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**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)**  
**REQUEST FOR QUOTATION FOR LEAD PAINT TESTING/RISK ASSESSMENT &  
CLEARANCE TESTING SERVICES**

The sole purpose and intent of this Request for Quotation (RFQ) is to secure firm fixed pricing for lead-based paint inspection, risk assessment, and clearance testing services in connection with the rehabilitation of primarily detached single-family properties that are expected to receive rehabilitation assistance under Palm Beach County's Neighborhood Stabilization Program (NSP).

Contract shall be awarded to the lowest responsive, responsible bidder that is in the best interest of the WCRA.

***Please Note: Unsigned or incomplete responses or those received after the due date will be deemed non responsive.***

**RFQ Issue Date: July 3, 2011**

**RFQ Due Date: July 18, 2011 at 3:00 p.m. (EST)**

Responses to this solicitation can be mailed, couriered, or hand delivered to:

Westgate/Belvedere Homes Community Redevelopment Agency  
Attn: Thuy Shutt, Assistant Director  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409

Bidders shall submit, in a sealed package, one (1) original, signed in ink by an agent of the company having authority to bind the company and one (1) copy of the price quotation response sheets and all required federal forms.



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## **WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)**

### **REQUEST FOR QUOTATION FOR LEAD PAINT TESTING/RISK ASSESSMENT & CLEARANCE TESTING SERVICES**

#### **GENERAL**

The successful bidder shall provide lead-based paint inspection, risk assessment, and clearance testing services per terms, conditions and specifications listed herein. Additionally, successful bidder shall provide services per the following references and regulatory standards:

The references and regulatory standards applicable to the services solicited herein shall include but not be limited to the ones listed below. The Westgate/Belvedere Homes Community Redevelopment Agency's (WCRA) (the Agency) failure to list verbatim or make reference to a regulation, statute, ordinance, reference, or any other document affecting the successful bidder and the services being sought herein, shall not relieve the successful bidder of compliance with any applicable regulation, statute, ordinance, or any other document not listed below. The Agency and/or the United States Department of Housing and Urban Development reserve the right, but not the obligation, to inform the successful bidder of any such applicable regulation, statute, ordinance, or any other document, and to require the successful bidder to comply with the following:

- U.S. Department of Housing and Urban Development Guidelines for the Evaluation and Control of Lead Hazards in Housing
- U.S. Department of Housing and Urban Development regulations (24 CFR Part 570)
- U. S. Department of Housing and Urban Development regulations (24 CFR Part 35)
- TITLE X: Residential Lead-Based Paint Hazard Reduction Act of 1992
- U.S. Environmental Protection Agency regulations (40 CFR Part 745)
- U.S. Environment Protection Agency regulations (40 CFR Part 61).
- OSHA: Occupational Safety and Health Administration regulations (29 CFR Part 1926)
- NRC: Nuclear Regulatory Commission regulations affecting XRF radiation sources.

#### **SCOPE OF SERVICES**

The findings of the report shall be used by the Agency to assess the feasibility of acquiring the property and will also be used to prepare work specifications associated with the rehabilitation of these properties. The properties are primarily single family homes, located in the Palm Beach County Urban Redevelopment Area. These properties may have a wide range of construction types, but they generally include structures that are constructed of cement block (CBS). These homes generally range between 800 and 1,200 square feet, however, in some



instances they might be smaller or larger than the indicated range (the homes may also include accessory structures such as carports or storage rooms). Building components that both have lead-based paint and that are a lead-based paint hazard, as well as building components that both have lead-based paint and that are not a lead-based paint hazard, may be affected by the Agency's NSP 2 program. The Agency may, under its rehabilitation program, cause work on or removal of such building components depending on program requirements. Work affecting such building components may involve interim controls requiring lead safe work practices, or may involve abatement. The rehabilitation work will be performed by other appropriately qualified parties and is not within the scope of this Request for Quotation.

The successful bidder shall be advised of the interim controls and/or abatement work that is performed, and will be requested to provide clearance testing of the property where such building components have been worked on (disturbed) or removed. After each clearance test, the successful bidder shall provide a lead hazard control clearance sampling form(s) indicating whether the property has passed or failed the clearance test. The successful bidder shall, upon request, return to a property for further clearance testing when any prior test has failed and after the property has been re-cleaned. When a property has passed the clearance test, and when all lead-based paint has been removed, the successful bidder shall provide a lead free certification for such property in conjunction with the last clearance test that was conducted. Clearance testing as described herein shall include both interim and final clearance testing as referred to in item R13 of the U. S. Department of Housing and Urban Development's April 16, 2001, Interpretive Guidance for HUD Regulation on Controlling Lead-Based Paint Hazards in Housing Receiving Federal Assistance and Federally Owned Housing Being Sold.

## **WORK PRODUCT**

### **Inspection / Risk Assessment Report:**

#### ***Method of Testing***

Testing shall be performed in accordance with the applicable regulatory standards described herein. All interior and exterior painted, stained, varnished or shellacked surfaces must be tested with an XRF machine. In instances where the successful bidder is unable to test a coated surface with an XRF machine, the successful bidder may use an intrusive (destructive) method of testing which would entail laboratory testing of paint chip samples provided that the successful bidder obtain written permission from the property owner to use an intrusive test, provided that the owner's written permission accompany the inspection report, provided that the laboratory used by the successful bidder to analyze the paint is an EPA laboratory as described in the clearance testing section shown below, and provided that the successful bidder cause the restoration of the building component affected by such intrusive test.



