

REQUEST FOR PROPOSAL
LEAD-BASED PAINT RISK ASSESSOR
CITY OF LAKEWOOD, COMMUNITY DEVELOPMENT DEPARTMENT

1. INTRODUCTION

The City of Lakewood is seeking proposals from qualified Lead-Based Paint consulting firms for the purpose of conducting lead-based paint risk assessments, paint inspections, soil sampling, water sampling, dust wipe sampling and clearance examinations for federally funded U.S. Department of Housing and Urban Development (HUD) projects.

Any questions or clarification regarding this RFP shall be directed to:

Jeff Gumm, Program Grants Coordinator
Community Development Department
6000 Main St. SW.
Lakewood, WA 98499
(253) 589-2489

2. BACKGROUND INFORMATION

The City of Lakewood receives federal Department of Housing and Urban Development (HUD) CDBG and HOME funds to provide housing services for low-income owner-occupied households in need of repairs due to deferred maintenance to preserve housing and in some cases, prevent homelessness. These programs are designed to provide low-income homeowners and tenants with safe, decent, affordable housing that promotes and preserves both the habitability of individual residences and supports the revitalization of neighborhoods.

3. TIME SCHEDULE

Issuance of RFP: June 10, 2011
Deadline for Proposals: July 11, 2011
Contract Award Date: July 22, 2011

4. INSTRUCTIONS TO PROPOSERS

1. All proposals must be received in the Office of the City Clerk, 6000 Main St. SW, Lakewood, WA 98499.
2. All proposals must be in a sealed envelope and clearly marked in the lower left hand corner: RFP – Lead-Based Paint Risk Assessor. All proposals must be received **by 5:00 p.m. on July 11, 2011**. No faxed, telephone or e-mail proposals will be accepted.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider experience and capabilities to satisfy the requirements of the request. The City will not be responsible for any costs incurred by the firm in preparing, submitting or presenting the RFP.

4. The Community Development Director or designee will notify the firm selected.
5. 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).

5. SCOPE OF WORK

- At the request of the City, conduct lead-based paint risk assessments, paint inspections and clearance sampling for housing and associated lead-based paint 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 City in regards to its various housing projects.
- Provide job and/or site specific lead-based paint consultation services to the City 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.

6. SPECIFIC REQUIREMENTS

1. 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 City of Lakewood, the Tacoma Community Redevelopment Authority (TCRA) 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 City, of all such policies.
2. The awarded Contractor/Firm shall maintain a current City of Lakewood business license.
3. The awarded Contractor/Firm shall maintain current firm and applicable individual lead-paint certifications from the State of Washington Department of Commerce.
4. The awarded Contractor/Firm and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42.
5. 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.

7. 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:

1. 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

1. The City reserves the right to reject any and all proposals, and to determine and waive minor regularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The City 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 City 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 City 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 City the services described in the specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
7. The contract resulting from acceptance of a RFP by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in the RFP. The City 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 City Attorney's Office.

9. COMPENSATION

1. Present detailed information in regards to the contractor/firm's proposed fee schedule for the various lead-based paint activities provided for in Section 4, inclusive of Washington State sales tax and any other applicable government charges.
2. Payment by the City 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 City and approved by the appropriate City representative, which shall specifically set forth the services performed. Payment will be made in accordance with the City's accounts payable payment cycles.