REQUEST FOR PROPOSAL
(RFP)
Lead Risk Assessment and Related Services
For Single and Multi-Family Dwellings
within the
City of Flint, Michigan

Important Dates
Responses Due: April 5, 2010
Award of Contract(s): May 2010
Project Start Date: Upon Contract Award

Department of Community & Economic Development

The City of Flint, a Municipal Center
1101 S. Saginaw Street
1st Floor North Building, RmN102
Flint, MI 48502
Phone 810.766.7436
Facsimile 810.766-7351

March 28, 2010

The City's of Flint Department of Community & Economic Development (DCED) is seeking proposals from qualified risk assessors/consultants to provide pre-rehabilitation risk assessments and related services, in single and multi-family dwellings within the City of Flint, MI. The services will be provided in conjunction with the City's housing rehabilitation programs.

EQUAL EMPLOYMENT OPPORTUNITY: Consultant will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

INELIGIBLE BIDDERS: All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Consultants nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Consultants. All respondents must also remain current and not be in default of any obligations due the City of Flint including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the City of Flint.

Request for Proposals are available in the Department of Community and Economic Development, City Hall, North Building. Proposals must be submitted in a sealed envelope and labeled: "RFP for Risk Assessment Services". Please submit proposals to the Department of Community and Economic Development, 1101 S. Saginaw Street, North Building, Rm. N102, Flint, MI, 48502,

Any questions regarding this proposal request must be submitted in writing to

Glenda R. Dunlap, Program Manager
City of Flint
Department of Community and Economic Development
North Building, Room N102
1101 S. Saginaw St.
Flint, MI 48502

or by email to gdunlap@cityofflint.com. All questions and answers will be posted on the website at www.cityofflint.com.

All proposals must be received by 5:00 pm, April 5, 2010. Please submit 6 copies of your proposal, one of which must be an unbound, untabbed, signed original. **Fax submissions will not be accepted**.

1. BACKGROUND / OBJECTIVE

The purpose of this Request for Proposal (RFP) is to engage the services of a certified Risk Assessor/Consultant to provide the City of Flint with information to manage and control lead-based paint hazards efficiently and effectively during rehabilitation activities, with particular attention to the requirements of the rule on federally-owned and assisted housing (24 CFR 35 and HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards). The rehabilitations will be carried out under the city's rehabilitation program. The properties to be evaluated have not yet been identified or numbered, but will consist of single and multi-family units.

2. CONSULTANT REQUIREMENTS

The Consultant performing such work must be certified and/or licensed to perform risk assessments by the State of Michigan or the Environmental Protection Agency. If an X-ray fluorescence (XRF) instrument is used, all risk assessors must possess current training, certification and licensing in the use of the XRF equipment. Also, experience in housing construction, rehabilitation and maintenance is preferred. Successful Consultants must be able to communicate effectively and answer questions clearly.

In submitting a proposal, each Consultant agrees that he/she will maintain, at a minimum, the following performance and technical capabilities:

• All Consultants must be experienced in lead-based paint inspection and sampling and possess all current and required State of Michigan certifications and licenses, and must demonstrate familiarity with and ability to comply with all applicable Environmental Protection Agency (EPA), HUD, other Federal and State laws and requirements.

•Consultant shall maintain proof of EPA/State of Michigan certifications and State licenses required for each employee used in the performance of this contract

• The Consultant shall provide and maintain all required State and Federal Radioactive Licenses and Certifications

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

Understanding and experience in using HUD Lead-Based Paint Testing and/or Risk Assessment Protocols.

3. SCOPE OF SERVICES

The purposes of the risk assessment are:

a. to identify conditions that may result in adverse human health effects from the following sources: deteriorated lead-based paint (LBP), interior dust-lead hazards, soil lead hazards, chewable surfaces, friction surfaces and impact surfaces, as defined by HUD and EPA;

b. to test paint on surfaces that will be disturbed during the rehabilitation

The Consultant shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the lead evaluation services as defined in this RFP. Standards—References or regulatory standards to be met in providing services are as follows:

1. *HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing*
2. State of Michigan
3. Environmental Protection Agency (EPA) regulations, 40 CFR 745
4. HUD regulations 24 CFR 35.
5. Occupational Safety and Health Administration (OSHA), 29 CFR 1926.
6. Nuclear Regulatory Commission (XRF radiation sources).

When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

A. The risk assessment and reporting shall be performed in accordance with the protocol set forth in Chapter 5 of the *HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing*. The risk assessment shall be completed within 10 days of the approval to begin work. The report must be submitted 5 days after completion of field work.

B. All laboratories selected for use in the lead-based paint hazards and evaluation reports shall hold all accreditations, certifications and recognitions needed to conduct lead testing services as governed by regulatory agencies having jurisdiction over such work. At a minimum, the laboratory used by the Consultant shall be recognized by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) for the analyses performed under this contract, and shall, for work under this contract, use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided with the Consultant's bid submittal.

