

Stafford Community Development Office

Location: Stafford Warren Memorial Town Hall,
Mailing Address: 1 Main Street Stafford, CT 06076

Telephone: 860-779-5355

February 14, 2020

REQUEST FOR PROPOSALS - LEAD PAINT TESTING SERVICES

The Town of Stafford has been awarded a FY 2018 Connecticut Small Cities Grant to continue its Regional Housing Rehabilitation Program, which serves Stafford, Connecticut. It is estimated that 12-15 units will be assisted through this grant. The Program provides assistance to lower income property owners via deferred payment loans and primarily assists single-family homes. The assistance can be used to complete general repairs such as roof replacement, painting, septic systems, window, siding, electrical and plumbing repairs, etc. The Program also addresses lead paint testing and mitigation/abatement efforts.

The Housing Rehabilitation Program is presently accepting statements of qualification and proposals from licensed lead paint inspectors / risk assessors to provide inspection services to the Program on an as-needed basis. Where lead paint is believed to be present in a unit, the lead paint inspection firm will be called in to prepare a lead paint report and a risk assessment for use by the Program's Rehabilitation Specialist in developing work specifications. Fees for inspecting the property and preparing a lead inspection/risk assessment report will be paid for with Program funds. Where lead abatement or safe work practices are used, the inspector will conduct post-abatement testing for issuance of the certifications required under federal laws. The inspector shall provide services to comply with both federal and Connecticut state lead paint laws and regulations. **Inspection and clearance services must comply with the revised federal lead paint regulations (24 CFR Part 35 and Sections 1012 and 1013 (Title X) of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and revisions) and EPA's Renovate, Repair and Paint Program.**

The contract for these services will be subject to the provisions and requirements of the Connecticut Small Cities CDBG Program. All pertinent federal and state laws and regulations apply. The Town encourages participation by Section 3, small, disadvantaged, minority and women-owned businesses. Stafford is an Equal Opportunity/Affirmative Action Employer and contracting agency.

If you/your firm is interested in providing the requested services to the Stafford Housing Rehabilitation Program, please complete the enclosed 3-page Bid Form and the Supplemental Form with the other documentation requested and return it to this office by 12:00 Noon, Monday, March 9, 2020. If you have any questions, call the Community Development Office at (860) 775-5355 and speak with Mary Bromm.

Sincerely yours,

Mary Bromm
Program Manager



Request for Qualifications and Proposals

Lead Paint Testing

A. Scope of Work

The Town of Stafford has received a FY 2018 federal Community Development Block Grant from the Connecticut Department of Housing to continue its housing rehabilitation program. Many of the properties that will be assisted through the program are older -- built prior to 1978. The Town is seeking to hire a consultant to inspect these housing units for lead paint and provide, as applicable, a lead hazard screen test and a Risk Assessment, and to provide specifications for recommended mitigation and/or abatement measures to be used. In circumstances where lead hazard mitigation/abatement is required, the consultant will re-inspect and provide clearance testing.

As part of the requested services, the Town will require the selected consultant to distribute required notices and informational brochures/handbooks/pamphlets to homeowners and, as applicable, to tenants. This requirement also includes obtaining written confirmation of the receipt of such. These include:

- EPA/HUD/CPSC “Protect Your Family from Lead in Your Home” brochure, EPA-747-K-99-001 (January 2020);
- EPA “Renovate Right” pamphlet, EPA-747-K-12-001 (April 2010).
- Confirmation of Receipt of Lead Pamphlet “Protect Your Family from Lead in Your Home,” EPA747-K-99-001 (*2 versions of this form, one for homeowners and one for tenants*) *;
- “Risk Assessment / Lead-based Paint Testing Notice of Evaluation” form*; and
- “Hazard Reduction Completion Notice” form*.

* The Town will provide these forms to the selected consultant.

