

# Calhoun County Land Bank Authority

## Neighborhood Stabilization Program 2

### Request for Proposal: Lead Based Paint and Asbestos Risk Assessment Services

BID NUMBER: #01-CCLBA-2011

DATE ISSUED: January 20, 2011

DATE DUE: February 3, 2011; 3:00 PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,  
315 W. Green Street, Marshall, MI.

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority  
The City of Battle Creek  
Calhoun County Land Bank Authority (CCLBA)

Para una versión en Español, por favor llamar a Nina Smith – 269-781-0806



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# REQUEST FOR PROPOSALS – RISK ASSESSMENT SERVICES

## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority. THE CALHOUN COUNTY LAND BANK AUTHORITY invites the submission of proposals from Certified lead inspectors (contractors) and Certified asbestos inspectors (contractors) to provide lead-based paint inspection, lead hazard risk assessments, asbestos inspection, and asbestos risk assessments prior to demolition of structures or rehabilitation of structures. Certified lead inspectors (contractors) and Certified asbestos inspectors (contractors) with demonstrated experience in these areas and an interest in making their services available to THE CALHOUN COUNTY LAND BANK AUTHORITY are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and is capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of THE CALHOUN COUNTY LAND BANK AUTHORITY or any respondents. THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall THE CALHOUN COUNTY LAND BANK AUTHORITY be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from THE CALHOUN COUNTY LAND BANK AUTHORITY for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CALHOUN COUNTY LAND BANK AUTHORITY. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CALHOUN COUNTY LAND BANK AUTHORITY has adopted purchasing policies and procedures for procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

### B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work on or before the times outlined in the Scope of Services.

### C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 18 months, with the possibility of an extension. All contracts made by the successful bidder with subcontractors

shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

## D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Battle Creek received \$4,501,000 and the Calhoun County Land Bank Authority received \$3,218,839 for a total award amount of \$7,719,839 to assist the targeted census tracts in the City of Battle Creek.

## E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

[http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work

THE CALHOUN COUNTY LAND BANK AUTHORITY seeks sealed proposals from Respondents to inspect houses targeted for acquisition or already acquired for the purposes of NSP2 and provide Risk Assessment Services for properties located in targeted neighborhoods and census tracts in the City of Battle Creek. (*See Appendix A – NSP2 Boundaries and Map.*)

THE CALHOUN COUNTY LAND BANK AUTHORITY is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. During the program period, which ends February 10, 2013, THE CALHOUN COUNTY LAND BANK AUTHORITY anticipates up to 350 assignments across the respective NSP2 areas. Further, THE CALHOUN COUNTY LAND BANK AUTHORITY anticipates multiple requests within a short timeframe. Properties are foreclosed, and anticipated to be vacant. Arrangements will be made by THE CALHOUN COUNTY LAND BANK AUTHORITY to schedule entry to the respective properties.

Selected Respondents will be required to export the completed findings reports to THE CALHOUN COUNTY LAND BANK AUTHORITY via Excel, Word or CSV file.

**LEAD BASED PAINT INSPECTIONS:** Inspections for lead-based paint, as stated in Federal Regulations 24 CFR Part 35.132(a), shall be performed in accordance with the methods and standards established by the State of Michigan

The Contractor is to perform a lead inspection which tests all painted surfaces inside and outside of the structure; and, all accessory structures (garages, sheds, fences, etc) to determine if lead is present. A report shall list the areas tested and whether lead was found. The Contractor performs risk assessment tests for the presence of lead-based paint hazards that can be in the form of paint, dust, and soil. A report shall indicate the location of the types of lead hazards and ways to remediate or address them. The Contractor may be asked to perform a “Final Clearance Examination” which shall be performed by a certified person meeting the clearance levels in accordance with the current U.S. Department of Housing and Urban Development (HUD) and/or the State of Michigan or those standards set forth by the EPA at 40 CFR 745.227(b), whichever is more stringent shall apply.

**ASBESTOS CONTAINING MATERIALS ASSESSMENT:** The inspections shall be performed and include the conducting of surveys of existing buildings and sample collection. The sample analysis, identification and quantification of asbestos contamination in bulk or air samples, on site or in the laboratory, shall also be performed. Inspections, analysis, identification and quantification of asbestos work shall be conducted utilizing and complying with OSHA, MIOSHA, NIOSHA, MDPH, and EPA approved methods.

**WRITTEN REPORTS:** The Contractor shall be responsible for preparing or causing to have prepared reports for the approval and use by the Calhoun County Land Bank Authority or in certain cases, the City of Battle Creek, for lead based paint and asbestos inspections.

