



Redevelopment Authority of Allegheny County

Request for Qualifications
Lead Hazard Control Services for the Allegheny Lead Safe Homes Program
March 23, 2021

Redevelopment Authority of Allegheny County
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

OBJECTIVE

The Redevelopment Authority of Allegheny County (“RAAC”) hereby solicits and requests qualifications (“the Qualification”) from organizations (“the Firm”) to supply lead-based paint hazard control services (“Lead Hazard Control”) and services to remediate other health and safety hazards (“Healthy Homes Interventions”) in residential units throughout Allegheny County. The intent of this Request for Qualifications (RFQ) is to identify a pool of qualified lead abatement Firms able to perform Lead Hazard Control and Healthy Homes Interventions (collectively, “the Services”) as part of the Allegheny Lead Safe Homes Program (“the Program”).

For a Firm’s Qualification to be considered, the Firm must meet all training and certification requirements set by the PA Department of Labor and Industry (PA DLI) and the U.S. Environmental Protection Agency (EPA). These requirements include having the following valid certifications:

- PA DLI Lead Worker Certification(s)
- PA DLI Lead Supervisor Certification
- PA DLI Lead Firm Certification
- EPA Renovation, Repair and Painting Program (EPA RRP) Renovator Certification
- EPA RRP Firm Certification

RAAC will only consider Qualifications from Firms that have all the above valid certifications and meet the other minimum requirements outlined in this RFQ. Firms that do not currently have the required certifications are strongly encouraged to apply to the Allegheny Lead Safe Homes Program Contractor Training Program, which provides reimbursement of training costs and another means of entry into our pool of contractors. Visit www.alleghenycounty.us/leadsafeprogram for more information.

OVERVIEW

The Program is funded under a HUD Office of Healthy Homes and Lead Hazard Control grant. The \$5 million Lead Hazard Reduction Demonstration grant was awarded to Allegheny County Economic Development (ACED) to perform Lead Hazard Control in 125 homes by July 2024. An additional \$600,000 was awarded to ACED to perform Healthy Home Interventions in 89 of the houses where Lead Hazard Control will be performed. RAAC is a sub-grantee to ACED and will be responsible for hiring Firms to perform the Services.

Units assisted under the Program will include both home-owner occupied and occupied rental properties throughout Allegheny County, including the City of Pittsburgh. Firms must be willing to work County-wide.

ACED reviews applications from homeowner occupants and tenants/property owners and determines application eligibility with Program guidelines. ACED staff order a lead-based paint risk inspection and assessment (“LBPI/RA”) and a Healthy Homes Assessment for eligible units. ACED is partnering with the Urban Redevelopment Authority of Pittsburgh (“URA”), who will prepare a scope of work for each unit (“Unit Scope of Work”) based upon the LBPI/RA and HHRS Assessment.

The purpose of this RFQ is to identify Firms to join the Program’s existing pool of qualified lead abatement Firms available to perform the Services.

RAAC uses a fixed pricing schedule for all Services based upon industry standard pricing, RAAC's experience with similar programs, consultation with the Firms, and cost reasonableness.

RAAC does not seek bids for each individual unit. RAAC assigns units to each Firm in the pool based upon capacity, past performance, and other criteria determined by RAAC. The Firm will be provided with the Unit Scope of Work, the amount to be paid, any administrative or other requested items to be completed, and must visit the unit and review the Unit Scope of Work before accepting the job.

Firms that repeatedly decline assignments, fail to complete the Services on a unit within the agreed upon time frame, fail to perform Services in a quality manner, do not maintain good relationships with program partners and participants, do not perform according to RAAC's expectations and standards, or generally do not meet RAAC's expectations may be assigned fewer units or RAAC may terminate their agreement.

The pool of Firms will not remain static during the time of the grant. RAAC reserves the right to add Firms to the pool on either probationary or permanent status throughout the duration of the Program and to issue additional Requests for Qualifications throughout the duration of the Program.

The Services include:

1. Lead Hazard Control

Lead Hazard Control Services will include interim controls, abatement when necessary and cost effective, and minimal housing intervention activities that are specifically required in order to carry out effective Lead Hazard Control. All Lead Hazard Control will be specifically outlined and identified in the Unit Scope of Work. ACED anticipates that per unit costs will average \$15,000.00.

