

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.			PAGE OF PAGES 1   1	
1. SOLICITATION NO.	2. DATE ISSUED December 16, 2010	3. REQUEST/PURCHASE REQUEST NO. RQ723123	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY Department of Real Estate Service Contracting and Procurement 2000 14 <sup>th</sup> Street NW., 5 <sup>th</sup> Floor Washington, DC 20009			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i> Period of Performance: Shall be from date of award through September 30, 2011			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> April Chambers (202) 724-4138 Fax (202) 442-9506			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>			
8a. Vendor Tax ID #						
9b. Duns Number						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE <b>11:00 AM (Date)</b> December 17, 2010		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED				
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<b>SEE ATTACHED E-MAILED DOCUMENTS</b>					
	PLEASE SUBMIT QUOTES ELECTRONICALLY TO: <b>april.chambers@dc.gov</b>					
	Submits Bids <b>on or before December 17, 2010</b> to:  Department of Real Estate Services Contracting and Procurement 2000 -1 4 <sup>th</sup> Street, N.W., 5 <sup>th</sup> Floor Washington, D.C. 20009 (ph) 202-724-4138 (fax) 202-442-9506					
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i> Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>	

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



**Statement of Work/Task Order**

**NOTE: STIMULUS MONIES**

**Property Information**

Property	<u>Washington, DC</u>	Building age, if known:	_____
Location(s):		Number of Vacant Units:	_____
Number of Units:	<u>OPEN (Multi-family)</u>	Optional Scope of Work #3	
Breakdown of Units:	_____	Required for this Project:	<input type="checkbox"/>
Common Areas:	_____		

**I. Introduction**

The Department of Housing and Community Development (DHCD) in Washington, DC was awarded a **STIMULUS MONIES** from the U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control to perform lead hazard reduction and remediation services in housing units in the District of Columbia. The program targets rental and homeowner-occupied single and multi-family units built before 1978 inhabited by low-to-moderate income families with children younger than six years residing in or frequently visiting the unit.

The selected risk assessment contractor(s) must demonstrate the ability to expeditiously implement and finalize quality risk assessment services that meet the expectations and requirements of the Department within thirty (30) days from the date of the assignment. The contractor must have an understanding of *HUD's Guidelines for the Evaluation and Control of Lead-Based Hazards in Housing* in addition to relevant regulations of the Environmental Protection Agency (EPA), Occupation Safety and Health Administration (OSHA) and the District of Columbia. A complete and thorough understanding of Volume 68, Number 80 of the Federal Register's "*Eligible Activities*" is essential for effectively discerning minimal housing rehabilitation activities that may be carried out under the stimulus HUD.

**In the event the Lead Risk Assessor is unable to or refuses to complete the scope of work within the described time and manner, contained within the Department's requirements they may terminate the agreement upon a 5-day notice of its intent to terminate unless completed satisfactorily in the time prescribed time period, with no further obligations on part of DHCD. Subsequent to the termination the Department may reasonably retain another Lead Risk Assessor to complete the requirement the non-compliant Lead Risk Assessor to be responsible for the difference over and above the Lead Assessor's contract price.**

## **II. Specification of Work**

### **Lead Risk Assessment Report (LRA)**

The desired work is a combination of lead risk assessment/inspection and the development of two separate and distinct scopes of work for each applicant property. **The preliminary responsibility of the Lead Risk Assessor is to ascertain the correct construction date of the building(s) in order to accurately follow Chapter Seven of the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*, regardless of whether the erection date is known to the Department.** In multifamily properties, following Chapter Seven guidelines is essential for all risk assessments. Even if Chapter Seven requires only a portion of the units undergo lead risk assessment, each separate unit must receive a visual inspection in order to complete the requisite lead risk assessment and scope of work development function to the satisfaction of the Department. DHCD has a standard LRA report format that *must* be utilized in order to adhere to the strict terms of this contract.