The properties to be inspected and assessed will be primarily scattered site, owner-occupied, single-family homes, although, there could be instances where the properties will consist of multi-family housing. The properties will be occupied. The exact location and number of units to be inspected has not yet been determined, however, the Town anticipates that inspections will be required for 12- 15 units (estimated) during the next 18 months. Additional units may be assisted by using CDBG Program Income.

The Town of Stafford is an AA/EEO Employer and contracting agency. Proposals are encouraged from Section 3, Small and D/M/WBE individuals and firms.

B. Inspection Report Requirements

Inspection reports require the following: A listing of components that tested positive, sections on regulatory compliance, overall scope of work, field procedures, laboratory and field quality control procedures, Substrate Equivalent Lead determination, data analysis and reduction, laboratory procedures, and application of HUD decision-making rules. As is typical, the consultant shall also

supply diagrammatic floor plans of each unit. The consultant shall submit all reports to the Town via a digital (electronic) copy. The inspection report to the property owner shall be mailed to the owner, together with the forms requiring the owner's and/or tenants' signatures.

C. Standards - References or Regulatory Standards to be Met in Providing Services

1. HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing.
2. Connecticut Department of Health Lead Paint Regulations (including water)
3. Environmental Protection Agency (EPA) regulations, specifically 40 CFR 745.85 (RRP).
4. HUD regulations.
5. Occupational Safety and Health Administration (OSHA) Regulations.
6. Nuclear Regulatory Commission (XRF radiation sources).

D. General Instructions

1. **Submission Time and Dates:** Proposals will be due by **12:00 Noon, Monday, March 9, 2020**, at the Stafford Community Development Office, Warren Memorial Town Hall, 1 Main Street, Stafford, CT 06076.
2. Questions may be submitted in writing to mbromm@killinglyct.org up to seven (7) days before the bids are due.
3. Addenda and other clarifications will be issued to all prospective bidders by fax, mail or email no later than 72 hours prior to the bid opening.
4. A draft contract will be available for review upon request of any prospective proposers.

E. Insurance Requirements

The Contractor shall procure and shall maintain, during the life of this Contract, and shall require each of his subcontractors to procure and maintain during the life of his subcontract, Commercial General Liability of not less than \$1,000,000 (combined single limit) for bodily and personal injury. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability.

The Contractor shall procure and maintain Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. The Contractor shall maintain, during the life of this Contract, Worker's Compensation Insurance as per statutory coverage in Connecticut for all employees and sub-contractors engaged in work under this Contract.

The Contractor shall furnish Certificates of Insurance showing same and listing the Town of Stafford/Stafford Housing Rehabilitation Program as an "Additional Party Insured."

F. Proposal Format and Content

1. Proposers must use the attached bid form for submitting bids.
2. Proposers must include a Transmittal Letter signed by an authorized representative of the firm.

3. Proposals must include statements of:
 - a) Qualifications - certifications and training as required by the State of Connecticut.
 - b) Related experience - directly applicable experience in performing these services for comparable housing.
 - c) Three (3) references **each** from clients needing inspection reports and from contractors performing lead abatement of safe practices. (6 references total)
 - d) Proposed staffing and project organization.
 - e) Work plan/ technical approach
 - f) One copy each of a sample inspection report and a sample risk assessment report.
 - g) Fully completed 3-page Bid Form (follows on next page).
 - h) Statement about availability to provide services on an as needed basis.
 - i) Copies of applicable licenses.
 - j) Proof of insurance.

