



# Raleigh Housing Authority

Sealed Bid RFP: Roofing Systems Replacements for  
RHA Public Housing Properties

October 1st, 2025

Offered by Raleigh Housing Authority (RHA)

## Introduction

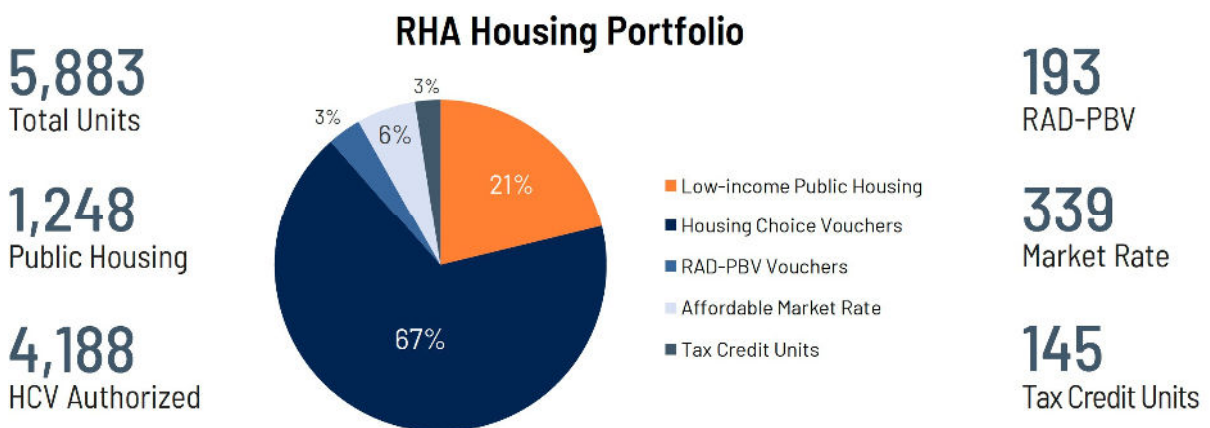
The Housing Authority of the City of Raleigh, North Carolina (“RHA”), a public body corporate and politic, organized under the laws of the State of North Carolina, a “public housing agency” as defined in the U.S. Housing Act of 1937, was organized in 1938 with the mission of providing safe, quality, affordable housing to low and moderate income families in the greater Raleigh community; and to promote responsibility and self-sufficiency of residents while maintaining the fiscal integrity of the agency.

RHA is governed by a nine-member Board of Commissioners, appointed by the Mayor of the City of Raleigh and confirmed by City Council. The Chief Executive Officer is appointed by and reports to the Board and provides direction to staff and management.

RHA is currently a familiar and respected name in the management and development of low-income housing apartments for over 85 years. RHA is a high performing public housing agency known for its strong and innovative management, maintenance, and capital programs.

RHA owns and/or manages approximately 2,000 units of affordable housing in multiple buildings ranging from single family homes to a 288-unit, high-rise building. The properties are wholly owned without private debt.

The portfolio composition is as follows:



RHA’s strategic plan includes the development of 2,000 housing units by 2028. The following scope of work aims to support the predevelopment analysis and planning of this development pipeline as well as any other project design and analysis needs.

across the RHA portfolio and operational needs?

## **Project Overview:**

Raleigh Housing Authority (RHA) is seeking sealed bid proposals from qualified contractors for the replacement of roofing systems across its residential properties? This project includes:

- Complete removal and replacement of aged or damaged roofing systems with new high-quality materials?
- Repair of roof decking, installation of new underlayment, ice and water shielding, drip edges, ridge vents, and associated flashings?
- Compliance with North Carolina State Building Code (NCBC), HUD guidelines, and HOA covenants (where applicable) to ensure construction quality, safety, and aesthetic standards?
- Site protection, debris removal, and professional workmanship throughout the process?

## **Project Objectives:**

- Extend the lifespan of RHA properties by installing durable, energy-efficient, and code-compliant roofing systems?
- Enhance weatherproofing and ventilation for each building?
- Address existing issues such as leaks, damaged decking, or inadequate ventilation?
- Ensure minimal disruption to residents and surrounding community during construction?