The lead risk assessment/inspection portion includes, but is not limited to the collection of dust wipes, operation of X-Ray Fluorescent (XRF) equipment, and gathering of soil samples and paint chips as necessary, in accordance with *HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*. The Risk Assessor will submit properly labeled samples to an accredited laboratory utilizing appropriate chain of custody protocols. **Downloading and analyzing all XRF data is an essential function of the LRA contractor to effectively develop the lead risk assessment report.**

Adhering to current HUD and EPA standards, a lead risk assessment report analyzing the data provided by the laboratory, XRF data, and visual assessment(s) will be submitted to the Lead Safe Washington Program (LSW). This report will be used by the lead risk assessor to develop two separate Scopes of Work; all parts to be submitted to the Department by the requested deadline. The first Scope of Work contains the remediation of lead hazards and any minimal rehabilitation necessary to obtain lead clearance related to the lead hazard control work as stated in the Federal Register/Volume 68, No. 80. The second Scope of Work concerns additional housing rehabilitation work that is not grant eligible, but is necessary to attain final lead clearance in the participating property.

The following are required tasks to produce a complete risk assessment report and the two Scopes of Work:

- Attend all required meetings arranged by the Department and the property owner within the District of Columbia at the DHCD building and/or the property site;
  - Required meetings will include, at a minimum, an initial meeting with DHCD staff and the property owner on-site, representation at meeting with tenant explaining the risk assessment process (multifamily properties only), presentation of the concurrence letter to the property owner either on-site or at DHCD, and attendance at the single day bid conference held on-site.
- Conduct visual assessments of every unit in a multifamily property in order to write comprehensive scope of work;
- Perform combination lead risk assessment and inspections following Chapter Seven regulations on multifamily properties based on year of construction;
- Collect dust wipe samples and submit to properly accredited laboratory in a timely fashion;
- Conduct XRF analysis, download and transfer data;

- Collect paint chips for analysis, if necessary;
- Submit risk assessment report with all required elements including, but not limited to accurate property photographs, analytical findings, XRF results, a site map, floor plans, a cleaning guide to temporarily reduce lead hazards, cost-effective measures and methods to remediate the lead hazards;
- Development of a maintenance plan identifying any areas with potential hazards remaining if proper protocol were not followed during subsequent rehabilitation work. This task is essential for all assigned risk assessments, however in projects where the Department knows the property owner has a specific plan for rehabilitation work after the completion of the lead safe work, the IRA contracting company will be informed and expected to pay particular attention to this area. Additional meetings with the property owner, architect and/or outside contractors may be planned with expected attendance by the risk assessment contractor as needed;
- Submission of two separate scopes of work in accordance with Federal Register/Volume 68, No. 80; and
- Issuance and delivery of concurrence letter notifying property owners of lead hazards.
- Complete report of the inspection, risk assessment and

### **Scopes of Work:**

The intent of the Scopes of Work is to create two separate documents (when rehabilitation is necessary to achieve lead clearance that is non-grant eligible) which will be used by the Department to create a bid package. The property owner will receive the bid package to solicit contractors for the grant eligible and non-grant eligible work necessary to achieve lead clearance. As a result, both scopes of work must be comprehensive; all necessary work for each separate unit in a multifamily project must be delineated accurately. In addition to the standard LRA reporting format, DHCD also has a required format for the two Scopes of Work under the Lead Risk Assessment contract. The format demonstrates how each Lead Risk Assessment Report and the two Scopes of Work must be assembled to achieve a high level of consistency.

As these Scopes of Work will be used by the selected contractors to undertake all work necessary to achieve lead clearance, it is essential that each scope be properly delineated according the Federal Grant guidelines for what is grant eligible versus non-grant eligible. The first scope of work contains the remediation of lead hazards in eligible units as well as any minimal rehabilitation necessary to obtain lead clearance related to the lead hazard control work as stated in the Federal Register/Volume 68, No. 80. The second scope of work concerns additional housing rehabilitation work that is necessary in order to attain final lead clearance in the participating property, but does not meet the minimal housing rehabilitation standard, therefore, is not grant eligible.

Each Scope of Work submitted must include two copies. One copy containing industry accepted cost standards applicable in the District of Columbia for each task necessary, including labor and supply costs and in consideration of David Bacon wages determination. The second copy needs to exclude the pricing. Additionally, for situations that require a non-grant eligible Scope of Work, a letter must be submitted to the Department indicating the need for the two separate and distinct Scopes of Work; the Department will provide a sample letter to utilize for this purpose.