Firms are required to perform lead hazard control work in a safe and effective manner following all applicable HUD, EPA, OSHA, Federal, State and local regulations and guidelines.

2. Healthy Homes Interventions

Firms will be responsible for directly performing or subcontracting for the performance of Healthy Homes Interventions in approximately 89 units undergoing Lead Hazard Control. The Healthy Homes Interventions to be completed will be based upon a Healthy Homes Assessment of 29 common home hazards. A list of these hazards can be found here: <https://www.hud.gov/sites/documents/HHRSCHART.PDF>.

ACED will determine which units will receive Healthy Home Interventions. Any Healthy Homes Interventions to be completed will be written into the Unit Scope of Work provided to the Firm. Firms will be expected to complete the Healthy Homes Interventions at the same time they are completing the Lead Hazard Control. RAAC expects per unit costs of \$5,000 for Healthy Homes Interventions.

RAAC invites Firms to submit Qualifications using the attached Qualifications Form. This information, as well as other information provided to RAAC in your response, will serve as the basis for selection and negotiations.

Final responsibility for the selection of Firms rests with RAAC. The Firms will be engaged to undertake the agreed-to scope of services, and agreement will be reached on the project strategy, schedule, and other related matters once the Firms have been selected.

WORK REQUESTED

RAAC intends to hire more than one Firm to complete the services outlined in this RFQ. The Firms selected as a result of this RFQ process shall be expected to provide the following services, including, but not be limited to:

1. Once assigned a unit by RAAC, contact the property owner and/or tenant and visit the unit to review the Unit Scope of Work. Firms must notify RAAC that they accept or decline work on an assigned unit within a specified timeline to be determined by RAAC, or the unit will be assigned to another firm. ACED will develop local policy regarding the required timelines for each of these tasks and what documents need to be submitted as part of accepting or denying a job;
2. Submit a written occupant and worksite protection plan to RAAC within the timeframe established by ACED under local policy. This plan will be used by RAAC to determine whether occupants will be relocated during performance of the Services;
3. Once accepted a job, mobilize in a timely fashion to establish a start-date in accordance with local policy developed by ACED, which is to include time to submit 5-day notification to PADLI;
4. Conduct Lead Hazard Control and Healthy Homes Interventions as identified in the Unit Scope of Work and in accordance with all applicable HUD, EPA, OSHA, Federal, State, local regulations and other appropriate regulations and guidelines. It is expected that the Firm will complete both the Healthy Homes Interventions and the Lead Hazard Control at the same time;
5. Actively participate in on-site project-monitoring activities and cooperate fully with the URA, which will provide construction management services for the Program, RAAC, or any other parties RAAC determines appropriate. This may include participating in a pre-construction meeting with the property owner to finalize project details, a safety meeting to ensure adequate worker and worksite protection, and other items as deemed necessary;
6. Carry out quality work, following the Unit Scope of Work and all applicable HUD, EPA, OSHA, Federal, State, local regulations and other appropriate regulations and guidelines;
7. Complete the Services for a unit in the agreed-upon timeframe;
8. Payments will be made upon completion of work and a successful clearance test. Stage payments will be considered on a case by case basis by RAAC;
9. If clearance testing reveals that the lead levels are above the clearance action levels, re-cleans or additional required work by the contractor and re-inspections will occur at the contractor's expense until the property passes final clearance, excepting certain extenuating circumstances, as determined by RAAC;

10. Maintain excellent and professional communication with occupants, property owners, URA staff and RAAC staff, and promptly elevate concerns to RAAC staff as appropriate;
11. Participate in grant-program feedback forums as request by RAAC, which on average may be on a quarterly basis.

MINIMUM REQUIREMENTS FOR FIRMS

1. Certifications

For a Firm's Qualification to be considered, the Firm must meet all training and certification requirements set by the PA Department of Labor and Industry (PA DLI) and the U.S. Environmental Protection Agency (EPA). These requirements include having the following valid certifications:

- PA DLI Lead Worker Certification(s)
- PA DLI Lead Supervisor Certification
- PA DLI Lead Firm Certification
- EPA Renovation, Repair and Painting Program (EPA RRP) Renovator Certification
- EPA RRP Firm Certification

RAAC will only consider Qualifications from Firms that have valid certifications in all of the above. Firms must maintain all required certifications throughout the course of providing the Services and submit updated licenses to RAAC throughout the course of the engagement.