G. Proposal Evaluation and Contract Award

1. Evaluation Criteria Factors.

- a. Qualifications, experience, and references. For both inspection and risk assessment, qualifications must include certification and/or licensing by a Connecticut Department of Public Health. Qualifications and experience will be evaluated as follows:
 - Experience in inspection (other than lead- based paint), maintenance, renovation, or management of housing similar to the housing units for which services are being sought. This experience is most relevant for risk assessment.
 - Experience in the planning, design, and monitoring of lead- based paint hazard control projects. This experience is most relevant to inspection services.
 - Experience in collecting environmental samples and interpreting test results. Collection and analysis of lead samples such as dust wipes, soil, paint chips, and water samples in housing environments. Applicable to both risk assessment and inspection.
 - Experience in environmental report writing. Ability to outline a lead hazard control strategy with an order of priorities and recommended methodologies.
 - Staffing and organization.
- b. Quality of proposed work plan/ technical approach. Understanding and experience in using HUD Lead-Based Paint Testing and/ or Risk Assessment Protocols are essential requirements.
- c. Cost and price: Proposers **MUST** submit prices on the attached form. Additional price information may be attached to the form.
- d. Other Special Requirements – Section 3, Small Business and D/W/MBE participation.

LEAD PAINT INSPECTION SERVICE - BID FORM

Name of Company: _____

Name of Principal: _____ Regular Contact: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Company Information:

Number of Employees: _____ Years in Business: _____

Corporation: ____ Sole Proprietorship: ____ Partnership: ____ Other (specify): _____

Federal Employer I.D. # or Social Security #: _____ DUNS #: _____

Minority-owned Business? Yes ____ No ____ Women-owned Business? Yes ____ No ____

Section 3 Business*? Yes ____ No ____ Small Business? Yes ____ No ____

** See two page supplemental form attached to end of this RFP.*

Are you certified as a Lead Paint Inspector/Risk Assessor in the State of CT? Yes ____ No ____
(ATTACH YOUR CURRENT CERTIFICATION FORM)

List three (3) references from projects that you have completed within the past year (name, address/ association, and telephone number):

1. _____
2. _____
3. _____

List three (3) references from contractors doing lead abatement or safe practices that you have worked with within the past year (name, address/ association, and telephone number):

1. _____
2. _____
3. _____

COST OF SERVICES:

Notes: Paint testing: All paint testing will include paint testing and a report. A “room” is defined as a room, hallway, or outbuilding. Closets are considered part of the room that they are accessory to. Multiple hallways are each considered a room if fully demised (however a 2-story, open hallway is a single room). Pantries would be considered a room if they are a separate space from a kitchen or dining room and 50 s.f. or larger.

Risk Assessment with Full Paint Inspection

All Risk Assessments shall include paint testing, test wipes, report and full scope of work to correct hazards.

- 1. Fee for a risk assessment of a housing unit up to six (6) rooms with wipe tests: \$ _____
(LR, DR, Hall Exterior, Bathroom Kitchen, Finished Basement, Den, Bedroom, Office, etc.)
- 2. Fee for a risk assessment for each additional room [over 6] in a unit: \$ _____
- 3. Fee for a risk assessment for additional units [up to 6 rooms] in multi-unit buildings: \$ _____
- 4. Fee for paint testing each additional room [over 6] in an additional unit: \$ _____

Clearance Examinations

All Clearance Examinations will include test wipes, visual assessment, clearance reports, and Notice of Hazard Reduction (with a 24-hour turn-around time).

- 5. Fee for Clearance Examination of a housing unit up to six (6) rooms: \$ _____
- 6. Fee for Clearance Examination for each additional room [over 6] in a unit: \$ _____
- 7. Fee for Clearance Examinations of additional units
(up to six (6) rooms) in multi-unit buildings: \$ _____
- 8. Clearance Examination fee for each additional room [over 6] in an additional unit: \$ _____

Other

- 9. Fee for soil samples per sample: \$ _____
- 10. Fee for water testing per sample: \$ _____
- 11. Abatement Plan for 1st unit: \$ _____
- 12. Abatement Plan for additional units: \$ _____
- 13. Management Plan for 1st unit: \$ _____
- 14. Management Plan for additional units: \$ _____

15. Hourly rate for Project Manager:

\$ _____

Any items that we did not ask for, but you think may be relevant? _____

The Town of Stafford will base the award of a contract for lead paint inspection services on a combination of the consideration of price, ability, and experience, including its own past experience with a proposer. It reserves the right to reject any and all bids as it deems in its best interest.