## **Scope of Work Guidance**

*Scope of Work:* Each Scope of Work provided to the Department must explicitly identify the required repairs identified through the lead-based paint inspection/risk assessment and articulated in the LRA report; the Scope of Work should contain any and all hazards noted in the LRA report. This is a comprehensive document delineating obligatory work to achieve lead safe clearance and, in the case of a multifamily project, should be organized on a unit-by-unit basis. This scope of work should identify the component, necessary repairs, the location, the number of units, the price, etc. in order to complete the required task following the Departmental format.

### ***Scope of Work #1:***

There must be lead-based paint hazards existing at the time of inspection. While rehabilitation not related to lead-based paint may be included as part of the overall construction process, the treatment of hazards that will only be created as a result of rehab construction is not grant-eligible. There are two factors regarding work that falls under the Scope of Work; the first regarding unit-based or income-based hazards and the second concerning eligible rehabilitation hazards falling under the minimal rehabilitation standard.

Units must be suitable for a family with a child younger than six in order to be granting eligible, as a result, efficiency units are *not* eligible under the grant, regardless of the presence of lead-based paint hazards. Additionally, the Federal grant enforces percentages governing the overall income eligibility of the tenant households residing in a rental property. This may cause some units to be ineligible on occasion. In many cases, the Department will inform the Contractor that certain units are not eligible for funds based on income eligibility and/or being an efficiency unit, but are eligible for Departmental funding. In these cases, the Contractor will be notified regarding which units and whether to follow the regulations stated in the Optional Scope of Work #3 below.

For eligible units, remediation or rehabilitation of components contaminated by lead-based paint is to be included in the Scope of Work. Additionally, some properties may contain items that would cause the unit to fail a lead-safe clearance examination. Considering the overall cost and magnitude of the rehabilitation work necessary to achieve clearance, work that falls under the minimal rehabilitation standard in order to obtain clearance, it is acceptable to be contained in the Scope of Work. This means the Contractor can justify that the minimal rehabilitation work necessary would cause the unit to fail clearance if the hazards were not addressed; therefore the work qualifies for the Federal funds.

### ***Scope of Work #2:***

This Scope of Work contains all repairs necessary that do not meet the minimal housing rehabilitation standard, but would prevent lead clearance based on visual inspection if not properly addressed. There are certain rehabilitation items, not directly related to lead-based paint hazards that must be addressed in conjunction with lead hazard controls in order to obtain lead clearance; for example, treatment of surfaces with chipping and/or peeling paint that is not lead-based. All work deemed necessary in order to obtain lead clearance upon completion of the project that does not qualify for the Grant Eligible Scope of Work should be listed as a rehabilitation item.

### ***Optional Scope of Work #3:***

In all cases, if this *optional* Scope of Work is required, the Contractor will be notified by the Department when this task order is provided. Unless properly informed, this section does not apply.

As stated above, units must be suitable for a family with a child younger than six in order to be grant eligible, as a result, efficiency units are *not* eligible under the grant, regardless of the presence of lead-based paint hazards. In most cases, the Department will consider efficiencies or other units deemed non-grant eligible based on income eligibility stipulations as Departmental Funding Eligible. If the optional Scope of Work is required, the tasks should be clearly delineated in the same fashion as the other two Scopes of Work.

### **Lead Risk Assessment and Scope of Work Acceptance Process**

Neither the Lead Risk Assessment nor the Scopes of Work will be considered complete and accepted by the Department of Housing and Community Development until the company contracted to conduct Quality Assurance (QA) reviews of every LRA and SOW submitted to the Department has deemed the LRA and SOW acceptable and without error.

The process for acceptance requires the continued and expeditious participation of the Risk Assessment Contractor. The QA reviewer will contact the IRA Contractor directly with the findings of the QA. The Department mandates a maximum of a 48-hour turnaround for error or omission correction of the submitted IRA report and SOW. This process may require more than one iteration dependent on cooperation and the accuracy of corrected areas.

The IRA report and SOW will only be considered accepted after the QA reviewer submits the reviewed IRA report and SOW to the Department recommending acceptance of the report; the Department must choose to accept the report after examining the recommendations of the QA reviewer. The Risk Assessor will be kept informed at all stages of this review process and is expected to be an active participant to each request for further information or changes.

