for the City's RECAP Program, which utilizes the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds to rehabilitate homes within the City. The Pre-Qualified Bidder's List will be valid for 1-year, at which time the City will republish this RFQ and may request additional information from previously pre-qualified Bidders.

This RFQ, and its attachments, describe the terms and conditions upon which the City will approve qualified contractors. Contractors are asked to submit their Qualifications to be placed on the Pre-Qualified Bidders List to be considered for future projects. The RFQ submittals shall describe the contractor's qualifications, prior construction and rehabilitation experience, financial capability and relevant past projects completed which are similar in nature to the City's proposed projects.

The submittals must be organized and contain sufficient detail to allow the City to evaluate the ability of each contractor to carry out these projects. The following will be the key evaluation criteria used during the selection process:

- The Contractor's Qualifications & Experience in Rehabilitation of Residential Housing
- The Contractor's Ability and Extent of their Financial Resources Available to Commit to and Carry out these Projects
- The Contractor's Experience in Completing Projects of a Similar Nature

Upon review of the Submittals, the City may request to meet with respondents to review, discuss and evaluate, in more detail, the submittal contents.

A contractor can request to be placed on the Pre-Qualified Bidder's List at any time, given that the contractor provides the information requested in this RFQ and meets the minimum requirements for Pre-Qualification. Additionally, a contractor can ask to be removed from the Pre-Qualified Bidder's List at any time.

Qualification Submittals must be submitted as follows:

One (1) original and two (2) copies of the Qualification Submittals must be clearly labeled as "Request for Qualifications – 2026 RECAP Program" and submitted (Mailed or Delivered) to:

**City Hall, Clerk's Office
Attn: Dominique D. Edwards, Ph.D.
100 E. Michigan Blvd.
Michigan City, IN 46360**

Further information can be received by contacting Amereco, Inc., 54 Michigan Ave., Valparaiso, IN 46383. All questions can be directed to Zachary Heine, 219.531.0531 or zheine@amerecoeng.com.

2. PRE-QUALIFIED BIDDER'S LIST

The intent of this RFQ is to establish a list of pre-qualified contractors from which the City may solicit bids for rehabilitation work under the City's RECAP Program, in accordance with City, State and Federal procurement guidelines. It is anticipated that the Bidder's List will include general contractors, as well as, individual trades and services. The exact scope for each project will vary based on the needs of the individual properties. The City may, at its discretion, make additions or deletions from the Pre-Qualified Bidder's List as it deems necessary, depending upon the response to this RFQ and contractor performance.

The City will develop specifications for each project and submit an invitation for bid on the work to all contractors on the Pre-Qualified Bidder's List. The process for selection of a contractor for each project will be based on the lowest qualified bid. The City reserves the right to reject any proposal, or all proposals, or to accept any proposal or proposals, or to make such combination of proposal as may seem desirable, and to waive any and all informalities in the bid documents.

3. CONTENT OF QUALIFICATIONS SUBMITTALS

Submittals should contain all required documents to provide sufficient information for the City to make a determination of qualifications. The information requested to be contained in a submittal to this RFQ is contained in the Checklist.

4. Selection criteria & process

Selection Criteria will include the following:

- Recent experience Qualifications, (past five years), in rehabilitation of single family homes.
- Recent experience of contractor's staff.
- Recent experience of subcontractors and their staff.
- Financial capability.
- Licensed to business.
- Meet minimum insurance requirements.
- Completed and approved City EEO Package
- Appropriate Lead-Based Paint Training

Upon review of all submittals, the City will identify contractors who meet the minimum requirements and those qualified contractors will receive notice that they have been placed on the Pre-Qualified Bidder's List. Those submittals that do not meet the minimum requirements shall be notified of said deficiencies. A contractor can address all deficiencies and resubmit at any time. A contractor who does not apply prior to the deadline may still apply at any time. However, the City may require up to 30 days from date of submittal to review any future requests to be placed on the Pre-Qualified Bidder's List. A contractor will not be allowed to provide bids for rehabilitation until they are pre-qualified.

