

REQUEST FOR PROPOSAL (RFP)
CITY OF HANCOCK
HOUGHTON COUNTY
Professional Services for Lead-based Paint Risk Assessments
In Conjunction with the City of Hancock
Rental Rehabilitation/Conversion Program
March 19, 2012

Notice is hereby given that the City of Hancock is requesting proposals (RFP) from qualified firms to perform Lead-based Paint Risk Assessments in conjunction with the City of Hancock Rental Rehabilitation/Conversion Program. The program has been funded by the Michigan State Housing Development Authority (MSHDA). Services for which proposals are being sought are specifically to work with and assist the city in preparing Lead-based Paint Risk Assessment Reports on residential units proposed to receive housing rehabilitation/conversion assistance.

Project Description

The qualified firm will prepare and submit Lead-based Paint Risk Assessments directly to the City of Hancock, and not the property owner. The selected units for Risk Assessments will be seven residential units, to be reconstructed inside the burned out shell of a building located at 116 Quincy Street, being developed by Michael Lahti.

The City of Hancock will periodically request Risk Assessments and will provide the name, address, and telephone number of the affected units.

At a minimum, the Lead-based Paint Risk Assessment must contain the following information:

1. Summary of findings
2. Specific recommendations
3. Requirements for clearance
4. Acknowledgement that inspection reports shall be made available for future owners or occupants of a particular property under Title X Lead Paint Disclosure Rule
5. To scale floor plan
6. XRF Results consistent with floor plan
7. Laboratory analysis report

It is imperative that all reports be clear, concise and easy to read. These reports are reviewed by staff and are included in work specifications. They are then provided to contractors who utilize them to prepare bids. The City also includes the report in contracts.

Services to be Provided

1. Lead-based Paint Risk Assessment

Provide an individual Lead-based Paint Risk Assessment Report to the City of Hancock on an as needed basis. The city may request Risk Assessments for several units at any one time. However, single requests will also be requested from time-to-time.

All Risk Assessments must be performed in accordance with HUD and EPA Guidelines and Regulations.

The Risk Assessment must be conducted by a State of Michigan Certified Risk Assessor.

An X-Ray fluorescence analyzer (XRF) method must be used for testing.

Specific paint surfaces that are defective (chipping, peeling, cracking, scaling, chalking, loose) must be identified.

2. Clearances

General contractors awarded home improvement contracts on properties select the clearance inspector and pay for lead clearances. However, from time-to-time a clearance may be requested directly by the city.

Fees

Please provide an initial fee, lump sum, for an initial risk assessment of the inside of the building, which contains 2 to 3 partial apartments and then a price per unit, for seven units for a clearance assessment.

Proposals

Firms must submit two (2) copies of the proposal to include the following material:

1. An overall description of the firm's business, including history, management and capacity.
2. Specific qualifications of the firm regarding the scope of services described above.
3. Resume (s) of the personnel who will provide the services
4. The overall approach the firm will take in providing services. A copy of an actual report (with eradicated personal identification information) or a sample mock-up must be provided
5. Costs
6. Evidence of adequate liability insurance. The selected firm will be required to submit a Certificate of Liability Insurance in the amount of at least \$1,000,000 and must list the City of Hancock as certificate holder. (Do not submit the Certificate with the Proposal.)

Selection Process and Criteria

Consultant selection will be based on the following criteria and their relative weight or importance in the selection process.

1. Cost 25%
2. Understanding of the work 20%

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3. Experience with similar projects 20%
4. Experience of staff for work to be done 10%
5. References 10%
6. Familiarity with federal and state requirements 5%
7. Timeliness for report submission 10%
8. 100%
9. Certified and qualified Minority and Women Business Enterprises (MWBE) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit MWBE sub-consultants where appropriate. Designated firms must submit proof of authority to conduct Lead-based Risk Assessment in the State of Michigan immediately upon designation. Sub-consultants, subcontracting, and/or joint ventures are permitted.

Subsequent to reviewing and evaluating competitive proposals, the city may, at its discretion, choose to interview some of all firms responding prior to final firm selection or may reject any or all proposals at its option.

The most qualified respondent will be selected subject to negotiation of fair and reasonable compensation. Fair and reasonable compensation will be based upon an analysis of representative costs for the contracted services as evidenced by the proposals and any other information which may be available to the community.

Sealed proposals must be received no later than 5:00 p.m. Friday, April 13, 2012.

All proposals must be submitted as follows:

Response to Lead-paint RFP
Glenn Anderson, City Manager
City of Hancock
399 Quincy Street
Hancock, MI 49930

Questions can be addressed to Glenn Anderson, City Manager, (906) 482-1121 or manager@cityofhancock.net