C. Identification of Lead Based Paint

The Consultant shall sample all components/surfaces to be disturbed during the renovation, as well as any surface that is deteriorated or hazardous. Identification of LBP may be done by either XRF testing or by collecting samples of paint followed by laboratory analysis.

- Portable XRF Testing. Any portable X-ray fluorescence (XRF) instrument used to test for lead in paint shall have a valid XRF Performance Characteristic Sheet (PCS). Any portable XRF instrument used shall be used in accordance with its XRF PCS.

- The collecting of paint samples shall be performed in accordance with the protocol set forth in Chapter 7 of the *HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing.* Lead determination of coatings not applicable for X-ray fluorescence (XRF) testing (highly curved, ornate or restricted space locations) shall be tested by sample collection followed by laboratory analysis.

D. Identification of dust lead hazards, friction, impact and chewable surfaces and dust wipe sampling shall be performed in accordance with the protocol set forth in the *HUD Guidelines for the Evaluation and Control of lead Hazards in Housing*.

E. Identification of Soil lead hazards and sampling of areas of bare soil shall be performed in accordance with the protocol set forth in the *HUD Guidelines for the Evaluation and Control of lead Hazards in Housing*.

F. Minimum Report Requirements.

The risk assessment report shall comply with the minimum requirements established by the State of Michigan (or EPA). The risk assessment report shall contain at least the following:

1 Notice of Evaluation Results. Completed copy of Notice of Evaluation Results

2 Summary of Risk Assessment. An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results. The summary must be in a basic format and include the names of all risk assessors performing services, the date the site was visited and samples collected. The summary must include all identified lead-based paint and/or lead-based paint hazards and their locations. In addition, it must include all treatment options for

each hazard identified, clearly identified as either being either interim control or abatement.

3 Data Collected. The risk assessor shall provide all interviews Questionnaires, if applicable, sampling forms and field notes, all XRF results, raw data, analytical laboratory results, and all miscellaneous photographs or documents relating to the on-site visit, assessments and all paint, dust and soil samples collected.

4. List of all surfaces tested and/or sampled.

5. Identification of all lead-based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort.

6. Sketches or drawings of property with floor plan detailing all sample locations.

7. Interviewing Occupants and Owner (if applicable). The risk assessor Shall acquire whatever signed permission releases are needed to enter the dwelling and conduct the lead risk assessment. The risk assessor shall use the resident questionnaire from the HUD Guidelines and shall, at a minimum, collect the following information: age of the building, identify the numbers of occupants and their ages, with specific note being made of children under age six, women of childbearing age and other persons to be considered at risk from the hazards of lead. The risk assessor should interview the owner, if possible, to identify occupant use patterns and past and proposed maintenance and renovation activities

G. Clearance testing, if requested, shall be performed in accordance with protocols set forth in HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing.

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4. REQUIRED SUBMITTALS

To be considered responsive, each bid must include technical and cost proposals as requested under *4, Proposal Requirements*, as well as copies of the following documents:

a. Copies of firm's certification to perform risk assessments

b. Copies of risk assessor's State/EPA certification/license.

c. Documentation of successful completion of XRF manufacturer's

training for each individual performing risk assessment services.

d. Copy of analytical laboratory EPA recognition (e.g. NLLAP or ELLAP), and licensing, if applicable.

e. Copy of Consultant's radiation safety license or registration issued by the State or the U.S. Nuclear Regulatory Commission.

f. Risk assessors shall have prior experience performing risk assessment projects and shall submit three references documenting past experience by providing: name, agency and contact telephone number.

g. Current resume (1-2 pages) for each risk assessor proposed to be used. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience for persons providing risk assessment services and availability for this project.

5. PROPOSAL REQUIREMENTS

The proposal shall be considered a technical offer of what the assessor proposes to provide and shall be incorporated in any contract award, as deemed appropriate by the City.

a. Scope of Work - Using Consultant's company letterhead and any additional pages necessary, Consultant shall submit a narrative of his/her proposal as to what it will provide the City in accordance with this request.

b. Statement of Qualifications **–**

1. The Consultant's name, address, phone, and contact person. Basic information, including years of experience and education.

2. Describe similar or recent projects for which the risk assessor is responsible that demonstrates the risk assessor's capability to meet schedule deadlines without delays, cost escalations or overruns.

3. A minimum of three (3) complete references (name, title, address and phone number) whom the City may contact to verify services rendered or currently being provided. Public agency referrals are preferred.

