September 15, 2026

Stewart Homes Concrete Repair Q&A

*Please see below for questions received from potential respondents, with answers from HHA provided in **red**.*

I am a bit confused regarding the required bid documents, as it appears that several forms typically included in HHA bid packages may be missing.

Based on the smaller scale of this project versus historical projects, we presented this project as a Request for Quote rather than an Invitation for Bid. So, some of the IFB requirements were omitted. We also wanted to reduce some of the documentation until after a quote is approved/selected, at which time we would work with the awarded firm to finalize any other required documentation.

Based on previous HHA projects we have bid, I was expecting to see the following documents:

- Bidder's Checklist (attached is a copy from a previous HHA project for reference) – omitted based on project scale
- Bid Form – omitted based on smaller scope of the project. We were simply expecting a total proposed cost for the entire project based upon the Plans & Specs provided.
- HUD-2530 Previous Participation Form - omitted
- List of Subcontractors Form – not required at the time of quote submittal (just to cut down on paperwork). - Once a quote is accepted and approved, we will work with the awarded Contractor to gather documents required of subs.
- Non-Collusive Affidavit for Subcontractors (to be completed by each subcontractor) – This is an example of document we will require of subs after an approved quote/awarded Contractor

I did not see a bid bond requirement in the solicitation documents. In the past, HHA projects have required a bid bond, so could you please confirm whether a bid bond is required for this project?

Omitted based upon estimated total project cost.

Have HHA's bid document requirements changed, or are there additional documents that will be provided separately? I want to ensure we have everything necessary to prepare a complete and responsive bid submission.

Thank you for your consideration. We will work with the winning bidder/awarded Contractor as needed to verify all required documents are on file ahead of project commencement.

What is required for the "(3) references"? Are you just looking for three completed projects that are similar in scope written into a job summary or something more? – Similar scope written into a job summary, with contact info for the reference

Are reps and certs still required as part of the package? – Just those included in the Project Documents packet

I see the HUD form and subcontractor affidavits are not required, but do we need to complete and insert the three affidavits ("cert. of eligibility", "affidavit on non-default", and "form of non-collusive affidavit") for the proposal package as the General Contractor? – Yes. All forms in the Project Documents packet need to be completed for the General. Then, once a quote is awarded, HHA will work with the chosen contractor regarding any requirements if they have subs. If you know you will have subs, you can list them. However, we are just not including items from subs as part of the initial document requirement.

For the price / price breakdown, it states to "itemize various parts of the project" but you suggested that a lump sum price is what is needed. Would a Lump Sum price breakdown work for each division that covers the scope of work be acceptable? – Yes. A lump sum price breakdown for each division of the project would be great.

a. i.e. – Total project cost with breakout showing totals for DIV 01, 02, 03, 05, and 32 OR do you need labor rates and unit pricing? – You can really do this however makes sense to you. You can do a breakdown for each part of the project and/or you can do unit pricing. The labor rates in the Wage Determination that are included are meant to serve as reference for the lowest allowable labor rates workers can be paid on the project per work classification. We do not need a breakout of the required labor, we just need Contractors to ensure that they are taking those numbers into consideration when providing quotes. If any work classification(s) that might be utilized is not listed in the Wage Determination, we will need to work with DOL to get appropriate minimum required rates.

I wanted to make sure we include everything needed for this project. Can you please respond to the following questions (regarding compaction/density testing or concrete mix-design review).

For this smaller repair project, we are not requiring compaction/density testing or concrete mix-design review.