



County of Cumberland Request for Proposals

RFP Number 019 - 150

**Multi-Site Hazardous Materials Testing
and Risk Assessment Services**

FOR

**Disaster Recovery Program
For
Disaster Recovery Act of 2017**

Release Date: May 15, 2019

RFP Due Date: June 14, 2019

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County of Cumberland Request for Proposals

RFP Number 019 - 150

Multi-Site Hazardous Materials Testing and Risk Assessment Services

FOR Disaster Recovery Program For Disaster Recovery Act of 2017

INVITATION

Written proposals subject to the conditions herein stated and attached hereto, will be received at 707 Executive Place, Fayetteville, NC 28305 until 4:30pm Eastern Time on June 14, 2019 for providing the services as described below for the County of Cumberland (The County).

DESCRIPTION

Due to the impact of Hurricane Matthew in North Carolina, funding for disaster relief were provided by the Disaster Recovery Act of 2017 (S.L. 2017-119). These funds are targeted to the most impacted areas to address unmet needs, long-term recovery and housing and economic revitalization. These funds may be used by the County for housing and related activities associated with acquisition, elevation, mitigation, reconstruction of existing structures damaged by storms and not covered by HMGP.

The County of Cumberland is hereby requesting written proposals to provide Multi-Site Hazardous Materials Testing and Risk Assessment Services for the evaluation, identification, development of abatement procedures and the issuance of a Certification of Compliance with abatement requirements.

The County will receive proposals from Proposers having specific experience and qualifications in the areas identified in this solicitation. For consideration, proposals must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by the County may be included elsewhere in this solicitation.

Bidding firms must have a thorough understanding of all laws, rules and regulations associated with multi-site hazardous materials testing and risk assessment services.

GENERAL SCOPE OF SERVICES

- Approximately up to 12 vacant residential single-family houses are being considered for acquisition, demolition and clearance under this program. Reports will be prepared for each target property identified by address;
- Provide base pricing samples for lead, asbestos, and any other hazardous material on the site interior and exterior on the target property;
- Prepare risk assessments;
- Prepare clearance testing and certificate of compliances
- Prepare hazardous materials abatement recommendations in hard copy and PDF formats.

DESCRIPTION OF PROJECTS

A) TARGET PROPERTIES:

The certified inspector/risk assessor will provide a comprehensive risk assessment for hazardous materials for up to 12 vacant single-family homes, in County of Cumberland, that will be scheduled for demolition under the Disaster Recovery Program - DRA-17.

Sample Property Description

The ranch style single-family detached home sits on 2.1 level acres of property zoned R10. The 1505 sf. ft. conditioned space is comprised of a total 6 rooms, of which there are 3 bedrooms and 2.5 baths. The home sits on a crawl space, exterior walls are brick, roof is composite shingles, single hung windows with screens, gutters with downspouts, front porch and rear deck. In some cases, there is attached storage, attached garage/carport and/or detached shed. The interior has carpet, vinyl and tile floors, drywall on wall with wood trim, bathroom wainscot is tile/fiberglass, doors are standard. Refrigerator, range/oven, dishwasher, washer/dryer a dropdown stairway. Heating is FWA and electric.

The following illustration is an example of the type of home that will undergo hazardous materials risk assessment.



SPECIAL INSTRUCTIONS:

Across the nation emergency management disaster relief has become a priority. Hazardous materials risk assessment relative to a flood event has a broader scope to include both building and site. The properties to inspect, assess and test for hazardous materials were the subject of the Hurricane Matthew flood event.

A risk assessment report shall be prepared that will include process and procedures for the abatement of said hazardous materials. This report will be used to communicate the requirements for abatement to a Contractor.

The County of Cumberland Community Development (CCCD) requests proposals from a qualified Consultant who is Licensed and/or Certified in the State of North Carolina to preform hazardous materials risk assessments. The hazardous materials assessment Consultant will identify the potential hazards and associated regulatory constraints associated with the abatement of materials identified. The plan for abatement of hazardous materials found at the target properties shall comply with OSHA, EPA and the NC Public Safety Division of North Carolina Emergency Management regulatory guidelines. The Inspector/Risk Assessor must abide by the local and federal labor standards where applicable.

The Consultant will perform an inspection, assess risk and sample the hazardous materials found at the target site. The Consultant will then list and compile a baseline inventory of information for each of the sites.

The hazardous material assessment shall be conducted to comply with the Occupational Safety and Health Administration (OSHA) found in 29 CFR 1926 and EPA Hazardous Waste Test Methods, Public Safety Division of North Carolina Emergency Management. In keeping with the green building practice, a goal of the CCCD, is to recycle as much of the *clean* demolished materials at the target properties.

CCCD will enter a separate procurement process for the abatement and demolition

METHODOLOGY:

The Certified Hazardous Materials Risk Assessor shall follow the OSHA, EPA and NCEM regulations and requirements. For the purposes of this assessment, hazardous materials are defined as any material requiring special handling or disposal prior to demolition. Examples are Asbestos Containing Building Materials (ACBM), Lead and Mold/Microbial Growth. Additional hazardous materials include but are not limited to the following:

- Crystalline Silica (*found in latex paint*)
- Hantavirus-Rodent Droppings
- Polychlorinated biphenyl (PCB's) (*found in some adhesives*)
- Urea Formaldehyde (*resins used in plywood, particleboard, MDF, and insulation*)
- Radioactive Materials / Radon Gas (*naturally occurring radioactive gas*)

- Arsenic (*found on pressure treated lumber*)
- Ozone Depleting Substances (CFCs/ODS) (*widely used refrigerant for residential heat pump and air-conditioning systems*)
- Above Ground Tanks (*where applicable*)
- Explosives and Combustibles (*where applicable*)

RFP RESPONSE REQUIREMENTS

Your submission **MUST** include the following, and in the following order:

- Tab – 1 Cover letter including contact name, address, phone number and email
- Tab – 2 Addenda
- Tab – 3 Execution of Submission Proposal
- Tab – 4 Experience
- Tab – 5 Price/Cost Effectiveness
- Tab – 6 Approach/Strategy
- Tab – 7 References
- Tab – 8 Company Profile/Licenses/Certifications
- Tab – 9 Proposed Schedule

Evaluation Procedure and Factors to Be Considered in The Evaluation Process

Qualifications of Proposers

The Proposer may be required before the award of any contract to show to the complete satisfaction of the County that it has the necessary facilities, licenses, certifications, bonds, insurance, staffing and financial resources to complete this project to include an understanding of the Disaster Recovery Act. The Proposer may also be required to give a history and references in order to satisfy the County regarding the Proposer's qualifications. The County may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the County all information for this purpose that may be requested.

The County reserves the right to reject any offer if the evidence submitted by, or investigated of, the Proposer fails to satisfy the County that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include the items noted below in the Evaluation Criteria.

A selection committee made up of qualified staff from County of Cumberland shall review and evaluate all responses. The selection committee will have only the responses to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work. Final authority of the selection ultimately lies with the County of Cumberland County Manager and/or Board Chair and is subject to not agreeing with the recommendation from the selection committee.

Evaluation Criteria

- A. Experience/References: (35 points) Scoring will emphasize expertise in previous hazardous materials testing and assessment. Respondent must provide three (3) examples of experience in multi-site hazardous materials testing and risk assessment like those found in County of Cumberland's DRA – 17 projects. List of no less than three references, their contact information, and contact information for the project associated with the reference. Scoring will emphasize quality of references and the quality of performance of previous contracts or services.
- B. Price/Cost Effectiveness: (20 points) Proposer shall provide hourly information by title/function assigned to the project. Fees shall be annotated by site and summarized for a total cost to deliver this project.
- C. Approach Strategy: (15 points) Scoring will emphasize project approach for each service requested. Services requested are found in the "General Scope of Services" section of this RFP.

Additionally, please explain the local presence that your firm will have in the community and assigned staff frequency in situ. It will be paramount to have firm expertise available for staff.

- D. Company Profile/Licenses/Certifications: (15 points) Scoring will emphasize required licenses, certifications, management, organization, availability of key staff, skill, financial and other necessary resources to perform the work or provide the services required in a timely manner. This section must include licensure and certifications for all parties involved

Respondents must provide a listing of the personnel who would be assigned to the project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Please include an organizational chart of the team and any associated decision-makers that are a part of any review or approval process within your firm.

- E. Schedule: (15 points) Scoring will emphasize ability to commence service promptly, estimated schedule and familiarity with regulations. Schedule shall be based on the number of days required to complete the project following receipt of the Notice to Proceed.

After the selection process, the Selection Committee shall negotiate on behalf of the County of Cumberland, a contract based on the fees and the fee structure as submitted in the proposal. The County reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Evaluation of Qualifications

The evaluation of the Responses shall be based on the requirements described in this RFP. All properly submitted Responses will be reviewed, evaluated, and ranked by the Selection Committee as noted above. The County reserves the right to include an interview with the Proposer if the County deems it necessary to aid in the ranking process. If the County requests an interview from a select number of the proposals, it is required of those Proposers to meet with the selection committee at a time to be specified. The County will contact those Proposers with the top ranked proposals that best meet the County's needs. The number of selected proposals will be determined by the selection committee. The proposals will be reviewed in depth with the selection team at that time. The County will contact the Proposer that best meets the County's needs and attempt to negotiate an agreement that is acceptable to both parties.

Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the most qualified firm(s) will require subjective judgments by the County.

Type of Contract

The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract resulting from this effort will be negotiated at the sole discretion of the County of Cumberland.

Clarifications and Interpretations

Any clarifications to questions as well as any interpretations of this RFP that materially affect or change its requirement will be provided by the County as an addendum. These items must be received by the County 10 days prior to the proposal due date to allow for proper notification. All such addenda issued by the County shall be issued before the proposals are due as part of the RFP, and all Respondents shall acknowledge receipt of and incorporate each addendum in its Responses. Addenda will be posted on the County's website

http://co.cumberland.nc.us/departments/community-development-group/community_development/request-for-proposal-applications

Effective Period of Proposal

All proposals are required to remain in effect for at least 90 days from the date submitted to the County for review.

County's Reservation of Rights

The County may evaluate the Responses based on the anticipation completion of all or any portion of the Project. The County reserves the right to reject any and all Responses and re-solicit for new Responses or to reject any and all proposals and temporarily or permanently abandon the Project. The County makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

Deadline for Submission of Interest

The Bidding Firm (s) shall submit its Responses by the date, time and location described below:

Date: **Friday, June 14, 2019**
Time: Received until **4:30 P.M Eastern Time**
Location: County of Cumberland Community Development
707 Executive Place
Fayetteville, NC 28302
Attn: **Sylvia McLean, CD Consultant, CDBG-DR**

RFPs received after this time and date will not be accepted.

COUNTY OF CUMBERLAND RFP NUMBER 019 – 150 MULTI-SITE HAZARDOUS MATERIALS TESTING AND RISK ASSESSMENT SERVICES

The Bidding Firm (s) shall submit one (1) original with (2) identical copies of the Response in print and with one PDF copy provided on USB drive. The proposal must include an original signature "THE COUNTY OF CUMBERLAND REQUEST FOR PROPOSAL SUBMISSION FORM" attached herein.

Responses received after the deadline for submission will be returned to the Respondent unopened. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must be clearly identified; and the response is for the COUNTY OF CUMBERLAND RFP NUMBER 019 – 150 MULTI-SITE HAZARDOUS MATERIALS TESTING AND RISK ASSESSMENT SERVICES.

GENERAL INFORMATION AND REQUIREMENTS

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

MWE/WBE & Utilization of Small Businesses

Please state and certify whether your firm or any potential sub-contractors participate in the Minority and Women Owned Business Enterprise (MBE/WBE). It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a small disadvantaged business concern, or a women-owned small business concern.

No Lobbying

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the County, it will not take any action, may any effort or support or engage other on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFP in the favor of the Respondent. This includes direct contact with the County Commissioners, County Manager, County Staff of County of Cumberland and others who may be engaged in the process or grant program. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Respondent violating any of the conditions is subject to immediate disqualification for

consideration.

No Reimbursement for Costs

The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

Eligible Respondents

Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The County will contract only with the individual firm or formal organization that submits its Responses.

Reference Checks

Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigation may be conducted as part of the due-diligence process.

Disposition of Proposals

All submitted proposals become the property of the County.

Nonconforming Terms and Conditions

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The County reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by the County of non-responsiveness based on the submission of nonconforming terms and conditions.

Debarment and Suspension

By submitting a proposal, the Proposer certifies that it is not currently debarred nor suspended from submitting a proposal for contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government and that it is not a person or entity that is currently debarred or suspended from submitting proposals from contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government.

OTHER SUPPLEMENTAL CONDITIONS REQUIREMENT

In accordance with the applicable statutes and regulations governing the DRA-17, HMGP, CDBG-DR, federal funds or State funds, I hereby certify that:

Utilization of Minority/Women & Disadvantaged Contractors

Projects receiving federal funds must notify and include minority and women contractors in their bidding process. Executive Order 11625 (Utilization of Minority Business Enterprise) and Executive Order 12138 (Utilization of Female Business Enterprise).

Davis-Bacon Prevailing Wage Rate Labor Standards

Any construction project receiving \$2,000 or more in federal funds, as applicable, will be required to comply with the prevailing wage requirement.

- (a) The County of Cumberland Community Development (CCCD) administers funds from federal sources for DRA-17 demolition/clearance activities. The CCCD and the recipients of these funds must ensure that all applicable requirements are followed. The manual referenced in (d) provides a user's guide for the "Davis-Bacon" wage requirements and includes the various forms that must be submitted for compliance.
- (b) The 1931 Davis-Bacon Act requires the payment of prevailing wage rates to all laborers and mechanics on Federally assisted construction contracts. Overall program responsibilities are administered by the U.S. Department of Labor while the project specific responsibilities are administered by the CCCD. In addition, the various Davis-Bacon Act requirements are implemented through the "related act" provisions from the statutes of the specific agency.
- (c) The CCCD's objective is to ensure compliance so that all laborers and mechanics are paid accordingly, to provide support and monitor performance of the labor standard requirements. By doing so we hope to eliminate disruption of the construction process.
- (d) <https://www.hud.gov/sites/documents/13441C3SECH.PDF> is a link to the DB Manual. These guidelines are subject to change and modification, this version supersedes and replaces any prior versions. If you have any questions, contact the Project Manager Patrice McGinn at office (910) 437-1894 or mobile (910) 214-3185.

Section 3

Projects receiving federal funding that involve building or public facilities improvements must to the greatest extent feasible, utilize area lower income residents for employment and training opportunities (24 CFR Part 135).

Environmental Regulations

All funded projects must undergo environmental review to ensure compliance with the National Environmental Protection Act regulations. In accordance with 24 CFR Part 58.22, the applicant

agrees to refrain from undertaking any physical activities or choice- limiting actions until the County has issued the agency a written notice to proceed. Choice-limited activities include, but not limited to, acquisition of real property, leasing, repair, rehabilitation, demolition, conversion, or new construction. This limitation applies to all parties in the development process, including public or private nonprofit or for-profit entities, or any of their contractors.

Title VI of the Civil Rights Act of 1964

No person shall be excluded from participation in, be denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, or national origin. (Public Law 99-352).

Title VIII of Civil Rights Act of 1969

The Fair Housing Act prohibits discrimination in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to a person, because of race, color, religion, sex, national origin, or familial status. (Public Law 90-294).

American Disabilities Act

Projects receiving federal funding involving physical activities must include accessibility and comply with the Americans with Disabilities Act guidelines. Any federal funded service must be provided in an accessible location.

Drug-Free Workplace

The agency shall make a good faith effort to maintain a drug-free workplace. (24 CFR Part 21).

Anti-Lobbying

No federal funds shall be used for the purpose of influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress. (UCS Title 31 Section 1352).

Submission Proposal

**County of Cumberland Request for Proposal
Submission Form**

RFP Number 019 - 150

**Multi-Site Hazardous Materials Testing
and Risk Assessment Services**

FOR

**Disaster Recovery Program
Disaster Recovery Act of 2017**

COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE NUMBER _____

EMAIL _____

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER SHALL BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THE EXECUTION OF OFFER WITH THE QUALIFICATION MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENT, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSAL LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND AT THE COUNTY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the County and Respondent; (3) Neither the County or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the County will be awarded under this RFP; and (4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the County all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP document and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the County.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Individual represented by the Respondent, or anyone acting for such firm corporation, or institution has violated the antitrust laws of this state or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specifications contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the County and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connecting with, or resulting from any acts or omissions or Respondent or any agent, employee, subcontractor or supplier or Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

By signature hereon, Respondent acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a small disadvantaged business concern, or a women-owned small business concern. The Respondent shall confirm that a subcontractor representing itself as a HUB Zone small business concern is certified by SBA as a HUB Zone small business concern by accessing the System for Award Management database or by contacting the SBA. Options for contacting the SBA include –

HUB Zone small business database search application Web page at
http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm; or <http://www.sba.gov/hubzone>;
In writing to the Director/HUB, U.S. Small Business Administration, 409 3rd Street,
SW., Washington DC 20416; or
The SBA HUB Zone Help Desk at hubzone@sba.gov

Submitted and certified this _____ day of _____.

By: _____

Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____