2. Experience

Firms must have a minimum of two (2) years of experience performing residential work.

3. State and Federal Registrations

Firms must be registered with the Bureau of Consumer Protection of the PA Attorney General. If selected, the Firm must register with the federal System for Award Management (SAM) to be eligible to receive any payment for Services.

4. Insurance

Firms must have the following insurance coverage in place prior to providing Services:

- (a) Comprehensive general liability with policy limits of not less than \$500,000 for each occurrence and \$1,000,000 in the aggregate for bodily injury and property damage, plus endorsements. All comprehensive general liability insurance shall be written on an "occurrence" form policy, and not a "claims-made" form policy.
- (b) Automobile liability covering owned and rented vehicles operated by Contractor with policy limits of not less than \$500,000 combined single limit and aggregate for bodily injury and property damage.

- (c) Workers' compensation insurance at statutory limits and employers' liability insurance with a policy of not less than \$500,000.00.

RAAC reserves the right to require stricter insurance requirements or waive insurance requirements at its discretion. RAAC reserves the right to require payment bonding or no lien agreements. Allegheny County has purchased a pollution liability policy that covers RAAC and Services performed by Firms under an agreement with RAAC.

5. General Expectations

Because the Services require involvement with tenants, landlords, and homeowners, including entering their private residences, a high level of professionalism is required. While performing the Services, Firms are required to represent RAAC in a professional manner at all times.

If selected, the Firm will be required to comply with prompt timelines for completing all work assigned, as stated in the contract and/or established in local policy by ACED.

The Firm must perform all Services in accordance with all applicable Federal, State, and local laws and regulations and Program guidelines, including but not limited to:

- HUD's Notice of Funding Availability (https://www.hud.gov/sites/dfiles/SPM/documents/Lead_Hazard_Reduction_Grant_FR_64_00_N_13.pdf)
- OHHLHC Policy Guidance (http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/pg)
- HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines/); and
- Program policies, procedures, and work plans.

QUALIFICATION SUBMISSION

To respond to this RFQ, firms must submit the following documents:

1. Completed and signed Qualifications Form, including "AWARD VERIFICATION FOR PRIME/SUBCONTRACTORS- PL3/ PL4" and "HEALTHY HOMES INTERVENTIONS SCHEDULE OF SELF-PERFORMANCE/SUBCONTRACTORS"
2. Copies of the following certifications/licenses:
 - a. PA DLI Lead Worker Certification(s) for all certified workers
 - b. PA DLI Lead Supervisor Certification for all certified supervisors
 - c. PA DLI Lead Firm Certification
 - d. EPA Renovation, Repair and Painting Program (EPA RRP) Renovator Certification for all certified Renovators
 - e. EPA RRP Firm Certification
3. Copy of current insurance certificate. As noted above, selected Firms must have the insurance coverage outlined under "Minimum Requirements for Firms", above, prior to being assigned

Services. RAAC will review the certificate provided to identify any additional coverage a selected Firm needs prior to being offered an agreement for Services.

Qualifications will be accepted on a rolling basis. Firms are encouraged to apply as soon as possible to have the greatest chance of selection.

Qualifications must be submitted by email to Jennifer Saks:

jennifer.saks@allegHENYcounty.us

To be considered, a Firm shall submit a complete response to this RFQ. RAAC encourages quality submittals that are compatible with local rules and regulations. Submittals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the Firm's capability to deliver the proposed activities.

It is the Firm's sole responsibility to read and interpret this RFQ and the written instructions contained herein.

Questions about the RFQ may be submitted, in written form only, to Jennifer Saks at Jennifer.Saks@allegHENYcounty.us. Questions and answers, if substantive, will be posted on our website: <http://www.county.allegHENY.pa.us/economic-development/bids/bid-notices.aspx> or distributed to Firms upon e-mail request to Jennifer Saks. It is the responsibility of all parties submitting responses to the RFQ to make inquiry as to the issuance of any questions and answers and to ascertain that all issued questions and answers have been received prior to submitting a Qualification.