Reports shall contain control options for either asbestos or lead based paint, depending on the type of report written.

Reports shall contain complete measurement of all structural interior rooms and exterior elevations, as well as calculations of square footage or linear footage of material found and recommendations for removal. Digital photographs of interior and exterior of each structure shall be provided.

Inspection reports are due within five (5) working days following completion of field activities. The original report shall bear the signature of the certified inspector and shall include purpose, summary, conclusion, recommendations, summary of plan data, field notes, methodologies, sample data sheets, laboratory reports, photographs, structure diagrams and any other appropriate data.

Contractors shall begin field inspection within 48 hours after notification from the Calhoun County Land Bank Authority unless directed otherwise.

**ALL WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE**

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units

24 CFR 570.604 – Environmental Review

24 CFR 570.605 – National Flood Insurance Program  
24 CFR 570.606 – Displacement, Relocation and Acquisition  
24 CFR 570.607 – Lead Based Paint  
24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors  
24 CFR 570.611 – Conflict of Interest  
24 CFR 85.36 – Procurement  
Executive Order 11246

Services shall be provided on an “as needed” basis. The CCLBA does not guarantee a minimum quantity. The CCLBA expects to require inspection services (lead, asbestos, or both) for approximately 320 structures. The CCLBA reserves the right to increase or decrease the quantity based on available funding or other needs during the term of the contract.

Proposals shall be guaranteed for a period of 18 months with an option to re-new for an additional 12 months or until the end of the grant period (FEB 10, 2013). Prices shall remain the same during the extended term. Any additional proposed cost must be provided as bid alternatives.

The Calhoun County Land Bank Authority reserves the right to select the contractor that best meets the CCLBA’s goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

THE CALHOUN COUNTY LAND BANK AUTHORITY requires a Lead-Based Paint Inspection by an inspector certified under the Federal certification program or under a federally accredited State certification program. Lead-based Paint Inspection is defined as: (1) A surface-by-surface investigation to determine the presence of lead-based paint as provided in section 302 (c) of the Lead-Based Paint Poisoning and Prevention Act [42 U.S.C. 4822], and (2) The provision of a report explaining the results of the investigation.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, THE CALHOUN COUNTY LAND BANK AUTHORITY will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Experience in Lead Risk Assessment and Asbestos Assessment  
Capability of Contractor and its Personnel  
Price  
Qualifications

Completeness of Response  
Locality of Business  
Section 3 Certification or MBE/WBE

## A. Experience and Capacity

A point system is to evaluate the experience and capacity of the Respondent including locality and HUD Section 3/MBE/WBE (*See Appendix B*)

## SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #01-CCLBA-2011. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted via email to [lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov) by 5:00 pm Wednesday January 26, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Friday, January 28, 2011.

THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

### A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

### B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
3. Non-For-Profit Documentation if applicable
  - IRS 501(c)(3) determination
  - Articles of Incorporation
  - Corporate By-Laws
  - Listing of Board Members
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and THE CALHOUN COUNTY LAND BANK AUTHORITY in determining the Respondent's financial condition. THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
5. Evidence of Lead-Based Paint certification under the Federal certification program or under a federally accredited State certification program.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CALHOUN COUNTY LAND BANK AUTHORITY. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

## C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in lead-based paint - asbestos inspection and report writing in compliance with HUD standards. Capacity to produce housing and lead-based paint inspection and specification reports in an electronic format on a weekly basis.
2. Pricing proposal associated with completing inspections and written reports on a per property basis.
3. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

## SELECTION PROCESS

The Selection Committee comprised of THE CALHOUN COUNTY LAND BANK AUTHORITY staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

## QUESTIONS

Written questions must be submitted via email to [lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov) by 5:00 pm Wednesday January 26, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Friday, January 28, 2011.

## SUBMITTAL DUE DATE

Responses to this RFP are due by 3 P.M. (local time) on **FEBRUARY 3, 2011**. The prevailing clock shall be [www.time.gov](http://www.time.gov)

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

**Calhoun County  
CCLBA  
Purchasing Department  
315 W. Green St.  
Marshall MI 49068  
ATTN: Leslie R. Obrig**

**LATE PROPOSALS WILL NOT BE CONSIDERED**

## CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to THE CALHOUN COUNTY LAND BANK AUTHORITY is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Title)

