

REQUEST FOR PROPOSALS

Risk Assessment Services for the CDBG-Funded Housing Rehabilitation Program for the Town of Plainfield

I. INTENT

The Town of Plainfield has program income funding from past Small Cities Community Development grants from the State of Connecticut. This funding will continue the administration of Housing Rehabilitation Programs that assists low- and moderate-income property owners make necessary repairs to their properties. The Town of Plainfield, through its Economic Development Office, is seeking proposals to provide lead testing, risk assessment services and clearance testing for the housing rehabilitation programs.

The Housing Rehabilitation Programs were designed to meet the requirements contained in HUD's lead paint hazard regulations effective September 15, 2000, as amended.

II. SCOPE OF WORK

The Town requires a Consultant to provide professional/technical services for the purpose of performing lead testing, risk assessments and clearance testing for residential rehabilitation projects. A Town-authorized Rehabilitation Specialist will initially inspect subject properties and prepare draft work specifications for each. Specifically, the consultant's work may include the following tasks:

- A. Once the letter specifying the areas to be tested is received, the consultant shall perform a risk assessment and a complete or partial lead test (as directed by the Town of Plainfield) for approximately ten (10) housing units between Aug. 1, 2019 and June 30, 2021 (more units will be included if additional funding is received), including but not limited to:
 1. Conduct testing on required areas, including deteriorated painted surfaces, and exterior surfaces. Consultant will use an XRF machine that is calibrated according to standard practices of the trade, and acceptable to the Town of Plainfield.
 2. Conduct soil testing as required.
 3. Conduct dust wipe sampling on floors, windowsills and window troughs to determine the current conditions.

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4. Interview the unit occupants to establish habits and use patterns, maintenance, construction/lead control previously performed on the property.
 5. Prepare a Risk Assessment report for each housing unit to include the following. A full listing of report requirements is attached as **Exhibit B.**
 - a. a summary of (1) identification information, (2) basic inspection information, (3) results and (4) other statements or disclosures
 - b. a full explanation of methodology and results
 - c. a lead hazard control plan,
 - d. all laboratory and XRF analysis and raw data, and
 - e. include floor plan of the unit(s).
- B. Consultant will draft lead reduction specifications for each property and submit to the Town for review. The Town will approve the final lead control specification for consistency with treatments on a case by case basis.
- C, In limited “emergency repair” cases, Consultant may be requested to perform paint testing in limited work areas instead of the full lead test and risk assessment.
- D. Consultant will monitor lead abatement work to the extent necessary to review invoices from lead abatement firm to confirm accuracy of contractor billing.
- E. Consultant will include phone consultations by the Town and/or its Rehabilitation Specialist over the term of the contract.

III. FORMAT

Proposals shall include, at a minimum, the following elements, in this order:

A. INTRODUCTION. An introductory letter on the firm letterhead indicating name of firm or firms, address, contact person, phone, fax, E-mail address, whether incorporated, partnership or other entity, ownership, and a **short** statement summarizing the strengths of the firm(s) as it relates to the assignment.

B. EXPERIENCE. A description of both the firm's and the key staff person's (assigned to this Contract) relevant experience and capabilities, including at least three (3) reference names, phone numbers, project dates, budgets, and outcomes for projects on-going or completed within the last two (2) years.

C. CERTIFICATIONS. Provide copies of the certifications issued by the State of Connecticut for Risk Assessors, Lead Inspectors and EPA Lead Sampling Technician.

D. SCOPE OF WORK. A description of the methodology to be used for the major work items to be completed including but not limited to the items listed in Section II A through F.

E. EXAMPLES. Attach examples of Lead Control Specifications, a Risk Assessment Report and a Clearance Report.

F. SCHEDULING TIMETABLE. The Town expects the contract period to be Aug. 1, 2019 through June 30, 2021. Consultant will detail the lead time necessary for requests for testing (risk assessment, paint testing, clearance testing) and specification preparation.

G. COMPLIANCE WITH CONTRACT TERMS AND CONDITIONS. Indicate conformance with the attached draft Contract Agreement (**Exhibit C**), and the Federal standards found at 24 CFR 570 governing the use of CDBG funds. Any exceptions to the above must be noted and explained in the proposal.

The Town encourages the participation of Women Business Enterprises (WBE), Minority Business Enterprises (MBE) and Section 3 businesses on this project.

H. COST. Provide fee for services (**See Exhibit A**) as detailed in Scope of Work Section II. A. through F., to include:

- Full Lead Paint Testing (in habitable areas).
- Limited Paint Testing as described in II. A & D.
- Risk Assessment as described in II. A. 2. Through 5.

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Cost of Soil Sample including all labor, materials and laboratory fees

- Cost of Dust Wipe Sample including all labor, materials and laboratory fees
- Preparation of draft lead specifications in cost per hour as described in II. C.
- Clearance Inspection as described in II. B. 1. through 3. to include all costs associated with confirming a unit occupant can re-enter the house. **Results shall be presented to the Economic Development Office within two business days of the test.**
- Consultation fee in cost per hour as described in II. E. and F.
- **Minimum cost** per house based on Section II. A. 1. through 5.
- **Maximum cost** per house based on Section II. A., B., C. and some number of consultation hours.

If lead hazard control work is required at a property, the Town will pay either the maximum cost per house or the per-service charge, whichever is lower.

Consultant must identify any and all conditions to their fee proposal. Such conditions will be a factor in the selection decision.