## **Scope of Work: Roofing Systems Replacements**

The selected contractor shall provide all labor, materials, tools, equipment, supervision, and permits necessary to perform roof system replacements at designated Raleigh Housing Authority (RHA) properties? Work includes, but is not limited to, the following:

### **1: Work Description -**

#### **A?Tear-Off and Preparation**

- 1? Remove existing one layer shingle roof including shingles, felt paper, flashing, and any damaged substrate materials?
  - 2? Dispose of all roofing debris in accordance with local codes and haul away from the site?
  - 3? Protect property surroundings, landscaping, and building elements during the work?
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## **B. Installation of New Roofing System**

- 1? Furnish and install new synthetic felt paper as underlayment?
  - 2? Furnish and install new aluminum metal drip edge along all eaves and rakes?
  - 3? Furnish and install new ice and water shield underlayment at all eaves, valleys, and penetrations, as needed, for enhanced waterproofing?
  - 4? Furnish and install a new shingle starter strip along eaves and rakes?
  - 5? Furnish and install new shingles (composition, warranty and color uniformity to be approved by appropriate RHA staff)?
  - 6? Furnish and install all associated roof flashings, including step flashing, counter flashing, pipe boots, and vent flashings?
  - 7? Furnish and install new roof vent for attic ventilation per NC Building Code
  - 8? Furnish and install new shingle ridge vent?
    - o Cut existing plywood decking at ridge to create ventilation slot?
    - o Install ridge vent material per manufacturer's specifications?
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## **C: Additional Requirements**

- All roofing work shall be performed in strict compliance with the North Carolina State Building Code (NCBC), including the Residential Code and Energy Code requirements where applicable?
- Where properties are subject to HOA Covenants, contractors shall obtain prior approval for roofing materials, colors, and installation methods to ensure compliance with community standards?
- All work must adhere to applicable HUD regulations and guidelines (including, but not limited to, construction quality standards and fair housing accessibility requirements where applicable)?
- Ensure all roof penetrations (vents, pipes, HVAC units, etc?) are properly sealed and flashed by manufacturer's specifications and NCBC standards?
- Inspect roof decking prior to installation; replace or repair any damaged, rotted, or substandard decking to meet structural integrity standards?
- Ensure proper roof ventilation by installing approved vents and ridge vent systems as specified?

- All gutters and downspouts shall be cleaned and/or repaired to ensure unimpeded water flow away from the structure, in compliance with both local building codes and any HOA requirements?
- Contractors ensure site protection, including but not limited to: safeguarding landscaping, HVAC systems, windows, and pedestrian areas during construction?
- All work shall be performed in a professional manner, in compliance with applicable codes, manufacturer specifications, HUD requirements, and industry best practices?
- Final cleanup: Remove all construction debris from the site, leaving the property clean, safe, and ready for occupancy?
- The contractor is responsible for obtaining all permits and passing all required inspections prior to project closeout?
- Warranty Requirements:
  - Minimum 10-year manufacturer warranty on roofing materials?
  - Minimum 2-year workmanship warranty on all labor and installation?

## Project Timeline:

- **Proposal Submission Deadline:** 3pm on Oct 15th, 2025
- **Bid Opening:** October 21, 2025 at 12:00pm
- **Contract Term:** The initial term of the contract will be **12 months**, with the option to extend for up to 1 additional 12-month period at RHA's discretion, subject to continued funding availability and satisfactory contractor performance?

## Contract Structure and Pricing:

- The exact number of roofs to be replaced will be determined by RHA based on funding availability and property priorities?

**Contract Type:** This will be a unit price contract? Contractors shall provide pricing as per the RHA Bid Form?

RHA reserves the right to issue work on a task order basis until allocated funding is expended?

**Estimated Construction Budget:** \$400,000 (not to exceed)?

## Proposal Submission Requirements:

All interested contractors must submit the following documents as part of their bid package:

- **Completed Bid Form (Appendix V)**

- **Proof of Qualifications:**
  - Copy of NC contractor’s license
  - Proof of liability and workers' compensation insurance
  - Evidence of compliance with EPA and refrigerant handling certification
- **Detailed Cost Proposal:**
  - An estimated price per Roofing system replacement including removal and disposal of the old system
  - A lump sum price for materials, labor, permits, and all necessary equipment
  - A breakdown of labor costs, including hourly rates for each trade involved
- **References: (Appendix VIII)**

A list of at least three (3) similar projects completed within the last five (5) years, including contact information for each