5. INSURANCE REQUIREMENTS

All contractors, including subcontractors, shall maintain in full force and effect during the performance of the Contract the following insurance coverage:

Workers Compensation	per Statutory Requirements
General Liability	\$1,000,000 minimum per occurrence
	\$1,000,000 aggregate
Automobile Liability	\$1,000,000 minimum per occurrence

6. SECTION 3

§135.38 Section 3 Clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job tides subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part

135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

7. GENERAL

The City reserves the absolute right to reject any or all of the submittals or to waive any irregularity in the submittal. Being placed on the Pre-Qualified Bidder's List does not guarantee a contract for rehabilitation.

REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Michigan City, Indiana, through its Office of Planning and Inspection's Community Development Block Grant (CDBG) Program, is soliciting qualifications on a rolling, open-enrollment basis from parties interested in participating in the Michigan City 2026 Residential Community Action Program (RECAP) residential dwelling rehabilitation projects.

This Request for Qualifications is open to **all qualified prime contractors, subcontractors, small businesses, minority-owned businesses, women-owned businesses, and other interested firms**. There is **no submission deadline**; qualifications will be accepted and reviewed on an ongoing basis for inclusion in the RECAP Contractor Bidders List.

Rehabilitation work under the RECAP Program may include, but is not limited to, the following activities: roofing, siding, window and door replacement, porch repair / replacement, furnace replacement, lead-based paint stabilization, and lead-based paint abatement. The scope of work will vary per project and by residential dwelling.

Funding for this program is provided by the U.S. Department of Housing and Urban Development (HUD). As such, all work is subject to applicable HUD requirements, including but not limited to Section 3 requirements, lead-safe work practices, and other federal, state, and local regulations.

An informational meeting will be held on January 21, 2026, at 1:00 PM CST at 100 East Michigan Boulevard, Michigan City, IN 46360 in the East Conference Room. Attendance at this meeting is optional.

Qualifications must be submitted on the prescribed forms included within the Request for Qualifications, which may be obtained from the City of Michigan City, Office of Planning and Inspection. The Request for Qualifications may be secured digitally by contacting zheine@amerecoeng.com or containing the City of Michigan City, Office of Planning and Inspection at (219) 873-1419.

All submittals can be delivered to: City of Michigan City, Department of Planning and Inspection, 100 East Michigan Boulevard, Michigan City, IN 46360, or submitted via email to: cdbg@emichigancity.com.

Questions shall be addressed to Zachary Heine at Amereco, Inc., 54 Michigan Avenue, Valparaiso, IN 46383. Office (219) 531-0531 or Email zheine@amerecoeng.com

All contractors determined to be qualified will be placed on the Michigan City RECAP Contractor Bidders List and will be invited to submit bids for applicable residential rehabilitation projects as they arise under the RECAP Program. Inclusion on the bidders list does not guarantee award of work.

The City of Michigan City reserves the right to reject any or all submittals, to request additional information, and to waive any informalities or technicalities when deemed to be in the best interest of the City.

Publication Dates: January 13 & 20, 2026

RFQ SUMITTAL CHECKLIST

Instructions: All documents listed below are required for a complete submittal. The checklist is to help facilitate the completion of the minimum required attachments to your submittal. The checklist must be completed as part of the submittal. Check each line as acknowledgement of attachment to your submittal. To help ensure that all documents are properly identified and to expedite review, please submit in the order of the checklist.