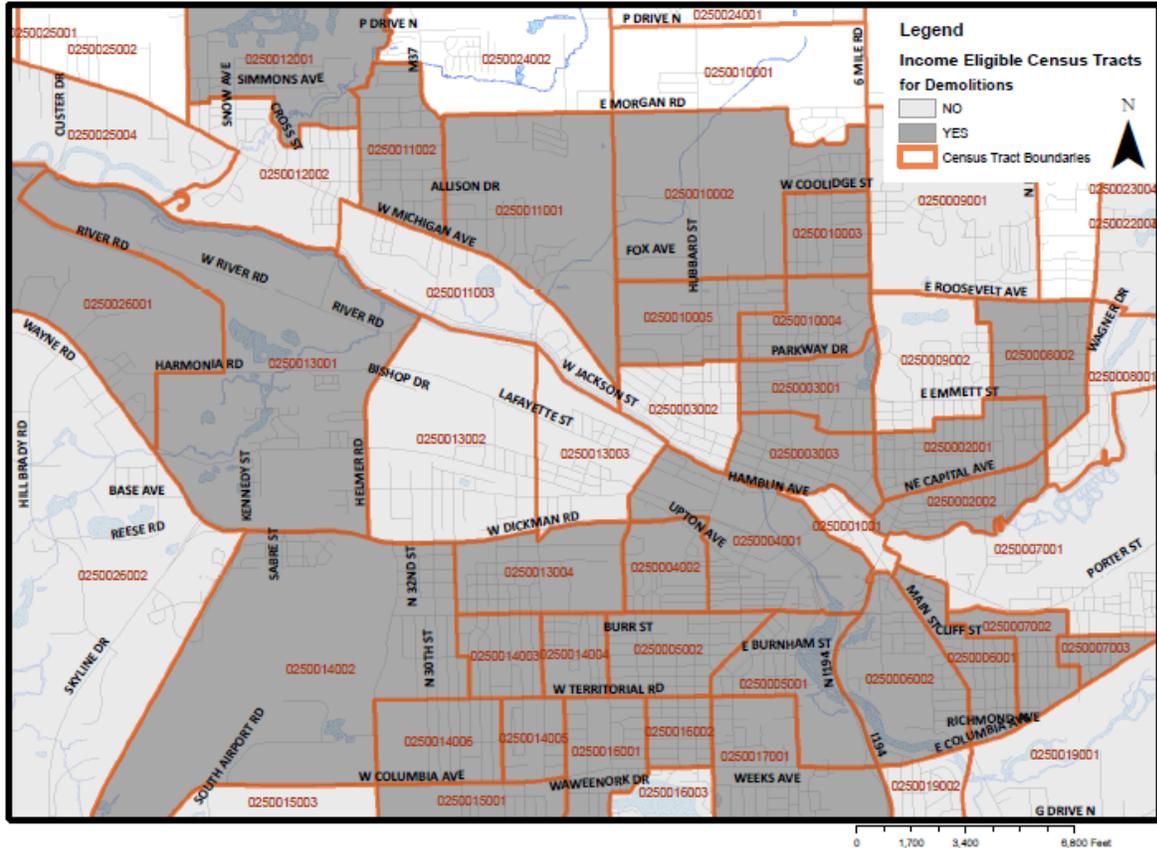
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(Date)

## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- Housing Inspection State License and or Certification
- Lead-based Paint Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation:
- Description of Company
- Capacity of Company
- Pricing Proposal
- Historic Preservation, Weak Markets Sales, Energy Retrofits, and Green Technologies
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

# APPENDIX A



NSP2 Income Eligible Census Tracts for Demolitions

## APPENDIX B

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

### D. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing housing inspection and specification writing services

Less than one (1) year of experience in housing and lead-based paint inspection and specification writing for rehabilitation projects	5 Points
One (1) to three (3) years of experience in housing and lead-based paint inspection and specification writing for rehabilitation projects.	10 Points
Greater than ten (3) years of experience in housing and lead-based paint inspection and specification writing for rehabilitation projects or a state license as a state certified engineer or architect.	20 Points

2. Capacity to provide inspection and specification writing services and ability of the firm to meet timelines.

Demonstrated capacity and experience to produce less than ten asbestos and lead-based paint inspection and specification reports per week.	5 Points
Demonstrated capacity and experience to produce up to twenty asbestos and lead-based paint inspection and specification reports per week.	15 Points
Demonstrated capacity and experience to produce greater than twenty-one asbestos and lead-based paint inspection and specification reports per week.	25 Points

3. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	55 Points
Each additional lowest bid amount will be reduced by 5 points	

4. Local Preference

Principal Business Office Location within 20 miles of Battle Creek, MI	20 Points
Principal Business Office Location within 40 miles of Battle Creek, MI	10 Points
Principal Business Office Location outside 40 miles of Battle Creek, MI	5 Points

5. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	10 Points