### **III. Applicable Documents**

Work specifications should refer to Title 24, Section 35.1350 of the code of Federal Regulations (24 CFR 35.1350) and note the lead safe work practices are represented in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance and Renovation Work* published by HUD as publication # HUD-1779-LHC, March 2001.

The Lead Risk Assessment report must comply with Chapter Seven of the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*.

### **IV. Requirements**

#### **Staff Qualifications and Certifications**

Staff assigned to this project must have a minimum of three (3) years of experience performing lead hazard-related inspections/risk assessments and producing lead-related risk analyses and assessment reports.

In addition, the company must have and submit a valid Business License from the DC Department of Consumer and Regulatory Affairs (DCRA) and each inspector/assessor must possess and maintain certification as a lead inspector/assessor from the DC Department of Health (DOH).

Information on the firm's background and qualifications must be provided addressing:

- a. **Contact Information:** Name, telephone number, mailing and email addresses, of the person responsible for the implementation of the proposed work;
- b. **Previous Experience Description:** A description of two to four projects similar in size and scope prepared by the firm. Each description must include a summary identifying the location, client and specify staff members who worked on the project, budget, and schedule. Descriptions should be limited to one page for each project.
- c. **References:** A reference list must be provided including names and phone numbers of staff in other jurisdictions or organizations where the firm provided similar services. Contact information for each project described in Section B must be represented on the reference list.

**Note:** If joint contractors or sub-contractors are proposed, the above information must be provided for each participating firm.

## **Insurance**

The following policies must all be current and proof presented to the Department:

- The contracting firm must have a Worker's Compensation insurance policy in accordance with the applicable laws;
- Commercial General Liability of not less than \$1,000,000 per occurrence to protect the Risk Assessment contractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment and vehicles or site(s) not covered by automobile liability insurance;
- Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection with the project of not less than \$1,000,000 per occurrence for bodily injury or death and damage to the property of others; and
- Professional liability (Errors & Omissions) insurance of not less than \$1,000,000 per occurrence to protect Risk Assessment contractor against claims.

Any prospective risk assessment contractor that does not demonstrate these minimum requirements will be considered non-responsive and will not be eligible for the contract.

## **Retainage:**

DHCD shall approve each invoice submitted by the Lead Assessor for any portion of the Task Order completed, subject to DHCD's approval, after DHCD's inspection and review of the work associated with the invoice. DHCD shall retain 10% of the total Invoice amount (the "Retainage") in each instance of a Request for Payment submitted by the Lead Assessor to DHCD under this Task Order. All Retainage shall be held by DHCD until the Task Order is 100% completed and accepted by DHCD. DHCD shall have a reasonable time to remit the Retainage to the Lead Assessor after such acceptance and approved of the completed Task Order.

**V. Deliverables and Performance Expectations**

The Contractor shall provide the following deliverables to the District:

<b>Summary of Deliverables</b>	<b>Frequency</b>
Attend all required meetings on the property site or at DHCD including, but not limited to initial meeting with the property owner at DHCD and the property site, tenant meeting at the property site, concurrence letter signing meeting, etc.	As Needed
Provide detailed Lead Risk Assessment Reports for each property inspected and tested.	As Completed
Create a maintenance plan appropriate to the property for any potential hazards that could occur based on rehabilitation work on the property after the unit is deemed lead safe.	As Completed
Provide two detailed scopes of work; the first on the grant eligible work and the second regarding work needed to attain final lead clearance that is ineligible for the grant. This task to include scopes of work with and without pricing specified. Therefore, each scope of work must have two write-ups, one with a price and one without.	As Completed
Issuance and delivery of lead hazard concurrence letter to owner; signing off and issuance of LRA report on-site or at DHCD.	After LRA is Complete
Respond expeditiously to direct request from contracted lead risk assessment QA review at DHCD9 construction analyst until LRA is officially accepted and submitted to DHCD project manager.	Within 48 hours of each request from QA Reviewer
Conduct bid-review and walk-through for bidding contractors at the project site.	One Specified Day
Respond to questions from contractors during bidding process.	As needed
Provide monthly status report of all property activities and inspection status to Program Manager.	Monthly
Provide monthly invoices to DHCD for processing.	Monthly

All deliverables shall be completed to the satisfaction of the Department of Housing and Community Development before the project is considered complete.