

**REQUEST FOR PROPOSALS  
FOR  
LEAD BASED PAINT  
INSPECTION, TESTING, AND REMEDIATION  
SERVICES**

**PROPOSAL FORMAT  
AND  
SCOPE OF SERVICES**

PROPOSALS TO BE SUBMITTED BY 10:00 AM, THURSDAY, JULY 31, 2014 TO:

LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
C/O STEVE BARCOSKI, ACTING CHIEF OF STAFF  
200 ADAMS AVENUE  
6<sup>TH</sup> FLOOR  
SCRANTON, PA 18503  
(570) 963-6800

## REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that pursuant to a fair and open process, the County of Lackawanna is seeking proposals from qualified firms with considerable knowledge and experience in housing rehabilitation programs, grant programs, and federal and state contracts to provide Lead Based Paint Inspection, Testing, and Remediation Services.

Sealed submissions will be received by the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, at its offices at 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503, (570) 963-6800, on Thursday, July 31, 2014, no later than 10:00 AM, prevailing time. Proposals will not be accepted after that date and time.

Details of the proposal content are contained in a Request for Proposals Packet which can be obtained on the Lackawanna County web site at [www.lackawannacounty.org](http://www.lackawannacounty.org). Lackawanna County encourages responses from eligible MBE, WBE, and Section 3 residents and businesses.

Lackawanna County is an equal opportunity employer.

Steve Barcoski

Acting Chief of Staff

COUNTY OF LACKAWANNA  
REQUEST FOR PROPOSALS  
FOR  
LEAD BASED PAINT INSPECTION, TESTING, AND REMEDIATION  
SERVICES

Notice is hereby given that pursuant to a fair and open process, and in compliance with Title 24 of the Code of Federal Regulations of the Department of Housing and Urban Development, Part 85 - Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments, the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, will receive sealed proposals at its offices at 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503, (570) 963-6800, on Thursday, July 31, 2014, no later than 10:00 AM, prevailing time for lead based paint inspection, testing, and remediation services to assist in housing rehabilitation programs and other grant programs. Any questions regarding the request for proposals should be directed to the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, at the above address between the hours of 9:00 AM and 4:00 PM Monday through Friday.

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.

The services to be furnished are required by the COUNTY to ensure that the COUNTY complies with applicable regulations and to ensure the health, welfare and safety of occupants. The OFFERER shall be guided by these objectives.

All lead inspectors must be licensed by the Commonwealth of Pennsylvania, and must have successfully completed the Lead Inspector Course. All risk assessors must be licensed by the Commonwealth of Pennsylvania, and must have successfully completed the Risk Assessor Course. Services rendered must be in compliance with the regulations issued under sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title X (ten) of the Housing and Community Development Act of 1992, and under 24 of the Code of Federal Regulations, part 35 (24 CFR 35).

ARTICLE I. Property to be Inspected - When so requested and assigned, in writing by the COUNTY, the OFFERER shall inspect each property and shall make appropriate tests. The OFFERER shall provide the COUNTY with a written report of all findings and in the case where those findings are positive, the OFFERER shall provide the COUNTY with a written plan of remediation to include interim controls for lead based paint, including cost estimates.

ARTICLE II. Purpose and Significance of Inspections - The services to be furnished under this Agreement are required by the COUNTY to ensure that the

COUNTY complies with all applicable regulations and to ensure the health, welfare and safety of occupants. The OFFERER shall be guided by these objectives when expressing a written opinion.

ARTICLE III. Scope of OFFERER'S Services - The OFFERER, in connection with and respecting the aforesaid, and in return for payment from the COUNTY, shall perform and carry out, in a satisfactory and proper manner, the following:

- (A) Upon written assignment by the COUNTY inspect homes, perform all necessary testing services and prepare and deliver to the COUNTY, within fifteen (15) calendar days of the date of assignment, an original of the completed written report. The OFFERER shall inspect all habitable living space in each unit and other improvements to the property. All inspections and testing shall be done in accordance with applicable regulations. Interim controls and safe work practice procedures will be applied. OFFERER'S must have the necessary equipment to extract accurate samples and laboratory results. Use of a XRF is the preferred method of testing for lead based paint testing.
- (B) Provide a clearance report to the COUNTY once the construction contractor has completed remediation. The OFFERER shall, when so requested by the COUNTY, furnish the COUNTY a supplementary letter.
- (C) The OFFERER, at the request of the COUNTY, may also be required to render additional services, for which the OFFERER will paid a fee which shall be negotiated between the OFFERER and the COUNTY upon request of a specific service by the COUNTY and prior to the commencement of a specific service.

