

A FAIR HOUSING AGENCY

AN EQUAL OPPORTUNITY EMPLOYER

**Request for Proposal (RFP)**

**Lead Paint Testing Services**

**WHA24.12**

**Submission Deadline:** October 21, 2024, at 12:00 PM EST

**WILMINGTON HOUSING AUTHORITY**

TABLE OF CONTENTS

Background .................................................................................................................................................. 3

Scope of Services .......................................................................................................................................... 4 Regulatory standards to be provided ........................................................................................................... 4 Proposal Content ..................................................................................................................................... 4 Conditions .................................................................................................................................................... 4 Reservation of Rights Notice ........................................................................................................................ 5

Ranking of Selection Criteria ....................................................................................................................... 6

References ....................................................................................................................................................7

Additional Required Forms:

* Attachment A: Non-collusion Affidavit
* Attachment B: Bidders Statement
* Attachment C: HUD 5369-B: Instructions to Offers of Non-Constructions

**TYPE OF PROJECT:** Lead Paint Testing

1. RFP Contact:

|  |  |
| --- | --- |
| Contact Person | Chauntrell Burns  Telephone: 910-341-7700 ext. 247,  Email: cburns@wha.net    Tyrone Garrett – Chief Executive Officer |
| How to fully respond to this RFP: | By submitting a Proposal Submittal as directed within Section 4.2 of the RFP Document. |
| **Key Submission Dates**        RFP Response Date Due: | The proposal must be received and time-stamped by WHA no later than October 21, 2024, at 12:00PM EST.    Please include 1 digital copy via usb drive and 4 hard copies to:    Wilmington Housing Authority  1524 S. 16th Street  Wilmington, N.C.  Attention: Chauntrell Burns    **Lead Paint Testing Services**  **WHA24.12** |

# BACKGROUND

The WHA is a body corporate and politic, and is governed by the U. S. Housing Act of 1937, as amended, and subject to regulations under Title 24 of the Code of Federal Regulations. Chartered in 1938, WHA was the first housing authority in North Carolina.

The WHA is an equal opportunity housing organization dedicated to enhancing the quality of life for public housing residents and Housing Choice Voucher clients by providing and/or subsidizing attractive, secure, affordable housing units. In addition, WHA works to ensure its homeownership; economic development and community supportive service programs are designed and administered in a manner which enables clients to achieve a higher level of economic and social self-sufficiency. A seven-member Board of Commissioners appointed by the Mayor of the City of Wilmington, N. C. sets policy for the Authority.

HUD’s Lead Safe Housing Rule, and its guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing. Units will either be vacant or occupied. The RFP will be available on the WHA website [www.wha.net](http://www.wha.net) or can be picked up at our main office located at 1524 S. 16th Street, Wilmington, N.C. 28401

# Scope of Services

1. To conduct lead-based paint testing of the public housing units in accordance with 24 CFR 35, HUD’s Lead Safe Housing Rule, and its Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing.
2. Should lead based paint be detected, conduct a lead-based paint risk assessment.
3. Provide the PHA with a complete inspection and assessment report.
4. Final report may be provided in the form of a PDF.

# Regulatory standards to be met in providing services

1. HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing
2. Tennessee Health and Safety Code and State Housing law
3. Environmental Protection Agency (EPA) regulations
4. HUD regulations
5. Occupational Safety and Health Administration (OSHA) Regulations
6. Nuclear Regulatory Commission (XRF radiation sources)

# Proposal Content

2. Submittal must include a proposed contract specifying:

1. How the testing will be completed and how many units will be tested
2. Availability and proposed turn-around time (timeliness is important; recommended: two weeks from award of contract)
3. Base bid for Lead Based Paint testing (Price per bldg./unit)
4. Alternative bid for Risk Assessment if unabated/non-encapsulated lead paint is found

2. Submittal must include the following:

1. Sample inspection and risk assessment reports.
2. Certification and licensing verification documentation.
3. Proposed staffing.
4. List of similar experiences with comparable housing.
5. Proof of Insurance (Errors and Omissions, Liability, Workman’s Compensation, Auto).
6. Non-Collusive Bidding Certification. This document is attached to the RFP and must be read and signed, acknowledging that the responder has read and understands the document and certifying its content.
7. HUD 5369B “Instructions of Offerors Non-Construction” – This document is attached to the RFP and must be read and signed, acknowledging that the responder has read and understands the document.