Addenda to the RFQ, if issued, will be posted on our website: <http://www.county.allegHENY.pa.us/economic-development/bids/bid-notices.aspx> or distributed to Firms upon e-mail request to Jennifer Saks. It is the responsibility of all parties submitting responses to the RFQ to make inquiry as to the Addenda issued and to ascertain that all Addenda have been received prior to submitting a Qualification. All such Addenda shall become part of the RFQ documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

EVALUATION CRITERIA

The following criteria in each qualification will be considered in evaluating Firms for potential selection.

1. Experience

- A. Demonstrated experience in performing work and/or services as identified in "Work Requested";
- B. Demonstrated experience in meeting deadlines and working with quick client turnaround times;
- C. Evidence of the Firm's ability to perform the services;
- D. Demonstrated knowledge of Federal, State, and local code and regulation relative to the work.

2. Qualification of:

- A. Project Team Members (including licenses and credentials);
- B. Overall Supervision

3. Minority/Women/Disadvantaged Business Enterprise (M/W/DBE/VOSB) Participation

- A. ACED has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by ACED. Qualifications should indicate a commitment to meet or exceed ACED's goals.
- B. ACED has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the ACED. Qualifications should indicate a commitment to meet or exceed ACED's goals.

REVIEW AND SELECTION PROCESS

RAAC will review all submittals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations with submitting Firms. RAAC may also request more detailed project information, including but not limited to conceptual designs, the Firm's financial information, and project pro forma. All such input obtained will be used to determine which submittal is most appropriate for working toward an Agreement that is suitable for all parties.

RAAC intends to decide based upon information in the response to the RFQ submitted by the Firm, investigation of projects and/or programs completed by the Firm, performance in previous undertakings, and other pertinent factors. The selected Firm will be chosen on the basis of the Firm's qualifications, experience, and capabilities to undertake, complete, and manage the project. RAAC will make a determination after reviewing qualifications as to whether it will request interviews of candidates.

RAAC expressly reserves the right, in its sole discretion, to: (1) select one or more Firms whose Qualifications best meet the evaluation criteria and are most responsive to RAAC's objectives; (2) accept or reject any and all Qualifications, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFQ, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted qualifications or responses to this RFQ; (6) disregard all non-conforming, non-responsive or conditional qualifications or responses to this RFQ; (7) waive any submission requirements contained within this RFQ or otherwise; (8) terminate this RFQ at any time, without notice; and/or (9) issue a new RFQ or RFP with respect to the Services at any time.

Neither this RFQ nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the RAAC and any Firm. If RAAC selects a Firm to provide the services described in this RFQ, and RAAC deems said Firm to be capable, experienced and prepared, RAAC may enter into an agreement or agreements with said Firm as deemed appropriate by RAAC in its sole discretion. Response to this RFQ indicates the interest of Firms to be considered for such an agreement(s); however, the RAAC shall be under no obligation to enter into any binding agreement or contract with

any Firm as a result of this RFQ, or as a result of any subsequent negotiations or any other part or aspect of the selection process. RAAC reserves the right to terminate any and all discussions and negotiations with any Firm at any time prior to the execution of a formal, written agreement(s) between RAAC and said Firm. No legal or contractual rights or obligations between RAAC and the Firm will come into existence at any time; and no legal or contractual rights or obligations between RAAC and a Firm will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

GENERAL CONDITIONS

All Qualifications, including attachments, supplementary materials, addenda, etc. shall become the property of RAAC and will not be returned.

The Firm, by submitting a response to the RFQ, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFQ, RAAC's selection of a Firm with whom it enters into negotiations, RAAC's rejection of any or all responses, and any subsequent Agreement that might be entered into as a result of the Request for Qualification.

The Firm, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis.

The Firm selected will be required to abide by all County, State, and Federal regulations, including but not limited to providing opportunities for M/W/DBE/VOSB contracting, labor compliance, environmental reviews, and other applicable regulations.

DIVERSITY

RAAC does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC.

For information on the M/W/DBE/VOSB Program, M/W/DBE/VOSB Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.alleghenycounty.us/mwdb/index.aspx>.

**Allegheny Lead Safe Homes Program
Qualifications Form**

Please carefully review the Request for Qualifications prior to completing this form. Please return the completed form, copies of all certifications, and a copy of your Firm's current insurance certificate to:

Jennifer Saks, Program Manager
Jennifer.saks@alleghenycounty.us

Company Name	
Business Address	
Tax ID#	
HIC #	
Contact Person	
Phone	
Email	
Fax	

1) Experience: How many years of experience does your company have in residential renovation and remodeling? _____. How many years of experience does your company have in lead abatement? _____. Please describe your experience below.