ARTICLE IV. Reports - A separate report shall be submitted for each property. Each fully compiled report to be furnished by the OFFERER shall contain a summary headed "Report for the COUNTY OF LACKAWANNA", which provides the following, as well as those items contained in the written proposal:

- (A) Project name.
- (B) Date of the inspection.
- (C) Name of the owner(s).
- (D) The report must include analytical sampling and testing results, complete inspection report with findings, specifications as necessary for the interim control of any identified hazards, a remediation plan to include interim controls for lead based paint to eliminate the hazard along with cost estimates; in addition, once the construction contractor has completed remediation, a clearance report must be completed.
- (E) The signature of the OFFERER.

ARTICLE V. Services to be Provided by the COUNTY - The COUNTY agrees to furnish the OFFERER ownership data for each property. The COUNTY will provide the applicant name and address of property to be inspected by the OFFERER.

ARTICLE VI. Time of Performance - Failure to complete the prescribed work within allotted time will require the OFFERER to pay the COUNTY, as liquidated damages, the sum of one hundred fifty dollars (\$150.00) per day, unless otherwise stated. The OFFERER must submit any Change Order requests for an extension of the time immediately upon discovery of the need for such an extension. The OFFERER must present a valid reason for any time extension and a determination as to whether the extension is justified will be made by the COUNTY. The services of the OFFERER rendered in connection with the aforementioned PROJECT shall commence upon execution of an Agreement and shall be completed as follows:

- (A) Work outlined in Article III above shall be undertaken only upon written assignment of said work by the COUNTY. As stated in Article III, reports shall be submitted to the offices of the COUNTY within fifteen (15) calendar days of the date of assignment. For the purposes herein, fifteen (15) calendar days shall be time allotted for each individual assignment by the COUNTY to the OFFERER.
- (B) Updates of reports shall be submitted to the offices of the COUNTY within ten (10) calendar days of the date of assignment.
- (C) The overall time of performance permitted for all services identified in Article III shall not exceed a period of three (3) years from the date of the Agreement. The overall time for completion cannot be changed unless said time change is mutually agreed upon by a written change order to this Agreement.

ARTICLE VII. Documentation to be provided by each OFFERER - The OFFERER also understands that the scope of the project is to be investigated prior to the submission of proposals. Do not base proposals solely upon the information provided in this Request for Proposals. In the event an OFFERER, in the process of investigating the scope of work, discovers that unusual circumstances exist and/or the scope of the project must be expanded, the OFFERER shall immediately notify the COUNTY of the discovery. A total "not to exceed" dollar amount cost for each of the above described services will be negotiated with the successful OFFERER based upon proposal content. The COUNTY reserves the right to reject any or all proposals, including, but not limited to, proposals exceeding the budget after negotiations. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal and the term "COUNTY LEAD BASED PAINT INSPECTION, TESTING, AND REMEDIATION SERVICES RFP" clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the

submission to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.

- (A) The OFFERER shall submit two (2) copies of the "General Information" form (which is attached).
- (B) The OFFERER shall submit two (2) copies of the "Price Proposal for Discussion Purposes" forms (which are attached).
- (C) Qualifications and Experience - Each OFFERER shall submit two (2) copies of the following forms:
  - 1. Qualifications of the principals in the firm/staff/subcontractors (form is attached).
  - 2. Experience of the principals in the firm/staff/subcontractors (form is attached).
  - 3. Experience of the firm with the specific services requested (form is attached). Two example reports of Interim Control Risk Assessments must be submitted.
  - 4. Amount of time that the firm has available to commit to the project, based on the current workload of the firm (form is attached).
  - 5. Firm's past performance with Lackawanna County Projects (form is attached).
  - 6. Section 3 Strategy (form is attached).
- (D) Insurance - Each OFFERER shall submit two (2) copies of Certificates of Insurance for:
  - 1. General and Professional Environmental Liability Insurance (Minimum \$1,000,000.00)
  - 2. Workman's Compensation Insurance
- (E) Licenses - Each OFFERER shall submit two (2) copies of Commonwealth of Pennsylvania Licenses for all lead inspectors and risk assessors.

