

October 5, 2021

PALATKA HOUSING AUTHORITY

REQUEST FOR PROPOSALS

ASBESTOS/LEAD PAINT TESTING SERVICES

The Palatka Housing Authority is requesting proposals from licensed asbestos and lead-based paint testing assessment services for its Public Housing Program.

The selected consultant shall be responsible for compliance with all federal, state and local statutes, and regulations. All services provided shall be consistent with the requirements and guidelines of the HUD Office of Healthy Home and Lead Hazard Control and the State of Florida.

SUBMISSION, DEADLINE AND QUESTIONS

An original and two (2) copies of the proposal is to be placed in a sealed envelope bearing the name and address of the Consultant and clearly marked with the words:

“RFP Asbestos and Lead Paint Testing Services” and delivered to: Ms. Willie Mae Thomas, Procurement

Director, 400 N. 15th Street, Palatka, FL 32177. Proposals must be received by the above referenced deadline.

All proposals must be received by 3:00 p.m. (EDT) Wednesday, October 27, 2021. Proposals received after that time will not be considered.

All proposals will be recorded as they are received. There will be no public reading or viewing of proposals.

You may obtain a copy of the RFP and scope of services or question, by contacting Ms. Willie Mae Thomas, Procurement Director, 386-329-0132, ext 215 (wmthomas@palatkaha.org) or to Mr. Steve Veling, Finance Director 386-329-0132, ext 230 (sveling@palatkaha.org) All information given by Palatka Housing Authority, or you may retrieve a copy from the PHA website at: www.palatkaha.org.

SCOPE OF SERVICES

The PHA is seeking to hire a consultant to inspect housing units and community spaces for asbestos and lead based paint (LBP) and provide, a report outlining the findings and sample analysis for asbestos and lead based paint. The report will include the findings of the conditions of each of the areas evaluated and tested including observations and photographic documentation. Positive sample results will be provided in tabular form and outline homogeneous areas having materials, which must be considered as asbestos and/or LBP and accompany recommended mitigation and/or abatement measures and an estimated projected cost for the abatement of any positive areas. In areas where mitigation and/or abatement is required, the consultant will re-inspect the applicable areas and provide clearance testing.

The units to be inspected and assessed consist of a total of 284 units, 1 community building and 2 community rooms within 5 developments. The 284 units are made up of 10 efficiency, 58 1-bedroom, 67 2-bedroom, 97 3-bedroom, 47 4-bedroom and 5 5-bedroom units. All developments are within a seven-mile radius.

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

INSPECTION REPORT REQUIREMENTS

The inspection report will outline the findings of the site inspection and sample analysis for asbestos and LBP. The report shall include the findings of the conditions of each of the areas evaluated and tested including observations and photographic documentation. The positive sample results will be provided in tabular form and outline homogenous areas having materials which must be considered as asbestos and or LBP and accompany an estimated project cost for the abatement of any positive areas.

STANDARDS- REFERENCES OF REGULATORY STANDARDS TO BE MET IN PROVIDING SERVICES

1. HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing.
2. Florida Department of Health Lead Paint Regulations
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).

PROPOSAL 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 Florida.
 - 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. (3 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.

CONDITIONS

All Consultants must adhere to the following conditions:

- All proposals in response to this RFP are to be the sole property of the PHA.

Consultants are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations

and interpretations resulting from those laws.

- The PHA may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the PHA deems it to be necessary, appropriate or otherwise in the best interests of the PHA. It is the Consultant's responsibility to monitor the PHA website for amendments. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At its option, the PHA may provide all Consultants with a limited opportunity to remedy any technical deficiencies identified by the PHA as a result of their initial review of proposals.
- The Consultant represents and warrants that the proposal is not made in Florida with any other Consultant and is in all respects fair and without collusion or fraud.
- All responses to the RFP must conform to instructions. Failure to comply with any requirement of this RFP may be considered appropriate cause for rejection of the response.
- The contract document will represent the entire agreement between the Consultant and Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The PHA shall assume no liability for payment of services under the terms of the contract until the successful Consultant is notified that the contract has been accepted and approved by the PHA. The contract may be amended only by means of a written instrument signed by the PHA and the Consultant.

EVALUATION OF PROPOSALS

The responsibility for the selection of the Consultant lies with the recommendation from the Procurement Director to the President/CEO of the PHA based upon the recommendation of an evaluation and selection advisory team.

Criteria to be used in the evaluation and selection process include the following:

- a. Qualifications, experience, and references. For both inspection and risk assessment, qualifications must include certification and/or licensing by a Florida Department of

Public Health. Qualifications and experience will be evaluated as follows:

- a. 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.
- b. Experience in the planning, design, and monitoring of lead- based paint hazard control projects. This experience is most relevant to inspection services.
- c. 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.
- d. Experience in environmental report writing. Ability to outline a lead hazard control strategy with an order of priorities and recommended methodologies.
- e. 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. References.

RIGHTS RESERVED TO THE PHA

1. The PHA reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Consultant is in default of any prior PHA contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The PHA also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the PHA will be served.
2. The PHA reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the award of a contract already

made to a consultant and subsequently awarding the contract to another Consultant. Such action on the part of the PHA shall not constitute a breach of contract on the part of the PHA, as the contract with the initial Consultant is deemed to be invalid from the outset and of no effect, as if no contract ever existed between the PHA and the Consultant.

3. During the evaluation process, the PHA reserves the right to request additional information or clarification from vendors. At the discretion of the PHA, firms submitting proposals may be requested to make an oral presentation as part of the evaluation process.

OTHER REQUIREMENTS

Indemnification

The selected Consultant shall indemnify and hold harmless the PHA and its agents and employees from and against all claims, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, error or omissions of consultant, or those for whom the Consultant is legally responsible in the performance of the work.

Insurance

The selected Consultant shall procure and maintain for the duration of the contract term minimum insurance to be as follows:

1. Commercial General Liability (CGL) Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 personal/advertising injury per occurrence, \$2,000,000 general aggregate, \$2,000,000 product/completed operations aggregate, \$100,000 fire damage legal liability. The CGL shall be written on ISO occurrence form CG 00011093 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
2. Commercial Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance in the required amount as applies to the State of Florida and Employers Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability. Each claim: \$1,000,000

6. Contractor Pollution Liability Insurance naming the PHA as an additional insured and shall contain limits of \$1,000,000.00 for each pollution incident and \$2,000,000.00 in the aggregate

7. The Contractor shall furnish Certificates of Insurance showing same and listing the PHA of Windsor as an "Additional Party Insured."

Each policy of insurance shall include a waiver of subrogation in favor of the PHA and shall provide no less than thirty (30) days notice to the PHA in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the PHA shall be delivered to the PHA prior to commencement of the services and kept in force throughout the term hereof.

ASBESTOS/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 ___

Are you certified as a Lead Paint Inspector in the State of Florida? Yes ___ No ___

(ATTACH YOUR CURRENT CERTIFICATION FORM)

List three (3) references from projects that you have completed within the past 2 years (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 2 years (name, address/ association, and telephone number):

- 1. _____
- 2. _____
- 3. _____

COST OF SERVICES

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

The PHA will base the award of a contract for asbestos/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.

Proposals are due on or before 3:00 pm, Wednesday, October 27, 2021.

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

Thank you. Questions about the scope of services or this RFP may be directed to Willie Mae Thomas, Procurement Director, wmthomas@palatkaha.org , 386-329-0132, ext 215 / or Steve Veling, Finance Director, sveling@palatkaha.org , 386-329-0132, ext 230.