

I. REQUEST FOR PROPOSALS

Lead Based Paint Inspector and Lead Risk Assessor Services

SOLICITING AGENCY:

Rowan County

PROJECT TITLE:

FY11 - CDBG Scattered Site Housing Rehabilitation Program

SERVICES SOLICITED:

Professional Lead Based Paint Inspector and Lead Risk Assessor Services for the implementation of the 2011 CDBG Scattered Site Housing project specified herein.

DEADLINE FOR SUBMISSION:

12:00 p.m., Wednesday, May 8, 2013

II. PURPOSE OF SOLICITATION

Rowan County has received notification of an award from the North Carolina Department of Commerce for their 2011 CDBG Scattered Site Housing application. The total cost for the project is \$400,000.00. This grant will provide \$400,000.00 in CDBG funds for the Scattered Site Housing Project. The project will consist of the rehabilitation of seven (7) low income homes.

III. SCOPE OF SERVICES

The following will outline the services to be provided by the Lead Based Paint Inspector and Lead Risk Assessor consultant:

Provide lead based paint inspections and risk assessments in accordance with HUD regulations 24CFR35 for up to seven (7) single-family residences in Rowan County. Complete reports shall be developed in accordance with standard HUD and EPA procedures.

IV. EVALUATION CRITERIA

Award of a contract for Lead Based Paint Inspector and Lead Risk Assessor services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to Rowan County. Special consideration will be given to experience, familiarity with the services to be provided, reputation, quality of work and the level of training and certifications of the consultant. This is

a competitive negotiation procurement process and **is not a low bid process**. Fees will be used to evaluate “cost effectiveness”, but not a primary selection factor. Fees provided will be used in conjunction with the selection factors listed below.

Proposal evaluation will be based on five evaluation factors, to be rated on a point system. The County will select the most qualified individual or firm based on points awarded and attempt to negotiate with that consultant.

1. Previous lead based paint inspection and lead risk assessor experience and the success of the project. (25 Points)
2. Ability to carry out projects on schedule and to complete projects as approved by the County. (25 Points)
3. Experience of the firm's proposed lead based paint inspector and lead risk assessor and project staff on previous similar projects to also include the level of training and certifications. (25 Points)
4. Understanding the needs of the County and responsiveness of firm to elements in Requests for Proposals. (20 Points)
5. Lump sum or hourly not-to-exceed fee and hourly fee schedule (for evaluation purposes only). (5 Points)

V. PROPOSAL CONTENTS

Your proposal must specifically address each of the following items:

1. **A short profile of firm’s organization, principals, staff and facilities to include:**
 - a. Legal name of the firm and mailing address.
 - b. Name and telephone number of principal contact.
 - c. Resumes of key employees to be assigned to the project.
 - d. Statements concerning the firm’s liability insurance coverage and limits of said insurance.
2. **Evidence of the firm’s ability to perform the work to include:**
 - a. Familiarity of the firm with problems applicable to the particular type of project.
 - b. Knowledge, familiarity and previous work experience of the firm with the County.
 - c. Specialized experience and technical competence of the firm and its personnel in connection with type of services required of this project.

- d. Past performance record on similar contracts, with particular emphasis on time management, cost control, quality of work and ability to meet schedules.
- e. Estimate of the time required from receipt of request to execution of completed assessment work per residence.
- f. List of any services, which would be subcontracted.

3. A listing of specific services to be provided, to include:

- a. Timeline of services.
- b. Areas of responsibility and liability.
- c. Unit price for each inspection and assessment.

Please note that timeliness of services will be an important factor in selection of firm.

VI. LOCATION TO MAIL OR DELIVER PROPOSAL TO:

Mail or Deliver To: Ed Muire, Planning Director
Rowan County Planning Department
402 N. Main Street Room 204
Salisbury, NC 28144

VII. GRANTEE DISCLOSURE REQUIREMENTS

The total estimated cost of the Scattered Site Housing Rehabilitation Improvements Project is \$400,000.00. Of this, \$400,000.00 or 100% will be provided by CDBG funds. Rowan County is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit proposals. Rowan County reserves the right to reject any or all proposals.