ARTICLE VIII. FACTORS FOR AWARD - Proposals will be evaluated in accordance with Lackawanna County's Qualifications Based Selection Process. Anyone submitting a proposal is advised to review that process, which is set forth on the County's website at [www.lackawannacounty.org](http://www.lackawannacounty.org). Based on the content of the written proposal and any oral discussion, the COUNTY will make a selection that will be most favorable to the COUNTY. The factors for award will include consideration of the factors identified in Request for Proposal hereof, as well as qualifications, experience, timeliness, past performance, reasonableness of compensation, and overall determination of the OFFERERS ability to meet the COUNTY's need for the services as described herein. The

COUNTY encourages Small Business Firms and firms owned and controlled by socially and economically disadvantaged individuals including Minority Business Enterprises and Women Business Enterprises to submit proposals. Personnel/subcontractors working on the project shall be listed in the proposal. During the contract period, use of any personnel and/or subcontractors by the successful OFFERER that were not previously identified in their proposal must be approved in advance in writing by the COUNTY. All successful OFFERERS must meet the terms and conditions of the attached Part II - Terms and Conditions. The COUNTY reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law, including, but not limited to, proposals exceeding the budget after negotiations. Evaluation factors and their relative importance (maximum points to be awarded) are as follows:

- (A) Qualifications of the principals in the firm/staff/subcontractors: 15 points.
- (B) Experience of the principals in the firm/staff/subcontractors: 15 points.
- (C) Experience of the firm with the specific services requested: 15 points.
- (D) Amount of time that the firm has available to commit to the project, based on the current workload of the firm: 5 point.
- (E) Firm's past performance with Lackawanna County projects: 10 points
- (F) Other qualifications:
  - 1. Small Business Firm (a firm with less than \$4 million in annual gross receipts): 1 point.
  - 2. Minority Business Enterprise (MBE) (MBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): 5 points.  
A Minority Business Enterprise is a for-profit business concern that is one of the following (minority persons are persons who are citizens of the United States and who are African Americans, Hispanic Americans, Native American, or Asian-Pacific Americans):
    - (1) A sole proprietorship, owned and controlled by a minority; or
    - (2) A partnership or joint venture controlled by minorities in which 51% of the beneficial ownership interest is held by minorities; or
    - (3) A corporation or other business entity controlled by minorities in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by minorities.
  - 3. Women Business Enterprises (WBE) (WBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): 3 points.  
A Woman Business Enterprise is a for-profit business concern that is:

- (1) a sole proprietorship, owned and controlled by a women in which at least 51% of the beneficial ownership is held by women; or
  - (2) a partnership or joint venture controlled by women in which at least 51% of the beneficial ownership is held by women; or
  - (3) a corporation or other entity controlled by women in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by women.
4. Labor Surplus Area Business Firm (a civil jurisdiction (cities with a population of at least 25,000 and all counties, in addition to township of 25,000 or more population) whose average unemployment rate is at least 20% above the average unemployment rate for all states (including the District of Columbia and Puerto Rico) during the previous two calendar years.: 1 point.
5. Section 3 Business Firm: (Section 3 Business Concern means:
- (1) That is 51 percent or more owned by section 3 residents; or
  - (2) Whose permanent, full-time employees include persons, at lease 30 percent of whom are currently section 3 residents, or within three years of the date of first employment business concern were section 3 residents; or
  - (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) above.

Section 3 Resident means: A public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the section 3 covered assistance is expended (Lackawanna, Luzerne, and Wyoming Counties), and who is a low-income or very low-income person.

Category 1 - Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees): 4 points.

Category 2 - Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development other than the housing development where the work is to be performed; or whose full-time, permanent workforce includes 30% of these persons as employees): 3 points.

Category 3 - Section 3 Resident (HUD Youthbuild programs being carried out in the community in



which Section 3 covered assistance is expended): 2 points.

Category 4 - Section 3 Resident (Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns): 1 point.

Section 3 Strategy for meeting greatest extent feasible requirement to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable.: 5 points.

