

PEEKSKILL HOUSING AUTHORITY

Request for Qualifications/Proposal (RFQ/RFP) LEAD PAINT TESTING SERVICES

The Peekskill Housing Authority (PHA) is requesting qualifications and proposals from interested licensed lead-based paint testing services. Peekskill Housing Authority consists of 273 units funded and administered by the U.S. Department of Housing and Urban Development. Said testing must be performed in accordance with 24 CFR 35, HUD's Lead Safe Housing Rule, and its Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. The RFQ/RFP will be available upon request by emailing Janneyn Phalen at jphalen@peekskillha.com.

Peekskill Housing Authority consists of:

Bohlmann Towers – Eight (8) story high-rise building with 144 apartments

Dunbar Heights – 13 townhouse style buildings with 96 apartments

Turnkeys – Three (3) separate sites of townhouse style buildings with 33 apartments

Kiley Youth Center – Community center

All properties are located in Peekskill, NY 10566.

These properties to be inspected are occupied.

SCOPE OF SERVICES

1. To conduct lead-based paint testing of the public housing units in accordance with 24 CFR 35, HUD's Lead Safe Housing Rule, and its Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.
2. Should lead-based paint be detected, conduct a lead-based paint risk assessment.
3. Provide the PHA with complete inspection and assessment report.
4. Both are to be provided consisting of one original, ten (10) print copies, and one digital copy on a flash drive, or in the form of a PDF, in a submission marked "Peekskill Housing Authority/Lead Testing".

REFERENCES OF REGULATORY STANDARDS TO BE MET IN PROVIDING SERVICES

1. HUD Guidelines for the Evaluation and Control of Lead Hazards in Housing.
2. New York State Department of Health Lead Paint Regulations.
3. Environmental Protection Agency (EPA) regulations.
4. HUD regulations.
5. Occupational Safety and Health Administration (OSHA) Regulations.
6. Nuclear Regulatory Commission (XRF radiation sources).

PROPOSAL CONTENT

1. Submittal must include a proposed contract specifying:
 - a) How the testing will be completed and how many units will be tested
 - b) Availability and proposed turn-around time (timeliness is important; recommended: two weeks from award of contract)
 - c) Base bid for Lead Based Paint testing
 - d) Alternative bid for Risk Assessment if lead paint is found

2. Submittal must include the following:
 - a) Sample inspection and risk assessment reports.
 - b) Certification and licensing verification documentation.
 - c) Proposed staffing.
 - d) List of similar experience with comparable housing, along with not less than 3 letters of reference.
 - e) Proof of Insurance (Errors and Omissions, Liability, Workman's Compensation, Auto).
 - f) Section 3 Certification.
 - g) Non-Collusive Affidavit. This document is attached to the RFP and must be read, signed and notarized, acknowledging that the responder has read and understands the document and certifying its content.
 - h) HUD 5369B "Instructions of Offerors Non-Construction – This document is attached to the RFP and must be read and signed, acknowledging that the responder has read and understands the document.

3. A copy of the firm's Affirmative Action Policy or Plan, if applicable, and it's State Department of Administrative Services Small/Minority/Female Business Certification if applicable.

CONDITIONS

All Consultants must adhere to the following conditions:

- All proposals in response to this RFP are to be the sole property of the PHA. Consultants are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.
- The PHA may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the PHA deems it to be necessary, appropriate or otherwise in the best interests of the PHA.
- The Consultant represents and warrants that the proposal is not made in connection with any other Consultant and is in all respects fair and without collusion or fraud.
- All responses to the RFP must conform to instructions. Failure to comply with any requirement of this RFP may be considered appropriate cause for rejection of the response.
- The contract document will represent the entire agreement between the Consultant and PHA and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The PHA shall assume no liability for payment of services under the terms of the contract until the successful Consultant is notified that the contract has been accepted and approved. The contract may be amended only by means of a written instrument signed by the PHA and the Consultant

AUTHORITY'S RESERVATION OF RIGHTS

- The housing authority reserves the right to reject any or all proposals, to waive any formality in the RFP process, or to terminate the RFP process at any time, if deemed by the housing authority to be in its best interest.
- The housing authority reserves the right to not award a contract pursuant to this RFP.
- The housing authority reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 14 days written notice to the successful responder and this reservation shall be noted in the contract.
- The housing authority reserves the right to reject or not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or services not-requested.
- The housing authority shall have no obligation to compensate a responder for any costs incurred in responding to this RFP.

RANKING OF SELECTION CRITERIA

The Housing Authority will use a ranking system in evaluating responses. The Housing Authority will evaluate all responses and select the three most qualified names or firms and rank them in one-two-three order. The top ranked firm will be contacted and an interview will be conducted so the Housing Authority can discuss future plans and gain an understanding of the firm. If in the event that the Housing Authority does not feel the top ranked firm is the most advantageous for the PHA, we will begin interviews with the next lower ranked firm. An evaluation panel will be established and the following selection criteria will be used to score and rank responses:

Section Criteria No. 1

Verifiable and successful experience in performing lead-based paint testing, risk assessment and abatement.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Section Criteria No. 2

Capability to provide professional services in a timely manner.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Section Criteria No. 3

Cost of Services.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Section Criteria No. 3

Professional competence and experience with HUD rules, regulations and projects pertaining to Public Housing administration.

Excellent 30 Points

Good 20 Points

Fair 10 Points

Selection Criteria No. 4

Knowledge of municipal building codes.

Excellent 10 Points

Good 5 Points

Fair 3 Points

Selection Criteria No. 5

Proposed approach.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Additional consideration will be given to small, women-owned, and minority business enterprises.

All responses should directly address each specific selection criteria under specific headings. Responders must provide one original, ten (10) print copies, and one digital copy on a flash drive, or in the form of a PDF, of all required information in a submission marked “Peekskill Housing Authority/Lead Paint Testing RFQ”. Responses must be received by the Housing Authority Office no later than **11 AM, Thursday, November 4, 2021** and shall be addressed to:

Ms. P Holden Croslan
Executive Director
Peekskill Housing Authority
807 Main Street
Peekskill, NY 10566

The Peekskill Housing Authority is an Equal Opportunity Employer.