



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal

RFP # LBP Survey 03-2019

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for **Lead Based Paint Hazard Risk Assessment and Clearance Services** for various residential and commercial properties in Ingham County.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a contract to the lowest, most qualified, and responsible bidder.

Release Date: March 6, 2019

Bid Due by: March 20, 2019

Bid Opening: March 20, 2019, 10:30am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Roxanne Case, Grant Manager, rcase@ingham.org

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal / Cost
 - Risk Assessment; Specify cost based on property types and size, if applicable.
 - Lead Inspection; Specify cost based on property types and size, if applicable.
 - Combination Risk Assessment/Lead Inspection; Specify cost based on property types and size, if applicable.
 - Clearance examination; Specify cost based on property types and size if applicable.
 - Additional paint, soil and dust sampling, on an as-needed basis
 - Any discounts for multiple inspection conducted at the same time.
- Firm Background / Years in Business / History
- Evidence of financial stability – most recent audited financial statement
- Description of qualifications and previous experience performing risk assessments for rehabilitation/renovation projects.
- Current resume (1-2 pages) for key personnel actively involved or present on job sites. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- Three references documenting past experience by providing: name, agency and contact telephone number.
- Submit sample report
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "LBP Survey 03-2019" prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw his/her proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in his/her behalf by

reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three-year contract, subject to annual performance review and renewal within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as his/her official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

Ingham County Land Bank Fast Track Authority

Lead Based Paint Hazard Risk Assessment & Clearance Services

SCOPE OF SERVICES

Summary

The Ingham County Land Bank is seeking an experienced and responsible contractor to provide the Ingham County Land Bank (ICLB) with information to help them 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). These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Land Bank, or other funding streams. The successful Respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. All Respondents shall be screened through the federal System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), and Limited Denials of Participation list and, if listed, will not be eligible in accordance with their debarment stipulations. The Land Bank is not in a position to determine in advance the actual number of audits to be performed during the term of the contract, but would estimate approximately 8-12 rehabilitation surveys with approximately 1-3 clearances per property survey.

The successful Respondent shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the services as defined in this RFP. All work must be performed by firms certified to perform all services requested and by individuals certified and/or licensed to perform all services requested by the State (or EPA, if applicable) where the services are to be provided. 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 under appropriate federal, state or local authority. The ICLB reserves the right to restrict the assignment of any individual, for any reasonable cause, as a service provider under the contract or any subcontracts.

These services must be in accordance with applicable work practice standards of the state (or EPA, if applicable) where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the lead evaluation is conducted, including, but not limited to:

- U.S. Department of Housing and Urban Development (HUD): 24 CFR 35
- U.S. Occupational Safety and Health Administration (OSHA): 29 CFR 1926
- U.S. Environmental Protection Agency (EPA): 40 CFR 745
- State regulations
- Local regulations

Risk Assessment/Lead Inspection

Lead-Based Paint Hazards. The purposes of the assessment/inspection are: 1) 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; 2) to test paint on surfaces that will be disturbed during the

renovation; and 3) to provide that information to contractors, subcontractors, federal, state or local agencies, and future occupants.

The Assessment/Inspection Process. The process shall include the following activities, as applicable: occupant interviews, testing for lead content of all coatings on surfaces to be disturbed during the renovation, lead hazard identification of deteriorated paint, friction, impact and chewable surfaces, and dust and soil sampling. All practices shall follow, or exceed, the generally accepted practices of the profession.

Interviewing Occupants and Owner. In most cases, the properties will be vacant and owned by the ICLB. Little is known about the previous occupants. However, if necessary, the risk assessor shall acquire whatever signed permission releases are needed to enter the dwelling and conduct the lead risk assessment. As appropriate, 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.

Laboratory Requirements. 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 contractor 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 Respondent's submittal.

Identification of Lead-Based Paint. The risk assessor 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.

Paint Sample Collection Specifications. 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. For collected paint samples, the contractor shall insure that all area dimensions are collected and recorded in inches (or centimeters) to the nearest 1/16th of an inch. For each submitted sample, the contractor shall provide the laboratory with the collection dimensions in inches (or centimeters) to the nearest 1/16th of an inch, and obtain the results from the laboratory required for reporting. Areas from which samples are collected must be repaired after samples are collected (e.g., fill void created by sample collection and prime paint area.)

Component Sampling within each Room or Area.

1. Windows. When testing windows, at a minimum, the following window surfaces shall be tested: Exterior sash, jamb, casing and trough; Interior sash, casing and sill.
2. Doors. When testing doors, at a minimum, the following surfaces shall be tested: jamb, both sides of the door itself and door casing.
3. Component Sampling Locations. All testing shall include the following identification items: the room or area, component or portion of component tested, exact location of each component tested and the substrate. For example, Living Room/upper window sash/second window from wall B/wood. Substrates shall be identified as one of the following types: brick, concrete, drywall, metal, plaster, or wood. Other substrate types shall be assigned the closest among the designated types based on density, porosity, and other physical factors, with the report annotated with the actual substrate type.
4. Wallpaper shall be assumed to cover paint and shall be tested.
5. The risk assessor shall regard parts of the building components as separate testing combinations if visual indication or evidence exists that the different parts have separate and/or distinct painting histories.

