

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that The City of Rocky Mount, North Carolina will receive letters of interest and qualifications until January 13, 2012 at 3:00 p.m. for the following professional services:

Risk Assessment/Design/Procurement/Clearance LEAD BASED PAINT HAZARD REDUCTION PROGRAM Rocky Mount, North Carolina

Project Summary: The City of Rocky Mount is now accepting proposals for a "certified Lead Based Paint" firm to provide lead testing, risk assessment, abatement project design, cost estimates for abatement, bid procurement and clearance for approximately **50 housing units or until funds are exhausted which ever come first.** All inspectors and program designers must have current certifications from institutions that are approved in accordance with North Carolina administrative Code, Title 15A, Chapter 19, section .0800, as of July 1, 1998. All activities performed under this RFP shall be in accordance with HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, dated June 1995, with any subsequent revisions to date

Scope of Work: Provide inspections, testing and design to eliminate lead hazards in approximately 100 housing units in the twin county area. Provide abatement plan/design of affected units, risk assessment, pictures and a cost estimate for the lead hazard reduction activities. Conduct bid walk thru with contractors to procure a certified lead remediation firm for the identified project(s). Conduct clearance testing once work is completed.

Qualifications: The following factors will be considered in the evaluation of those proposals prepared in response to this announcement: expertise, staffing, performance, experience, and availability, and proof of North Carolina certifications. **Proposers must be able to expedite work on the project and reasonably meet schedules established by the City.** Each proposer must submit complete proposals in the format provided in the RFP. Proposals must be in a sealed envelope and clearly marked "Lead-Based Paint Proposal" in the lower left corner of the envelope.

The City reserves the right to waive elements in any proposal, to accept and/or reject any or all quotes in whole or in part with just cause, and to accept the proposal(s) that will be in the best interest of the City.

The City of Rocky Mount is an equal opportunity employer and encourages proposals from small, minority and women-owned firms and does not discriminate on the basis of handicapped status, race, color, national origin, sex, religion or age. Request for Proposals for **Risk Assessment/Design/Procurement/Clearance** services may be obtained by contacting Deborah Jenkins, Lead Project Coordinator, PO Box 1180, Rocky Mount, NC 27802 (Telephone: 252.972.1145)



**REQUEST FOR PROPOSAL
FOR**

LEAD BASED PAINT HAZARD REDUCTION PROGRAM

RISK ASSESSOR/DESIGN/BID PROCUREMENT/CLEARANCE

The City of Rocky Mount is now accepting proposals for a "certified Lead Based Paint" firm to provide lead testing, risk assessment, abatement project design, cost estimates for abatement, bid procurement and clearance for approximately 50 housing units or until funds are exhausted which ever comes first.

All inspectors and program designers must have current certifications from institutions that are approved in accordance with North Carolina administrative Code, Title 15A, Chapter 19, section .0800, as of July 1, 1998. All activities performed under this RFP shall be in accordance with HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, dated June 1995, with any subsequent revisions to date.

Attached are copies of the specifications necessary to complete this proposal. Please review these specifications carefully. All proposals are due to the City of Rocky Mount, Purchasing Office, 331 South Franklin Street, P.O. Box 1180-1180, Rocky Mount, NC 27802, no later than 3:00 p.m., January 13, 2012. Three copies of your proposal and qualifications should be submitted in a sealed enveloped with the following description clearly marked on it "Lead-Based Paint Proposal".

The City reserves the right to waive elements in any proposal, to accept and/or reject any or all quotes in whole or in part with just cause, and to accept the proposal(s) that will be in the best interest of the City.

The City of Rocky Mount is an equal opportunity employer and encourages proposals from small, minority and women-owned firms and does not discriminate on the basis of handicapped status, race, color, national origin, sex, religion or age. Request for Proposals for Lead Based Paint Services may be obtained by contacting Deborah Jenkins, Lead Project Coordinator, PO Box 1180, Rocky Mount, NC 27802 (Telephone: 252.972.1145)or copy of the proposal can also be found at www.rockymountnc.gov/cd

Sincerely,

Deborah L. Jenkins
Lead Project Coordinator

REQUEST FOR PROPOSAL

FOR

LEAD BASED PAINT HAZARD REDUCTION PROGRAM RISK ASSESSOR/DESIGN/BID PROCUREMENT/CLEARANCE

The City of Rocky Mount will accept sealed request for proposals for the following project:

Project:	Lead Based Paint Hazard Reduction Program-Testing/Bid Procurement/Design/Risk Assessment and Clearance
Proposal Due Date and Time:	January 13, 2012 at 3:00 p.m.
Proposal Selection	January 27, 2012
Contract Award	February 10, 2012
Testing/Design/Bid Procurement/Risk Assessor Begins Service:	February 24, 2012
Type of Work:	Provide testing and design for lead abatement to eliminate the hazards of lead in approximately 50 housing units in the twin county area. Inspect housing units and identify lead hazards. Provide abatement plan/design of affected units, risk assessment, pictures and a sealed cost estimate of the lead hazard reduction activities. Conduct clearance testing once work is completed
addendum	Please provide a price for Asbestos testing and clearance. This service will be utilized on an as needed basis.