I certify that all the information in this statement is true and complete to the best of my knowledge and belief.

Name of Individual Filing Proposal: _____

Signature: _____

Title: _____ Date: _____

REMINDER - PLEASE ATTACH A COPY OF YOUR CURRENT CERTIFICATION FORM

Present any other information with this bid that you think is pertinent in evaluating your ability, experience and cost.

Return this form and one copy of the other requested proposal information to:

Stafford Community Development Office
Warren Memorial Town Hall, 1 Main Street
Stafford, CT 06076

Proposals are due on or before 12:00 Noon, Monday, March 9, 2020.

This bid form must be complete and submitted with original signatures. No faxed copies will be accepted.

Thank you. If you have any questions, please call (860) 779-5355.

STAFFORD HOUSING REHABILITATION PROGRAM
CONTRACTOR REGISTRATION FORM
SUPPLEMENTAL FORM

Dear Contractor:

Your assistance in filling out this supplemental form is requested. This information will allow the Program to respond to Federal and Connecticut State requirements concerning employment and economic opportunity (Section 3 reporting requirements). **The answers supplied will have no effect on your eligibility to participate in the Program.**

The following information should assist you in answering the questions below. After establishing the proper location category from #1-3 below, match that category with the two-page "Income Limits" table attached at the end of this RFP. The income limits to be used depend on the home address of the respondent.

1. If the person/firm answering resides in Andover, Avon, Ashford, Barkhamsted, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, Colchester, Columbia, Coventry, Cromwell, Durham, East Granby, East Haddam, East Stafford, East Hartford, East Windsor, Stafford, Enfield, Farmington, Glastonbury, Granby, Haddam, Hartford, Harwinton, Hebron, Lebanon, Manchester, Mansfield, Marlborough, Middlefield, Middletown, New Britain, New Hartford, Newington, Plainville, Plymouth, Portland, Rocky Hill, Simsbury, Somers, Southington, South Windsor, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Willington, Winchester, Windham, Windsor, or Windsor Locks, **Hartford PMSA limits** would be used.
2. If the person/firm answering resides in Chaplin, Brooklyn, Eastford, Stafford, Killingly, Pomfret, Putnam, Scotland, Sterling, or Woodstock, **Windham County limits** would be used.
3. If the person/firm answering lives in a community other than one listed above, please call the Stafford Housing Rehabilitation Office, and we will provide the appropriate set of limits.
4. Individuals who file a federal tax return as **self-employed** should use adjusted gross income **plus** the gross incomes of other non-self-employed household members 18 years of age or older (except those who are full-time students) when calculating income.

Please answer each of the following:

- a) Do at least 51% of the owners of this business meet one of the following criteria: 1) reside in public housing or publicly assisted housing for the elderly? **or** 2) qualify as "low-income" households as determined by household size as indicated on the accompanying chart titled Income Limits? **and** 3) seek to receive employment preference as an eligible section 3 resident?
_____Yes _____No

If you checked "yes" to the above question, please indicate the number of owners of this company.

- b) Do 30% of your full-time employees meet one of the following criteria: 1) reside in public housing or publicly assisted housing for the elderly? or 2) qualify as "low-income" as determined by household size as indicated on the attached chart titled Income Limits? or 3) have been employed by your firm for no more than three years and satisfied criterion 1 or 2 during any of that three year period? _____ Yes _____ No
- c) Do you subcontract with businesses which provide economic opportunities to low income persons? _____ Yes _____ No Will you commit to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet the qualifications of a Section 3 Business as set forth in a) and b) above? _____ Yes _____ No

I certify that all the information in this statement is true and complete to the best of my knowledge and belief.

Name: _____

Title: _____ Date: _____

Return this form to:

Stafford Community Development Office
Warren Memorial Town Hall
1 Main Street
Stafford, CT 06076