- An original and two (2) copies of the proposal must be submitted in a *sealed envelope* to RHA. No oral, faxed, or emailed proposals will be accepted. The envelope must be clearly marked with the words “**Sealed Bid RFP: Roof Replacements II for RHA Public Housing Properties**”
- All proposals must be received at the following address by the proposal deadline stated above:

Raleigh Housing Authority  
Kerra Powell, AM Project Coordinator  
900 Haynes St  
Raleigh, NC 27604

- RHA reserves the right to reject any or all proposals for cause and to waive any informality in the submission process if it is in the public interest to do so
- During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFP’s requirements will be given to any prospective Offeror. Requests for interpretation (and other questions) must be made in writing at least 4 days before the submission due date and time to:

Raleigh Housing Authority  
YouAndi Jackman-Brown,  
Director Asset Management  
900 Haynes St  
Raleigh, NC 27604  
yjackman@rhanc.gov

- During the period of advertisement for this RFP, RHA may wish to amend, add to, or delete from the contents of this RFP. In such situations, RHA will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be sent to the respondents via email and posted on the RHA website at [Home - Raleigh Housing](#)

[Authority](#) It shall be the responsibility of each Respondent to ensure they have any/all additional addenda relative to this RFP

- General and Supplemental Conditions, and all other requirements contained herein, all of which are made a part of this Request for Proposals by reference

## **Proposal Deadline:**

- All proposals must be received at the following address no later than 3:00 p.m.(EST), on October 15, 2025(extension date)

## **Evaluation and Award:**

The Raleigh Housing Authority (RHA) will evaluate bids based on the following criteria:

- **Contractor's experience and qualifications.**
- **Cost-effectiveness** of the proposed bid
- **Ability to meet or exceed** the project's requirements and timeline
- **Overall quality** of the submitted proposal

The contract will be awarded to the lowest responsive and responsible bidder, subject to:

- Availability of funding
- Contractor's ability to meet the specified requirements

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## **Multiple Awards**

RHA reserves the right to make multiple awards under this RFP at its sole discretion, to ensure timely and efficient completion of the roofing replacement projects across various properties

### **Awards may be made:**

- To one or more responsible bidders for the entire scope of work or for specific properties or groups of properties, based on the best interests of RHA
- Based on the lowest responsive and responsible bids received per property, project group, or line item, as deemed necessary by RHA
- With the intent to distribute work equitably among qualified contractors to manage workload, timelines, and ensure quality across all projects

The determination of whether to award one contract or multiple contracts shall be made based on the following considerations:

- Total cost to RHA<sup>2</sup>
  - The ability of contractors to meet project timelines and milestones<sup>2</sup>
  - Contractor capacity and proven track record on similar projects<sup>2</sup>
  - Compliance with technical requirements and specifications<sup>2</sup>
  - Inclusion of minority-owned, women-owned, and Section 3 business participation, where applicable<sup>2</sup>
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**RHA Reserves the Right to:**

- Accept or reject any or all bids<sup>2</sup>
  - Waive informalities or minor irregularities in bids<sup>2</sup>
  - Cancel this RFP in its entirety or portions thereof if it is in the best interest of RHA<sup>2</sup>
  - Negotiate with the apparent lowest responsive and responsible bidder(s) to align with budgetary constraints, technical requirements, and schedule<sup>2</sup>
  - Require proof of a contractor's capacity to simultaneously execute multiple contracts if awarded more than one property or project segment<sup>2</sup>
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**Contractor's Certification:**

I, the undersigned, hereby certify that:

- I am authorized to submit this proposal on behalf of the firm<sup>2</sup>
- The information provided in this proposal is true, accurate, and complete<sup>2</sup>
- I acknowledge receipt of all RFP documents, including addenda (if any)<sup>2</sup>
- I understand and agree to comply with all requirements set forth in this RFP, including compliance with North Carolina Building Codes, HUD regulations, and applicable HOA covenants<sup>2</sup>
- I agree to provide warranties as specified in the RFP: minimum 10-year manufacturer warranty on materials and minimum 2-year workmanship warranty<sup>2</sup>
- I understand that failure to comply with these requirements may result in disqualification or contract termination<sup>2</sup>

By signing below, the undersigned certifies that they have read, understood, and agree to all terms and conditions of this bid proposal and that the information provided is accurate<sup>2</sup>

Contractor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_