NOTE: The above dates are subject to change.

REQUEST FOR PROPOSAL

FOR

LEAD BASED PAINT HAZARD REDUCTION PROGRAM RISK ASSESSOR/DESIGN/BID PROCUREMENT/CLEARANCE

Required Contents: The following items at a minimum must be addressed in your request for proposal:

- 1. Cover Memo**
- 2. Itemized bid summary (Risk Assessment, Project Design, Clearance, Bid Procurement, etc.) to include a price for asbestos testing and clearance which is sometimes encountered on Lead projects.**
- 3. Company Profile and History**
- 4. Detailed description of how work is to be performed**
 - Time frame for work to be performed**
 - Design standards**
- 5. Copy of sample contract used for Lead Remediation projects**
- 6. Copy of required Business License**
- 7. Copy of North Carolina Lead Based Paint Firm Certification**
- 8. List of employees and resumes of those who will be assigned to perform the work**
- 9. Minority/Women Business Development Provision (see attached)**
- 10. Proof of Insurability (see attached)**
- 11. Three references for which the proposer has provided similar services**

SCOPE OF SERVICES

The primary services to be provided under the program include the following:

1. Conduct component by component, wall by wall lead inspections utilizing an XRF machine.
2. Provide detailed reports outlining the results of the lead inspection to include pictures and square footage of house.
3. Provide Risk Assessments and advise City staff on lead hazard reduction options to include **cost** and risk analysis.
4. Provide Scopes of Work that clearly outlines contractor responsibilities, work practices and lead hazard reduction methods to be utilized.
5. Upon contract award, conduct pre-bid walk thru with eligible contractors for each approved project.
6. Provide clearance inspections based on Scopes of Work and results.
7. Provide unannounced site visit during abatement to monitor project progress, and verify that proper work methods and safety precautions are being utilized. The Contractor and City will be notified in writing regarding any significant concerns noted during the site visits. Provide and maintain a copy of the project history log on each site to be submitted with closeout documents at the end of the project.

8. Provide periodic contractor assessments to help the City maintain a list of quality contractors
9. Asbestos Testing and clearance may be performed on an as needed basis.

PROPOSAL CONTENT

The proposal must address the following:

1. Technical
Describe the approach to be taken in addressing the items set forth in the Scope of Services. This is to include a listing of specific tasks identified as well as others you feel are required to properly implement the project.
2. Design Standards
What methods are used to address windows, doors, exterior, friction surfaces, etc? How many samples are taken per room, surface, soil, etc? How are cost estimates determined?
3. Management and Staffing
Describe the management and staff that will be working on the project.
4. Quality Control
Describe your quality control methods used to insure that testing and project design are accurate and address the hazards in accordance with NC DENR and HUD Title X standards for addressing lead hazards in residential units.

SELECTION CRITERIA AND FACTORS

A determination as to the provider selected for the described services will be made by the City of Rocky Mount. Determination will be made based upon the following criteria:

1. Quality and responsiveness of proposal.
2. Comprehensiveness of proposal.
3. Knowledge and experience of the firm in lead and/or hazardous material matters.
4. Knowledge and experience of the firm in the area of relevant rules, regulations and governmental procedures.
5. Timeliness of proposed implementation of services.

INSURANCE REQUIREMENTS

The service provider shall not commence any work in connection with this Request For Proposal until it has obtained all of the following types of insurance and such insurance has been approved by the City. Nor shall the Service Provider allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained and approved. All insurance policies shall be with insurers qualified and doing business in North Carolina recognized by the Secretary of State and the Insurance Commissioner's Office. The City shall be furnished proof of coverage of insurance by certificates of insurance accompanying the contract documents and shall name the City of Rocky Mount as an additional named insured.

The City shall be exempt from, and in no way liable for any sum of money, which may represent deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the service Provider and/or subcontractor providing such insurance.

Indemnity and Insurance: To the extent permitted by law, the Service Provider shall indemnify and save harmless the City of Rocky Mount, its officers, agents, employees and assigns from and against all loss, cost damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); or damage or destruction to property, real or personal; arising directly or indirectly from operations, products of services rendered or purchased under this contract.

The Service Provider further agrees to purchase and maintain insurance with an insurance company rated not less than A by A.M. Best, authorized to do business in the State of North Carolina, acceptable to the City of Rocky Mount, Lead Advisory Committee and the Redevelopment Commission Attorney.