I. **SELECTION CRITERIA/PROCESS.** Selection will be based on the consultant's qualifications, experience, familiarity with the issues, responsiveness to the project and value to be delivered, proposed budget, and other factors as identified in this request.

The selection process may include a "short list" of the consultants by a selection committee, interviews of some or all of the "short list", possible follow up requests for information or clarification, and selection of the preferred consultant for contract execution.

IV. CONSULTANT/TOWN RESPONSIBILITIES

Consultant responsibilities include performing all work as outlined in this request. Consultant will ensure that he/she has the proper licenses and insurance to perform all work outlined in this RFP. Copies of license and insurance must be provided to the Town.

The Town of Plainfield's Housing Rehab Consultant will oversee the project, including interfacing with the general contractor and homeowner.

V. PAYMENT

The source of funds for payment of all invoices will be CDBG funds. The contract will be a fee for service contract. Invoices should be submitted monthly with a status report on work performed to the Town. Payment will be made within 30 days of submission of an accurate invoice and status report to the Town.

Costs associated with preparing proposals or participating in the selection process will be the sole responsibility of the individual or firm submitting the proposal.

VI. OTHER REQUIREMENTS

The project will be financed by a Small Cities Community Development Block Grant from the State of Connecticut to the Town of Plainfield. The Selection Committee reserves the right to reject any and all proposals, to negotiate separately with competing contractors, and/or to make no award. The Committee has the right to amend the scope of work or RFP process, or terminate the process at any time with notice to the contractors. Faxed proposals **will not** be accepted.

One original and three (3) hard copies, and one (1) digital copy, shall be submitted no later than 2PM, Eastern Standard Time on Thursday, July 25, 2019 to:

**Mary Ann Chinatti, Town Planner
Town of Plainfield
8 Community Ave.
Plainfield, CT 06374**

RFP - Risk Assessment Services for the CDBG-Funded Housing Rehabilitation Program MUST appear on the outside of the envelope.

Questions should be directed to the Town's Consultant, Peter Testa, in writing via mail e-mail at peter@aesgrpllc.com by Monday, July 22, 2019.

EXHIBIT A

**Town of Plainfield
Risk Assessment Services
Cost Sheet**

- Full Lead Paint Test (in habitable areas) \$ _____
- Limited Paint Testing (as described in II.A & D.) \$ _____
- Risk Assessment (as described in II. A. 2. through 5.) \$ _____
- Cost of Soil Sample (including all labor, materials and laboratory fees) \$ _____
- Cost of Dust Wipe Sample (including all labor, materials and laboratory fees) \$ _____
- Preparation of draft lead specifications in cost per hour (as described in II. C.) \$ _____
- Consultation fee in cost per hour (as described in II. E. and F.) \$ _____
- Minimum cost per house (based on Section II. A. 1. through 5.) \$ _____
- Maximum cost per house (based on Section II. A., B., C., and some number of consultation hours). \$ _____
- # of consultation hours included in maximum _____

EXHIBIT B

Risk Assessment Checklist

1. Summary

Identification Information

- Full address of property
- Name of property owner and telephone number
- Name, address and telephone number of risk assessor and firm
- Certification/license number of risk assessor and firm

Basic Inspection Information

- Date of risk assessment and start and stop time
- Brief description of procedures used or reference to documented methods
- Brief description of the type of risk assessment conducted
- Make, model, serial number, and source date for XRF machine

Summary of Results

- Brief history of renovation, repairs, and painting at property and discussion of building condition
- List of lead hazards identified including location and in rank order
- Brief summary analysis of previous XRF testing reports (if applicable)

Other Information

- Statement on property owner's responsibility to disclose lead-based paint information
- Notice that deteriorated or disturbed painted surfaces may still contain lead-based paint and may pose a hazard, especially during renovation

2. Full Explanation of Methodology and Results

Results

- History of renovation, repairs, and painting at property
- Discussion of building condition
- List of lead hazards: location, type, priority hazards indicated
- Complete paint sample results (if applicable)
- Complete dust testing results
- Complete soil sampling results

EXHIBIT B – Cont.

Test Methods

- Full description of procedures used or reference to documented methods
- Full description of the type of risk assessment conducted
- Full description of quality control procedures for XRF machine
- Analysis of previous XRF testing reports (if applicable)

3. Lead Hazard Control Plan

Recommended interim control and/or abatement options

Reevaluation schedule

Risk Assessor's signature and date

4. Appendix

Laboratory analysis result forms

All laboratory and XRF raw data

EXHIBIT C

CONTRACT AGREEMENT

EXHIBIT D

Reviewer's Name: _____

Date: _____

Risk Assessment Firm: _____

**Risk Assessment Services for the Town of Plainfield
Housing Rehabilitation Program**

CRITERIA	SCORE	WEIGHT	TOTAL
Experience, expertise and Qualifications of firm/consultant		4	_____
Related experience/performance With similar projects		3	_____
Knowledge of HUD, CDBG, and EPA regulations and requirements		4	_____
Responsiveness to scope of work		3	_____
Participation of WBE/MBE/ Section 3 Business		1	_____
Cost		2	_____
		Total Score:	_____

RATING:

- _____ 1 - Poor
- _____ 2 - Fair
- _____ 3 - Average
- _____ 4 - Good
- _____ 5 - Exceptional

Please Note: This rating shall be one factor utilized to determine the firm.