G. Reasonableness of Compensation: 15 points.

**GENERAL INFORMATION**

**OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM**

NAME: \_\_\_\_\_

PRINCIPALS:	TITLE:
_____	_____
_____	_____
_____	_____
_____	_____

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- I. Did your firm submit the following documentation:
  - A. GENERAL AND PROFESSIONAL ENVIRONMENTAL LIABILITY INSURANCE CERTIFICATE?: \_\_\_\_\_
  - B. WORKMAN'S COMPENSATION INSURANCE CERTIFICATE?: \_\_\_\_\_
  - C. TWO EXAMPLE REPORTS OF INTERIM CONTROL RISK ASSESSMENTS?: \_\_\_\_\_
  - D. COMMONWEALTH OF PENNSYLVANIA LICENSES FOR ALL LEAD INSPECTORS AND RISK ASSESSORS?: \_\_\_\_\_
  
- II. Indicate qualifications under any of the following categories:
  - A. SMALL BUSINESS FIRM: \_\_\_\_\_
  - B. MINORITY BUSINESS ENTERPRISE: \_\_\_\_\_
  - C. WOMEN BUSINESS ENTERPRISE: \_\_\_\_\_
  - D. LABOR SURPLUS AREA BUSINESS FIRM: \_\_\_\_\_
  - E. SECTION 3 BUSINESS FIRM:
    - Category 1: \_\_\_\_\_
    - Category 2: \_\_\_\_\_
    - Category 3: \_\_\_\_\_
    - Category 4: \_\_\_\_\_
  
- III. Is your firm currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations? (If yes, specify): \_\_\_\_\_  
\_\_\_\_\_

IV. Is your firm involved in any current litigation with the County? (If yes, specify): \_\_\_\_\_

\_\_\_\_\_

V. Are there any conflicts of interest to which your firm would be subject if it were to provide the requested services on behalf of the County? (If yes, specify.): \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRICE PROPOSAL FOR DISCUSSION PURPOSES**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

The following fee schedule shall include all such services, all supplies, materials, and equipment used or furnished by the OFFERER, and all expenses incurred by the OFFERER. All expenses of the OFFERER, including travel expense and subsistence, telephone conversations, clerical services, communications, documentation, correspondence, and any and all other miscellaneous work shall be borne by the OFFERER.

(A) Flat fee for completed lead based paint inspections and report - XRF Testing to include up to 100 XRF readings

\$ \_\_\_\_\_

(B) Preparation of lead based paint remediation plan to include interim controls and cost estimate - to include up to 15 dust wipes and 2 soil samples as needed

\$ \_\_\_\_\_

(C) Additional lead based paint fees -

(1) Inconclusive Paint Samples \$ \_\_\_\_\_

(2) Dust Wipe Samples \$ \_\_\_\_\_

(3) Soil Samples \$ \_\_\_\_\_

(4) Water Samples \$ \_\_\_\_\_

(D) Flat fee for a lead based paint clearance - to include up to 10 dust wipe samples and 2 soil samples

\$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**QUALIFICATIONS OF THE PRINCIPALS IN THE  
FIRM/STAFF/SUBCONTRACTORS**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- I. Describe the qualifications of the principals in the firm/staff/subcontractors. List the specific personnel to be assigned to the projects(s), their functions, their qualifications, and provide their Commonwealth of Pennsylvania License Number(s).

**EXPERIENCE OF THE PRINCIPALS IN THE  
FIRM/STAFF/SUBCONTRACTORS**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- II. Describe the experience of the principals in the firm/staff/subcontractors. List the specific personnel to be assigned to the projects(s), their functions, their experience, and provide their Commonwealth of Pennsylvania License Number(s).

**EXPERIENCE OF THE FIRM WITH THE SPECIFIC SERVICES REQUESTED**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- III. Describe the experience of the firm with the specific services requested. Describe the stability, continuity, and commitment of both the staff and the management.

**CURRENT WORKLOAD**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- IV. Estimate the amount of time that the firm/subcontractors has available to commit to the project(s), based on the current workload of the firm. List all current projects which the firm/subcontractors is under contract, and provide a percentage of time that personnel will devote to the project(s).



**PAST PERFORMANCE**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

V. Describe past experience, if any, with Lackawanna County projects.

**SECTION 3 STRATEGY**

*OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ SS #/IRS ID #: \_\_\_\_\_

- VI. Section 3 Strategy for meeting greatest extent feasible requirement to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable.