

REQUEST FOR PROPOSALS

UPPER DARBY TOWNSHIP, PENNSYLVANIA

Lead-Based Paint Testing and Risk Assessment Services

for the

**Upper Darby Township
Community Development Block Grant Program (CDBG)**

For the period July 1, 2024 to June 30, 2025
with an option for the period July 01, 2025 to December 31, 2025

Scott Alberts
Program Manager, CED
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104 Upper Darby, PA
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comdev@upperdarby.org

BACKGROUND

Upper Darby Township, as a grantee of HUD, is an entitlement community, which operates its own Community Development Block Grant Program (CDBG). Upper Darby Township's entitlement grant is approximately \$1.6 million dollars annually.

Upper Darby Township is seeking State certified Contractor/Risk Assessors for inclusion as pre-qualified bidders in this field to provide lead-based paint testing and risk assessment services to homeowners receiving housing rehabilitation grants and Visual Paint Inspections in accordance with HUD and EPA Regulations for the Township's First Time Homebuyer Assistance Program and Home Improvement Code Compliance Program. The selection period is annual and covers one and one half (1.5) year period. The specific assistance that Upper Darby Township desires is set forth in the following Statement of Work.

I. STATEMENT OF WORK

A. Consultant will provide, upon request of Upper Darby Township Community & Economic Development, for the **Housing Rehabilitation Program**:

1. Lead-based paint testing
2. Risk Assessment
3. Technical assistance
4. Specification preparation and review of Contractor bids upon request
5. Limited on-site project monitoring and coordination with Lead Remediation Contractors
6. Post-abatement clearance testing
7. Laboratory Asbestos Testing when requested
8. All work done in accordance with 24 CFR Part 35

B. For the **First Time Homebuyer Program**:

1. A Visual Paint Inspection and Report of Findings

II. CONTENT OR PROPOSAL

Consultants responding to this RFP must include in their proposals, at a minimum, the following:

1. Introductory letter
2. Qualifications and Experience of the Firm

3. Qualifications and Experience of the personnel who would be assigned to the Contract
4. Evidence of insurance
5. At least three (3) references
6. Cost for specific services (listed by work item). Prices must include the following: per house XRF test, risk assessment, paint chip sample, wipe sample, visual paint inspection and report in accordance with HUD regulations, specification preparation, clearance testing and report, hourly consulting rate, asbestos sample testing and specifications if required.
7. Typical turnaround time and availability for all services

III. METHOD OF PAYMENT

The Consultant shall bill upon completion of individual jobs. The invoice shall include the property address, and the work that was completed. It may be submitted with the Reports.

IV. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Demonstrated qualifications of the Consultant. (30 points)
2. Demonstrated experience and availability of the Consultants project team, including employees, consultants and subcontractors. (30 points)
3. Demonstrated understanding of the Statement of Work, objectives to be accomplished and final products to be delivered. (10 points)
4. Ability of the Consultant to provide services in a timely manner. (15 points)
5. Participation by small, minority, women, Labor Surplus Area firms, Section 3 business. (5 points)
6. Reasonableness of compensation. (10 points)
7. Bidders may be asked to attend an interview or interviews with the Township during the review process.

V. EVALUATION OF PRICE

The price estimated by the consultant will be an important factor in the selection of a consultant but will not outweigh in importance the previously stated technical criteria. The Township understands that the Statement of Work is not specific enough that the required level of effort to complete each task is known.

The contract the Township proposes to issue for services is a fixed fee contract with fee payable upon the determination of the Township that the Consultant has completed the work in a fair, reasonable and prudent manner.

VI. TIME OF COMPLETION

Services supplied by the Consultant will be for the contract period of July 1, 2024 to June 30, 2025. If the Township determines that it is necessary to continue the use of the consultant, a new contract will be negotiated as to fee or amended Statement of Work, for a six month period ending December 31, 2025.

VII. DEADLINE FOR SUBMISSION OF PROPOSALS

The Township will receive sealed proposals until 3:00 pm on Friday, May 24, 2024, at the Upper Darby Township Municipal Building located at 100 Garrett Road, Room 104, Upper Darby, PA 19082. At least two (2) copies of the proposal must be submitted.

Any questions regarding this RFP must be submitted to comdev@upperdarby.org by May 10, 2024.

All questions will be reviewed. The Township will provide a document to all who have requested the RFP with a list of all questions received and the Township's response by May 17, 2024.

The Township reserves the right to not award and/or to revise this timeline.

VIII. ADDITIONAL INFORMATION

The Township's Program Year 49 Action Plan for (2023-2024), and last year's CAPER are available for review by interested consultants who wish to familiarize themselves with the Township's program. These documents are also available for review on the HUD Exchange.

IX. CONTACT PERSON

Those who have questions or desire further information should contact:

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