



Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

REQUEST FOR PROPOSAL (RFQ)

Lead-Based Paint Risk Assessor

DATE ISSUED: June 28, 2023

TYPE OF PROJECT: The Asbury Park Housing Authority (APHA) is seeking proposals from qualified firm(s)/individual(s) for Lead-Based Paint Risk Assessor.

CONTACT PERSON: Ed McDonald, Director of Maintenance 732.774.2660 Ex.303
emcdonald@aphanj.org

LAST DAY FOR QUESTIONS: July 12, 2023 @ 2:00 p.m. SUBMISSION

DEADLINE: July 18, 2023 @ 10:00 a.m.

SUBMISSION ADDRESS: Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712
Attn. Lou Riccio

Separate sealed or uploaded proposals will be accepted until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the APHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

The Deputy Executive Director or designee will notify the firm selected.

All proposals must contain the following information:

- The name, address, phone number, fax number and e-mail address of the firm and/or individual submitting a proposal.
- The name of individual(s) that will be performing work on the project, their areas of responsibility, experience and qualifications.
- A brief narrative describing the firm's experience and ability in providing lead-based paint consultation services.
- All professional and/or governmental lead-based paint certifications of the firm and any individual(s) involved in the performance of the project, including firm certification, lead-based paint Risk Assessor and Paint Inspector, as applicable.
- A minimum of three references indicating recent experience in conducting and performing risk assessments, soil, water and dust sampling, paint inspections and clearance sampling; references to include agency or persons name, contact, and a current phone number.
- Complete sample of both a lead-based paint risk assessment and clearance report.
- Estimated response time for service request.
- A detailed breakdown of costs associated with the following items:
 1. Risk Assessment, including report preparation.
 2. XRF inspection/Testing, including report preparation.
 3. Laboratory sample analysis (soil, water, dust wipe).
 4. Paint Inspection, including report preparation.
 5. Clearance Inspection, including report preparation.
 6. Mileage, if applicable.
 7. Consultation fee (hourly rate).

SCOPE OF WORK

- At the request of the Authority, conduct lead-based paint risk assessments, paint inspections, soil samplings, dust wipe sampling and clearance examinations federally funded HUD projects. Inspection to include a complete Risk Assessment report and clearance report, as applicable, for all inspections conducted.
- Provide lead-based paint consultation services to the Authority in regard to its various housing projects.
- Provide job and/or site specific lead-based paint consultation services to the Authority for all identified lead hazards. This may include, but not limited to, scope of work, specific work requirements, methods of construction, special work practices as applicable, methods of containment, and clearance requirements.

SPECIFIC REQUIREMENTS

- I. The awarded Contractor/Firm shall be responsible for maintaining, at its sole cost and expense, comprehensive general liability insurance, including automobile and property damage, insuring the Asbury Park Housing Authority and the Contractor/Firm against loss or liability for damages for personal injury, death, or property damage arising out of or in connection with the performance by the Contractor of its obligation hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence. Professional liability insurance shall also be maintained with a minimum liability limit of \$1,000,000.00. The awarded Contractor/Firm shall furnish evidence, satisfactory to the Authority, of all such policies.
2. The awarded Contractor/Firm shall maintain current firm and applicable individual lead-paint certifications from the State of New Jersey Department of Commerce.
3. All lead-based paint risk assessments, testing, inspection and clearance sampling shall be conducted pursuant to Department of Housing and Urban Development 24 CFR Part 35.

SELECTION CRITERIA

Proposals shall be ranked based upon the following criteria: 1) Price; 2) Experience, References, Performance; 3) Quality of Risk Assessment and Clearance reports provided; and 4) Response time. A maximum point total of 100 are possible. Point totals are assigned as follows:

- I. Price- 30 points maximum;
2. Experience/ References/ Past performance- 25 points maximum;
3. Quality of Risk Assessment and Clearance reports (clarity, flow, ease of understanding, comprehensiveness)- 30 points maximum; and
4. Response time for service request- 15 points maximum,

8. TERMS AND CONDITIONS

- I. The Authority reserves the right to reject any and all proposals, and to determine and waive minor regularities in any proposal.
2. The Authority reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The Authority reserves the right to determine the most qualified contractor based on the City's evaluation of the above selection criteria and any factors relevant thereto.
4. The Authority reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
5. The Authority reserves the right to award contracts for all or some of the tasks in the Scope of Work to one or more contractor/firm(s).
6. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Authority the services described in the specifications, or until one or more of the proposals have been approved by the Authority administration, whichever occurs first.
7. The contract resulting from acceptance of a RFP by the Authority shall be in a form supplied or approved by the Authority, and shall reflect the specifications in the RFP. The Authority reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Authority Attorney's Office.

9. COMPENSATION

Payment by the Authority for the services will only be made after the services have been performed; an itemized billing statement is submitted in the form specified by the Authority and approved by the appropriate Authority representative, which shall specifically set forth the services performed. Payment will be made in accordance with the Authority's accounts payable payment cycles.

LINKS BELOW FOR THE FOLLOWING ATTACHMENTS:

Attachment B – Bonding Requirements

Attachment C – Executive Order 11246 & MBE/WBE Procurement

Attachment D – Accessibility to Construction Site and Contractor's Files

Attachment E – Interest of Other Parties

Attachment F – New Jersey Wage Law, Federal Labor Standards Provisions & Payroll Forms

Attachment G – Contractor Clearance Requirements

Attachment H – 2 CFR Part 200 Appendix II – Administrative Requirements

Attachment I – Certification Regarding Lobbying

Attachment J – Construction Standards

Attachment K – Section 3 Contracts

NJ Public Works Registration Certificate

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Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

Project: Conduct lead-based paint risk assessment, paint inspections, soil sampling, dust wipe sampling and clearance examinations for federally funded U.S. Department of Housing and Urban Development (HUD) projects.

Sealed proposals for the lead-based paint risk assessment, paint inspections, soil sampling, dust wipe sampling and clearance examination at Asbury Park Village for the Asbury Park Housing Authority shall be received no later than 10:00 a.m. July 18, 2023 at the Administration Offices of the Housing Authority, 1000 ½ Third Ave., Asbury Park NJ, 07712. Proposals must be submitted prior to the designated time for acceptance, and must be submitted by either mail or in person. No faxed, telephone, or e-mail proposals will be accepted. No proposals will be accepted after the designated time. At 10:00 a.m., July 18, 2023 proposals will be opened and read aloud.

All proposals shall be enclosed in a sealed envelope bearing the name of the Contractor and clearly marked "Lead Based Paint Consulting".

Each proposal must be accompanied by a certification regarding Equal Opportunity Employment Practice and a Non-Collusive Affidavit and Statement of Compliance with the proposal requirements. The proposal shall include a copy of the contractor's, and subcontractors' listed, business registration as required pursuant to section I of P.L. 2001, c.134 (C 52:32-44).

The Authority does not obligate itself to accept the lowest proposal and reserves the right to waive informality in the bidding or to accept or reject any or all proposals if deemed in the best interest of the Authority.

William F. Snyder
Interim Executive Director
June 23, 2023