

REQUEST FOR PROPOSAL (RFP)
2017 CITY-WIDE HOME REPAIR PROGRAM
LEAD-BASED PAINT TESTING SERVICES

WEST SIDE NEIGHBORHOOD HOUSING SERVICES, INC.
359 CONNECTICUT STREET
BUFFALO, NY 14213

OCTOBER 2, 2017

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1. SUMMARY AND BACKGROUND

WEST SIDE NEIGHBORHOOD HOUSING SERVICES, INC. (“WSNHS”) is a private, not-for-profit full-cycle lending agency dedicated to preserving and revitalizing Buffalo's neighborhoods by providing safe, affordable and sustainable housing opportunities for all. Our programs and services include financial capability and homebuyer education, closing cost assistance, post-purchase education, home improvement loans and foreclosure prevention counseling.

WSNHS is currently accepting proposals for Lead Based Paint testing, assessment and examination services as part of its 2016 New York State Homes and Community Renewal home improvement grant funding award.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified service providers, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction WSNHS wishes to go.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST October 20, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by WSNHS legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

WSNHS was awarded by NYS Homes & Community Renewal (HCR) a NYS HOME Program Local Program Administrators (LPA) grant in the amount of \$450,000 to assist with the repair of a minimum of fifteen (15) owner-occupied one- and two-family dwellings in low- to moderate-income neighborhoods within the corporate limits of the city of Buffalo. The NYS HOME funds will be utilized to perform NYS and local Building and Property

Maintenance Code violation repairs, as well as other improvements to remedy health & safety issues. Further, any Lead-Based Paint (LBP) hazards must also be addressed to create a safe environment for not only the current owner household, but also future occupants.

Project Description:

As part of each repair project exceeding \$5,000 in home improvement cost, it is required that a Lead-Based Paint (LBP) Risk Assessment be performed to identify LBP hazards inside and outside of the project dwelling, including X-Ray Fluorescence (XRF) testing, dust wipe sampling of hard surfaces, and exterior bare soil sampling where applicable.

Further, for any project locations where LBP hazards have been identified through the means above, a LBP Clearance Examination will be required. Such clearance examination shall consist of a visual assessment of the hazard reduction activities performed and additional dust wipe sampling, per Federal Regulations.

4. PROJECT SCOPE

The scope of this project includes the performance of Lead-Based Paint Risk Assessments and Clearance Examinations for a minimum of fifteen (15) one- and two-family dwellings. Of the fifteen (15) assisted units, the number of one- and two-family dwellings may vary, as will physical location of each unit. Eligible projects will be located within the city of Buffalo corporate boundaries.

It must be noted that, based on performance, NYS HCR may amend the grant awarded to WSNHS and provide funding to complete additional projects. In this instance, the same will be disclosed to the selected LBP firm and the terms of this agreement can be extended accordingly.

The selected bidder will be responsible for direct scheduling with the homeowners for each LBP Risk Assessment and Clearance Examination requested.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST October 20, 2017.

Evaluation of proposals will be conducted from October 23, 2017 until October 27, 2017. If additional information or discussions are needed with any bidders during this period of time, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 3, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by November 10, 2017.

Notifications to bidders who were not selected will be completed by November 10, 2017.

Project Timeline:

It is projected that the first of fifteen (15) *Request for Risk Assessment* will be issued to the selected firm on or after December 1, 2017, with the final, respective *Request for Clearance Examination* to be issued not later than July 1, 2019.

Again, please note, based on performance, NYS HCR may amend the grant awarded to WSNHS and provide funding to complete additional projects. In this instance, the same will be disclosed to the selected LBP firm and the term of this agreement can be extended accordingly.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as a one-time, non-recurring costs (NRC), and should be listed for each of the following items in accordance with the format below:

Lead-Based Paint Risk Assessment – Single-Family Dwelling	NRC
Lead-Based Paint Risk Assessment – Two-Family Dwelling	NRC
Lead-Based Paint Clearance Examination – Single-Family Dwelling	NRC
Lead-Based Paint Clearance Examination – Two-Family Dwelling	NRC

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in Lead-Based Paint testing, hazard identification and consulting
- List of other contracts secured with other community based organizations, for-profit and/or non-profit corporations, municipalities, etc.
- List of how many full time, part time, and contractor staff in your organization
- Anticipated individual testing timeline, from receipt of Request for Risk Assessment to delivery of LBP Risk Assessment Report to WSNHS staff.
- Anticipated individual clearance timeline, from receipt of Request for Clearance Examination to delivery of LBP Clearance Examination Report to WSNHS staff.

8. PROPOSAL EVALUATION CRITERIA

WSNHS will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to LBP testing and evaluation, as well as client testimonials and references, if provided.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit one original and 2 copies of their proposal to the address below by October 20, 2017 at 5pm EST:

**West Side Neighborhood Housing Services, Inc.
ATTN: HOME Program LRA
359 Connecticut Street
Buffalo, New York 14213**