Identification of Dust Lead Hazards, Friction, Impact and Chewable Surfaces and Dust Wipe Sampling.

The risk assessment shall include identification of all lead hazards as defined by HUD and EPA. Dust sampling will be performed in accordance with the work practice standards of the state (or EPA, if applicable) in which the services are performed and in rooms where the greatest potential risks are expected. Dust samples shall be collected from floors and sills in all sampled living areas. The exact locations of each dust sample collected and each hazard identified shall be clearly identified. The presence of a dust-lead hazard in a dwelling unit or common area must be determined by comparing the hazard standard to the weighted arithmetic mean of all single-surface and composite dust sub-samples taken from the same component type in a dwelling unit or common area. Quality control samples must be taken and submitted for analysis with samples from each structure.

Identification of Soil Lead Hazards and Sampling of Areas of Bare Soil. Soil samples shall be taken any time the risk assessor identifies bare soil. Risk assessor must collect a minimum of two samples from play and non-play areas, with the option of an additional composite sample from the drip line/perimeter of the building. The risk assessor shall separately identify children's play areas and non-play areas, if applicable.

Hazard Control Options. All hazard control options provided by the risk assessor must be technically feasible and specifically suited to the identified surface(s) or hazard. The control options must take into account the surfaces to be disturbed during the renovation, the condition of the property and the location and severity of hazards. Rough cost estimates shall be provided for all hazard control options. Risk assessors shall be advised that hazard control options provided by the risk assessors will be evaluated in the context of the Agency's requirements under the Lead Safe Housing Rule (24 CFR Part 35) and any subsequent amendments. Each hazard control option must be clearly identified as either being either interim control or abatement, according to applicable State, and/or HUD/EPA requirements.

Inspection & Report Time Frames: The Respondent must be available to respond to lead-based paint inspection and risk assessment requests within 48 hours. The inspector will be given the name and telephone number of the responsible party. It will be the responsibility of the consultant to arrange a mutually convenient time for the inspection. The consultant will be expected to provide all instruments, tools, and supplies to complete the assignment and to submit to the ICLB within 10 business days of an inspection a report that contains the following:

- Date of inspection/risk assessment.
- Inspector's name and Michigan certification number.
- Property description and accompanying floor plan.
- 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 the basic format found at 24 CFR Part 35, Appendix B 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.
- Testing/assessment protocol used and a brief explanation of any variance from standard practices.
- If paint testing is performed, the summary will include the information found at 24 CFR Part 35, Appendix A. It will also contain a list of all surfaces tested, with the unique test identification number (ID) for each testing combination and the results, the location description of the testing combination where any XRF measurement or paint sample was collected, the XRF and/or laboratory analysis measurement value with units of measure, i.e., for paint, mg/sq.cm, and the lead classification result for the surface as positive or negative.
- Identification of all lead-based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort.
- Any observations relative to positive test results that may affect the home improvement rehabilitation scope of work.
- Field data for all test results showing relative location to the floor plan, the component, substrate, paint condition, and test result for all surfaces tested and/or sampled
- The risk assessor shall provide all interview questionnaires, 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.

Any variances from the stated time frame or report format must be included in your response to this RFP.

Clearance Testing

Clearance sampling will occur in two phases: visual examination and environmental sampling (dust wipe clearance sampling). Upon completion of lead abatement or interim control activities, the clearance examiner will require a one-hour settling period to allow any airborne lead-contaminated particles to settle. If dust is observed during the course of the visual inspection, the contractor will be required to repeat the cleaning process. An inspection will be performed in each room. Once each area has been visually inspected, the clearance examiner will collect dust samples. Dust samples will be obtained from areas to meet Federal or State mandated requirements.

Either single surface sampling or composite sampling may be utilized at the discretion of the clearance examiner based on the professional judgment of the inspector and the type of abatement activity that was performed.

If exterior lead abatement reduction has been performed, the clearance examiner will collect soil samples around the foundation of the property where activities occurred. In addition, any nearby play areas for children should also be tested.

All dust and soil samples collected will be evaluated for lead hazards as set forth by Federal and State law. Clearance samples must be analyzed by an accredited laboratory as selected by the consultant, and sample results should be made available to the ICLB within 72 hours of submission to the laboratory for analysis. Written reports are to be submitted to the ICLB within seven business days of an inspection that contains the following:

- Date of clearance examination.
- Inspector's name and Michigan certification number.
- Property address.
- An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results.
- Testing/assessment protocol used and a brief explanation of any variance from standard practices.
- Field data for all test results for all surfaces tested and/or sampled.
- Results of visual assessment.

The clearance examiner must be familiar with and abide by all applicable Federal, State, and local laws including the Residential Lead-Based Hazard Reduction Act of 1992, Title X of the Housing and Community Development Act of 1992 and any subsequent amendments.

Any variances from the stated time frame or report format must be included in your response to this RFP.

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Local Vendor Certification

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 20____.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____