- _____ Contractor Application
- _____ Compliance Affidavit
- _____ Conflict of Interest Disclosure Form
- _____ Affidavit of E-Verify Compliance
- _____ Anti-Lobbying Certification
- _____ EEO Opportunity Clause
- _____ Civil Rights Compliance
- _____ Access to Records & Retention
- _____ Certification Regarding Debarment, Suspension, & Other Responsibility Matters
- _____ Complete Section 3 documents (attach regardless of applicability)
- _____ Copy of W-9
- _____ Certificate of Insurance
- _____ Worker's Compensation Insurance (if employees)
Or
Workers Compensation Clearance Certificate (no employees)
- _____ Copy of Lead Based Paint License or Certifications (ISDH, HUD, EPA, RRP)

**2026 City of Michigan City RECAP Program
Contractor Application for Pre-Approved Bidder's List**

Business Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone Office / Cell: _____ Email: _____

COMPANY:

Type of Organization:

- Corporation Partnership Limited Liability Corporation (LLC)
 Sole Proprietorship Joint Venture

List the names of all Principals (owns 20% or more of the business), all corporate officers (corporations) and all officers or managers (LLC) (Attach information if additional space is required):

Name: _____ % Ownership: _____

WORKFORCE & CAPACITY:

Number of full time employees: _____

If you have Employees, do you have Workers Compensation Insurance? (Attach)

If no Employees, attach a Valid Indiana Workers Compensation Clearance Certificate.

(Attach) How many jobsites does your company maintain per week? _____

Personnel Certifications or Capabilities:
[i.e. Certified Renovator (EPA), Lead Safe Work Practices (HUD), Lead Worker (Indiana)]

Name	Position	Certification / License	Date of Completion

Attach additional pages to the application if necessary

EXPERIENCE:

Contracts on Hand

Name	Contract Value	Estimated Completion	Nature of Project

Relevant Projects & Federally Funded Projects:

Name	Contract Value	Date of Completion	Nature of Project

REFERENCES:

Business References:

Name	Address	Phone	Email

Customer References:

Name	Address	Phone	Email

Local Firms which Contractor has established credit (non-box stores).

Name	Address	Phone

The undersigned hereby certifies that he/she is authorized to sign this application on behalf of contractor and that all of the information and statements made in this application are true and correct. The undersigned contractor also certifies that he/she will comply with all requirements established by the City of Michigan City for the RECAP Program.

Authorized Signature: _____ Date: _____

Printed Name: _____

Title of Signer: _____

COMPLIANCE AFFIDAVIT

Use a separate sheet for each Contractor and each Subcontractor.

The undersigned contractor, subcontractor, or agent, being duly sworn on oath, says that, the following listing accurately reflects the total listing of all past citations and/or violations issued by OSHA, IOSHA, EPA, IDEM or other regulatory agency to the firm, company, or employee(s) of the company he/she represents:

Date	Violatio	Comment

Contractor: _____

Signature: _____

Title: _____

Printed Name: _____

CONFLICT OF INTEREST DISCLOSURE FORM

All Bidders must make full disclosure of all potential or actual conflicts of interests. Conflicts of interest occur when the personal interests, financial or otherwise, of a person who owes a duty to the City of Michigan City actually or potentially diverge with the person's obligations to, and with the best interests of, the City of Michigan City.

All Contractors and Subcontractors who submit a Bid to perform work and/or supply materials, under the Michigan City NSP Grant, must complete this form and include it within their Bid, so that it may be evaluated for potential Conflict of Interest.

Please briefly describe the personal, business, financial interest, employment, contracting or consulting activities that may be a potential conflict of interest. Include names, addresses, nature of interest, family and relatives that are City employees, and how it relates to the outside interest and any other relevant information. Feel free to use additional sheets if necessary or attach additional documentation.

- Are you an employee of the City of Michigan City? Yes___ No___

- Is an immediate family member an employee of the City of Michigan City? Yes___ No___

- Are you aware of any relative that may be an employee of the City of Michigan City? No___
Yes_____

- Are any of your employees, current or future, employed by the City of Michigan City? No___
Yes_____

- Are any of your employees, current or future, related to any employee or political office holder of the City of Michigan City? Yes___ No___

Contractor: _____ Signature: _____

Date: _____ Title: _____

Contact Name / Address: _____

Anti-Lobbying Certification

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for Influencing or attempting to Influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress In connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for Influencing or attempting to Influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress In connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLOL "Disclosure Form to Report Lobbying" In accordance with Its Instructions.
3. The undersigned shall require that the language of this Certification be Included In the award documents for all sub-awards to all tiers (Including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients small certify and disclose accordingly.