2) Firm Location: Is your firm located in Allegheny County? _____(yes/no). If no, please provide a statement explaining how you would plan to perform work in Allegheny County and whether you currently perform work in Allegheny County.

3) Certified Employees: Please list the employees that would be performing the Services and their applicable certifications.

Name of Employee	Years Employed by Firm	Certification (Yes or No)		
		PA DLI Lead Worker	PA DLI Lead Supervisor	EPA RRP Certified Renovator

4) Three References

Contact	Business Name	Phone

5) Supplemental Attachments

- ✓ **Current Lead Certifications:** Please attach copies of all current PA DLI lead certifications or EPA RRP certifications that your firm and your employees maintain.
- ✓ **Insurance:** Please attach your current certificates of insurance.

**Allegheny County Economic Development
Federally- funded projects
Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR PRIME/ SUBCONTRACTORS- PL3/ PL4**

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR ALL CONTRACTORS USED ON THE JOB.
ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.**

(Check One)

PL3- Award Notice for Prime Contractor _____

PL4- Award Notice for Subcontractor _____

To be filled out by Prime/ Subcontractor:

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____ IRS ID # _____

Is Prime Contractor/ Subcontractor: MBE: Yes___ No___ WBE: Yes___ No___ DBE: Yes___ No___ VOSB: Yes___ No___

If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes___ No___ Certification # _____ Expiration Date _____

Are you certified under the PAUCP? (PA Unified Certification Program) Yes___ No___

If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American___ 2. Black American___ 3. Native American___ 4. Hispanic American___

5. Asian/Pacific American___ 6. Hasidic Jews___

Contractor Signature: _____ Date: _____

Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ **Actual Project Amount \$** _____

Project Name: _____ **Project Location:** _____

Construction Start Date: _____ **Contractor Contract Award Date:** _____

Contractor CDBG Contract Amount \$ _____

Contractor HOME Contract Amount \$ _____

Contractor ESG Contract Amount \$ _____

Agency Signature _____ **Date** _____

Print Name _____ **Title** _____

HEALTHY HOMES INTERVENTIONS SCHEDULE OF SELF-PERFORMANCE/SUBCONTRACTORS

Below is a list of all 29 hazards as identified in the Healthy Home Rating System. Please complete the spreadsheet that anticipates the type of work that will need to be completed to remediate these hazards, and whether or not your firm is able to complete this work. If you anticipate you will need to hire subcontractors to complete the work, please provide the name(s) of any subcontractors that you anticipate hiring for the work listed below. We recommend you list more than one subcontractor for each category. If you anticipate needing to complete any work related to the hazards listed below that is not included in the spreadsheet, please attach a separate form which lists the work that may need to be completed, and the firm you anticipate hiring.

- | | | |
|---|---|---|
| 1. Damp and Mold growth | 11. Crowding and Space | 20. Falls on Level Surfaces, etc. |
| 2. Excess cold | 12. Entry by Intruders | 21. Falling on Stairs, etc. |
| 3. Excess heat | 13. Lighting | 22. Falling between levels |
| 4. Asbestos, Silica, and other MMF | 14. Noise | 23. Electrical Hazards |
| 5. Biocides | 15. Domestic Hygiene, Pests, and Refuse | 24. Fire |
| 6. Carbon monoxide and fuel combustion products | 16. Food Safety | 25. Flames, Hot Surfaces, etc. |
| 7. Lead | 17. Personal Hygiene, Sanitation and Drainage | 26. Collision and Entrapment |
| 8. Radiation | 18. Water Supply | 27. Explosions |
| 9. Uncombusted fuel gas | 19. Falls associated with Baths, etc. | 28. Position and Operability of Amenities, etc. |
| 10. Volatile Organic Compounds | | 29. Structural Collapse and Falling Elements |

Work that may need to be completed	Able to complete this work related to these hazards in-house? (Y/N)	Names of Firms you anticipate hiring. You are strongly encouraged to list several options for each category of work.
Mold Remediation/Removal		
Asbestos Remediation/Removal		
Radon Mitigation		
Electrical		
Roofing		
Pest Control		
HVAC		
Plumbing		

 Company Name

 Date

 Authorized Signature