Conditions

All proposers must adhere to the following conditions:

* All proposals in response to this RFP are to be the sole property of the PHA. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws. The PHA may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the PHA deems it to be necessary, appropriate or otherwise in the best interests of the PHA.
* The Proposer represents and warrants that the proposal is not made in connection with any other Consultant and is in all respects fair and without collusion or fraud.
* All responses to the RFP must conform to instructions. Failure to comply with any requirement of this RFP may be considered an appropriate cause for rejection of the response.
* The contract document will represent the entire agreement between the Consultant and PHA and will supersede all prior negotiations, representations, or agreements, alleged or made, between the parties. The PHA shall assume no liability for payment of services under the terms of the contract until the successful Consultant is notified that the contract has been accepted and approved. The contract may be amended only by means of a written instrument signed by the PHA and the Consultant.

# Authority’s Reservation of Rights

* The WHA reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the WHA.

* The WHA reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at any time for the convenience of the WHA upon five (5) days written notice to the successful bidder/responder.

* The WHA reserves the right to determine the days, hours and locations that the successful bidder/responder shall provide the services detailed by this bid/RFP process.

* The WHA reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid opening date.

* The WHA reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.

* The WHA reserves the right to issue multiple contracts as a result of this offering.

* The WHA reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/responder deemed to be non-responsible.

* The WHA shall have no obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

**Ranking of Selection Criteria**

The Housing Authority will use a ranking system in evaluating responses. The following selection criteria will be used to score and rank responses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection Criteria Description** | **Fair** | **Good** | **Excellent** |
| Verifiable and successful experience in performing lead-based paint testing, risk assessment and abatement | 5 | 10 | 20 |
| Capability to provide professional services in a timely manner. | 5 | 10 | 20 |
| Cost of services | 5 | 10 | 20 |
| Professional competence and experience with HUD rules regulations and projects pertaining to Public Housing administration. | 10 | 20 | 30 |
| Knowledge of municipal building codes | 3 | 5 | 10 |
| Proposed approach | 5 | 10 | 20 |
| **Total Possible Points** |  |  | **120** |

**All responses should directly address each specific selection criteria under specific headings. Responders must provide one**

# Submission Deadline All proposals (one original & three copies) must be received no later than 12:00 PM, EST, October 21, 2024, to the address below. Submittals sent by U.S. Mail should be addressed to the address below and must be delivered to the WHA by the deadline stated above. The outside cover of the submission package should clearly be marked as follows: “WHA24.12- RFP Lead Paint Testing Services” and include the name and address of the individual or company.

Wilmington Housing Authority

Attention: Chauntrell Burns

1524 S. 16th Street

Wilmington, N.C. 28401

In submitting this proposal, the undersigned agrees:

1. That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;

1. That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of WHA, WHA may cancel the contract at any time by giving at least fifteen (15) days written notice of the intent to cancel the contract; and

1. The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract. All employees/contractors must present themselves in a professional manner and wear a uniform /shirt with the company logo.

# REFERENCES

HUD Chapter 7 Lead-based paint compliant inspection guidance and sample forms <https://www.hud.gov/sites/documents/LBPH09.PDF>

HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing <https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines>

Form 5369B

<https://www.hud.gov/sites/documents/5369-B.PDF>

NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

(To be completed for all Contract Work exceeding $49,000)

**PROJECT: Lead Paint testing**

**SOLICITATION NO. WHA24.12**

**Housing Authority of the**

**City of Wilmington North Carolina**

**1524 S. 16th Street**

**Wilmington, NC 28401**

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first

duly sworn, deposes and says: That he is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a Partner or Officer of the Firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the Housing Authority of the City of Wilmington, NC or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Bidder if Bidder is an Individual)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Partner if Bidder is a Partnership)

**(SEAL)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Officer, if Bidder is a corporation

**NOTARY**

Subscribed and sworn to before me this day of , 20\_\_\_

My Commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Bidder’s Statement

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the WHA discovers that any information entered herein is false, that shall entitle the WHA to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, The Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the WHA with the services described herein for the fees noted with then the RFP response.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Company Name