Printed Name / Contractor

Title

Signature of Contractor

Date Signed

City of Michigan City

Equal Employment Opportunity Clause

The Contractor certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and agrees to comply with Executive Order 11246, as amended, and the regulations issued pursuant thereto. The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, or national origin.

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 Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Equal Employment Opportunity clause.

The Contractor agrees to comply with all provisions of HUD Form 4010, Federal Labor Standards Provisions, as applicable, and further agrees that it will include this Equal Employment Opportunity clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Executive Order 11246, so that such provisions will be binding upon each subcontractor or vendor.

The Contractor will furnish all information and reports required by Executive Order 11246 and its implementing regulations, and will permit access to its books, records, and accounts by the City, HUD, or the Secretary of Labor for purposes of investigation to ascertain compliance.

In the event of the Contractor's noncompliance with this Equal Employment Opportunity clause, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for future City contracts, consistent with applicable federal regulations.

Printed Name / Contractor

Title

Signature of Contractor

Date Signed

Civil Right Compliance

The undersigned is fully aware that his or her contract is wholly or partially federally funded and further agrees to abide by the following:

Civil Rights Act of 1964, Title VI, as amended, which provides that no person, on the basis of race, color, or national origin, shall be excluded from participation, denied program benefits, or subjected to discrimination;

Civil Rights Act of 1968, Title VIII, as amended, which provides that there shall be no discrimination in housing on the basis of race, color, religion, sex, or national origin;

Rehabilitation Act of 1971, Section 504, as amended, which provides that no otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation and/or employment, denied program benefits, or subjected to discrimination under any program receiving federal funds;

Housing and Community Development Act of 1974, Section 109, as amended, which provides that no person shall be excluded from participation (including employment), denied program benefits, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in whole or in part under Title I (CDBG) of the Act;

Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funds;

Americans with Disabilities Act of 1990, as amended, which provides that there shall be no employment discrimination against qualified individuals with disabilities;

Executive Order 11063, which provides that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing and related facilities provided with federal assistance, or in lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government; and

Executive Order 11246, as amended, which provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal or federally assisted construction contracts in excess of \$10,000.

Printed Name / Contractor

Title

Signature of Contractor

Date Signed

Access to Records & Retention

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. The individual, sole proprietor, partnership, corporation, and/or association agrees to permit the City of Michigan City, the United States Department of Housing and Urban Development, the Office of the Inspector General, and/or their designated representatives to have access to all records for review, monitoring, and audit during normal working hours.

2. The individual, sole proprietor, partnership, corporation, and/or association agrees to retain all records for at least five years following the official City of Michigan City closeout date of the grant or the resolution of all audit findings, whichever is later.

Printed Name / Contractor

Title

Signature of Contractor

Date Signed

Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

The undersigned certifies to the City of Michigan City through Its Planning Department and community Development Block Grant Office that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transactions, contracts, or construction projects involving Federal funds, in accordance with 2 CFR Part 180 and HUD regulations.
2. Have not, within the three-year period preceding this certification, been convicted of, or had a civil judgment rendered against them for:
 - Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract;
 - 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.
3. Are not currently, nor have they been within the past three years, criminally or civilly charged by any Federal, State, or local governmental entity with the commission of any offenses enumerated in paragraph (1)(b) of this certification.
4. Have not, within the three-year period preceding this certification, had one or more public projects (Federal, State, or local) terminated for cause or default.

Were the undersigned unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

Printed Name / Contractor

Title

Signature of Contractor

Date Signed

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|--|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|--|--|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3
years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than 3
years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____