1. Automobile Liability – Bodily injury and property damaged liability covering all owned, non owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit – bodily injury and property damage.
2. Comprehensive General Liability – Bodily injury and property damage liability as shall protect the Service Provider and any subcontractor performing work under this contract, from claims of bodily injury or property damage which arise from operation of this contract, from claims of bodily injury or property damage which arise from operation of this contract whether such operations are performed by the Service Provider, any subcontractor or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate, or \$1,000,000

bodily injury and property damage combined limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability and a pollution rider. Combined single limit of \$1,000,000 per occurrence. To address pollutants such as lead and asbestos typically excluded by the comprehensive general liability policy.

3. Workers' Compensation meeting the statutory requirements of the State of North Carolina and Employers Liability \$100,000 per accident limit, \$500,000 disease per policy limits \$100,000 disease each employee limit providing coverage for all employees and owners.

Certificate of such insurance and Bond will be furnished to the City of Rocky Mount and shall contain the provision that the City be given thirty (30) days' written notice of any intent to amend or terminate by either the insured or the insuring company.

Should any or all of the required insurance coverage be self-funded/self insured, a copy of the Certificate of Self-Insurance or other documentation from the North Carolina Department of Insurance shall be furnished.

The Service Provider is advised that if any part of the proposed work under this Request For Proposal is sublet, the subcontractor shall be required to meet all insurance requirements as listed above. However, this will in no way relieve the Service Provider from meeting all insurance requirements or otherwise being responsible for the subcontractor.

Proposer and insurance agent statement:

We understand the insurance requirements of these specifications and the evidence of insurability shall be provided prior to contract execution. If our client is awarded this contract, we agree to provide the City with a thirty (30) day written notice of any intent to amend, terminate, or non-renew coverage by the insuring company.

Testing/Design/Risk Assessor

Insurance Agency

Signature of Testing/Design/Risk Assessor

Signature of Testing/Design
Risk Assessor's Agent

Agent's Errors and Omission Policy:

Signature of N.C. Resident Agent

Amount of Coverage and Policy
Number

Name and Location of Agency

Address of Agency

(Area Code) Telephone Number

Minority/Women Business Enterprise

The City of Rocky Mount has an equal opportunity purchasing policy. The City seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City affirmatively works to encourage utilization of minority business enterprise in our procurement activities. The City provides equal opportunity for all businesses and does not discriminate against vendors regardless of race, color, religion, age, sex, national origin or disability.

MWBE Compliance:

M/WBE PROGRAM COMPLIANCE IN THE PURCHASE OF COMMODITIES AND SERVICES M/WBE UTILIZATION PROPOSAL: The goals for M/WBE participation on this project are set at 10% BBE*, 0% ABE*, 0% HBE*, and 3% WBE*. Your response to the following questions will help the City to determine compliance with the M/WBE Program.

*Note: M/WBE Groups: BBE: Black Business Enterprise; NBE: Native American Business Enterprise; ABE: Asian Business Enterprise; HBE: Hispanic Business Enterprise; and WBE: Women Business Enterprise

Do you customarily subcontract portions of your contracts?

_____ Yes _____ No

Do you intend to subcontract portions of this contract? _____ Yes _____ No

How do you recruit/notify M/WBE firms of contract availability?

List any services in this proposal for which you could seek quotes from minority and/or women owned businesses.

- 1.
- 2.

M/WBE UTILIZATION COMMITMENT

We, _____, do certify that if awarded the
CRM/DEHC Consolidated Plan 2012-2016 Project (\$_____), we will expend
 (Project) (Contract Amount)

a minimum of _____% of the total dollar amount of the contract with Minority Business Enterprises, and _____% with Women's Business Enterprises.

Name of Firm	BBE NBE ABE HBE WBE	Description of Work	Dollar Value

If you need names of firms, which offer services or if you have any questions concerning the M/WBE provisions, contact this office at (252) 972-1101.

*The City reserves the right to request verification of these payments.

The undersigned hereby certifies that the bidder has read the terms of this compliance and is authorized to bind the firm to the information herein set forth.

Date: _____

 Name of Firm

 Name, Title and Signature

 Proposed Product or Service

 Total Dollar Amount Bid

City of Rocky Mount Section 3 Commitment

The City of Rocky Mount has a commitment to implementing the requirements of Section 3 as outlined in 24 CFR Part 80. Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low and very low income person, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low-income persons. It is expected that with the funding associated with this contract, that the selected contractor seek to hire, recruit, and or train qualified Section 3 residents and or Section 3 firms. The City will work with the selected contractor to meet all requirements for goals for Section 3 requirements.

Section 3 Compliance:

Your response to the following questions will help the City to determine compliance with the Section 3 Program.

Do you customarily subcontract portions of your contracts?

_____ Yes _____ No

Do you intend to subcontract portions of this contract? _____ Yes _____ No

How do you recruit/notify for new employment opportunities?

How many low to very low income workers has your firm hired over the past two years? _____

How many low to very low income firms has your firm subcontracted with over the past two years? _____

How many if any new employment opportunities will be generated for your firm should you have the need to hire as a result of obtaining this contract? _____