4. Demonstrate Experience in inspection/risk assessment of similar housing in accordance with HUD protocols.

5. Submit three copies of example reports for risk assessment, and clearance reporting.

c Fee Schedule – Submit a breakdown of the total cost per unit for providing the risk assessor services requested herein. Also, include the time frame required to deliver these services and your firms approach to managing this project;

d. Insurance Certification – Submit current insurance certificates for professional liability insurance, which indicates limits of liability, and workers compensation. If selected, the successful firm shall provide certificates of insurance that also name the City of Flint as additional insureds.

e. Financial Soundness

(1) Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three years.

(2) Statement of Financial Conditions. Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements:

(3) Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.

- Lead-based Paint: Properties must comply with federal and state standards (24 CFR Part 35) for testing and abatement of lead-based paint. A lead-based paint management plan will be required for rehabilitation activities.
- Fair housing: All projects are required to affirmatively further equal opportunity and fair housing objectives.
- Accessibility to persons with a disability (Section 504): To the extent practicable, rehabilitation projects must comply with Section 504.
- Other applicable federal requirements related to housing rehabilitation and development of affordable housing

EVALUATION CRITERIA

The proposals received will be reviewed by an evaluation team. All proposals will be fully considered and rated by the evaluation team. The City may use some or all of the following criteria in its evaluation of proposals submitted. The

criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- Price - Analysis of cost competitiveness, including level of effort allocated to each major task.
- Responsiveness to RFP requirements - quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented.
- Understanding of the project and Consultant's expertise for the project
- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies.

- Understanding and experience in using HUD Lead-Based Paint Testing and/or Risk Assessment Protocols
- Extent of utilization of local firms and types of work to be performed.
- Consultant certification and training

The City may also contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The City shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the Project.

Local Preference

All respondents shall be advised that the City of Flint Code, Article 4 Section 18-21.5 gives a seven (7) percent advantage of bidders located within the corporate City limits of Flint, Michigan. For example, if the lowest qualified bid represents a City of Flint non-resident business and the second higher lowest qualified bid represents a City of Flint resident business whose bid is up to 7 percent higher than the lowest qualified bid, then the contract can be awarded to the second lowest qualified bidder whose business is located in the City of Flint. The selected individual or firm should avoid personal and organizational conflicts of interest.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Rejection of Proposals

The City reserves the right to reject all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary

to serve the best interest of the City. The City reserves the right to reject any or all proposals submitted.

Omissions

Should the City omit anything from the Request for Proposal which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then any person desiring to submit a proposal shall request clarification from the City in writing not less than forty-eight (48) hours prior to the time of the opening date given herein. Clarification in response thereto, if any, will be issued to all RFP holders who have expressed interest in the RFP.

Incurring Costs

The City is not liable for any pre-contractual costs incurred by consultants prior to issuance of a contract. Pre-contractual costs are defined as expenses incurred by the Bidder in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the City; (c) negotiating with the City in any manner related to this proposal; or (d) any other expenses incurred by Bidder prior to date of award, if any, of the contract. Bidder shall not include any such expenses as part of the bid in response to this RFP.

Inquiries

Questions that arise prior to submission of bids must be directed to Glenda R. Dunlap, Program manager at (810) 766-7436 extension 3020 or fax (810) 766-7351.

Addenda to RFP

In the event it becomes necessary to revise any part of this RFP, an addendum will be provided to all consultants who receive the RFP. Please continue to check City's website or any RFP modifications.

Response Date

To be considered, proposals must arrive at the address designated by the City on or before the date and time specified herein. Consultants mailing proposals should allow normal delivery time to ensure receipt of their proposal. All proposals shall be received by the Department of Community and Economic Development by 5:00 p.m., local time, on Monday, April 5, 2010.

Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of this RFP.

Prime Contractor Responsibilities

The selected consultant will be required to assume responsibility for all services offered in his/her proposal, regardless of who produces them. Furthermore, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Contract Term

The term of the contract shall be for one year

Contract Payment Schedule

The successful Consultant will submit monthly invoices to the City of Flint Department of Community and Economic Development, to the attention of Director, or designee. Payment for contract services entered into as a result of this RFP will be made within thirty (30) days of receipt of an invoice.

SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP -	March 29, 2010
Proposals Due	April 5, 2010 5:00 p.m. in City of Flint DCED
Proposals Opened	April 6, 2010
Proposal Evaluation Completed	April 9, 2010
City Council Committee	May 5, 2010
City Council Meeting	May 10, 2010
Execute contract	May, 2010

SUBMISSION AND DEADLINE

Six (6) copies of the proposal must be submitted in sealed envelope to the following contact and address:

City of Flint
Department of Community and Economic Development
1101 S. Saginaw St.
Flint, MI 48502
Attention: Wendy Johnson
DEADLINE: **Monday, April 5, 2010 at 5:00 P.M.**

Facsimiles or electronic copies will not be accepted as a substitute for a sealed bid.

Incomplete proposals and proposals received after this deadline will not be considered.