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### ***Inspection/Risk Assessment Report Content***

The report must include both summary and complete information about the site, the inspector/risk assessor, the firm, the inspection/risk assessment process, and the inspection/risk assessment results. Each page of the report shall contain identifier information (in a header or footer) that at least provides the street address and the city where the property is located. The report shall include but not be limited to: an executive summary (includes a listing of components that tested positive), section on regulatory compliance, overall scope of work, field procedures, laboratory and field quality control procedures, Substrate Equivalent Lead determination, data analysis and reduction, laboratory procedures, testing protocol, and a disclosure statement and disclosure obligations. The report shall include dust and soil sampling results. The report shall clearly identify all interior and exterior painted, stained, varnished or shellacked building components that have been inspected using standard industry names for these building components that are commonly used in the south Florida region. The report shall identify all lead-based paint hazards and provide lead hazard control options for each hazard including a spectrum of treatments ranging from interim controls to full abatement of all identified lead hazards. The lead hazard control options shall take into account the condition of the property and the location and severity of the lead hazards. The report shall also include property address, date of inspection/risk assessment, name, address, phone and signature of licensee who prepared the report, and license information. In addition, the report shall include XRF instrument information such as manufacturer, model, serial number, age and type of radioactive source.

### ***Certification to be Included in Certain Inspection Reports***

The successful bidder shall include a certification in each report for each property where the successful bidder finds no presence of lead-based paint as follows:

The results of this inspection indicate that no lead in amounts greater than or equal to 1.0 mg/cm<sup>2</sup> in paint was found on any building components using the inspection protocol in Chapter 7 of the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (1997 revision). Therefore, this dwelling qualifies for the exemption found in 24 CFR Part 35 for Federally Owned Housing and Housing Receiving Federal Assistance.

### **Clearance Testing/Clearance Report:**

### ***Certification to be Included in Certain Clearance Reports***

The successful bidder shall include a certification in each report for each property (in conjunction with the last clearance test that was conducted) where the property has passed the clearance test, and where all lead-based paint has been removed as follows:



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The results of this clearance inspection indicate that no lead in amounts greater than or equal to 1.0 mg/cm<sup>2</sup> in paint remains on the building components identified in the Lead-Based Paint Inspection for this property. Therefore, this dwelling qualifies for the exemption found in 24 CFR Part 35 for Federally Owned Housing and Housing Receiving Federal Assistance.

### ***Continuation of Services***

The successful bidder will be requested to return to a property for further clearance testing when any prior test has failed and after the property has been re-cleaned. The successful bidder will also be requested to return to a property for final clearance testing after any interim testing as referred to in item R13 of the U. S. Department of Housing and Urban Development April 16, 2001, Interpretive Guidance for HUD Regulation on Controlling Lead-Based Paint Hazards in Housing Receiving Federal Assistance and Federally Owned Housing Being Sold. All such further testing shall only be performed by the successful bidder upon receipt of a request from the Agency. **NOTE: The Successful bidder will be paid each time they provide a clearance testing service.**

### **Response Time:**

#### ***Inspection/Risk Assessment Report Delivery Period***

The successful bidder shall electronically transmit an inspection/risk assessment report within seven (7) working days from the date such report is ordered by the Agency using a PDF format readable by Acrobat Reader to [tshutt@pbcgov.org](mailto:tshutt@pbcgov.org), with an original signed copy within ten (10) working days of Agency's order to proceed. The successful bidder **shall not** submit this report by facsimile transmission.

#### ***Clearance Testing Result/Clearance Report Delivery Period***

The successful bidder shall deliver a signed clearance report by electronic transmittal using a PDF format readable by Acrobat Reader to [tshutt@pbcgov.org](mailto:tshutt@pbcgov.org) within two (2) working days from the date and time clearance testing is ordered by the agency and shall deliver the original signed hard copy of the report within five (5) working days from the date such clearance testing is ordered by the Agency.

Risk Assessment Report and Clearance Report shall be delivered to:

Westgate/Belvedere Homes Community Redevelopment Agency  
Attn: Thuy Shutt, Assistant Director  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409



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## **Qualifications of Bidders**

This bid shall be awarded only to a responsive and responsible bidder, qualified to provide the goods and/or service specified. The bidder shall, upon request, promptly furnish the County sufficient evidence in order to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **Experience:**

Provide a statement of your qualifications, certification, and training and describe your related experience, and your experience that is directly applicable to these services for comparable housing. This may include experience in inspection (other than lead-based paint), maintenance, renovation, or management of housing similar to the housing units for which services are being sought, experience in the planning, design, and monitoring of lead-based paint hazard control projects, experience in collecting environmental samples and interpreting test results (collection and analysis of lead samples such as dust wipes, soil, paint chips, and water samples in housing), or experience in environmental report writing (ability to outline a lead hazard control strategy with an order of priorities and recommended methodologies).

### **References:**

List a minimum of three (3) references in which similar goods and/or services have been provided within the past three (3) years including scope of work, contact names, addresses, telephone numbers and dates of service. A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the County may be calling them. **DO NOT** list persons who are unable to answer specific questions regarding the requirement.

### **EPA Certificates:**

The bidder must provide written evidence (copies of current EPA certificates) that demonstrates

***Inspection Certification:*** EPA certified lead-based paint inspector according to 40 CFR Part 745.226(b)(1). The inspector must possess an EPA certificate evidencing that he or she has successfully completed an accredited course, received a course completion certificate from an accredited training program, passed the appropriate certification exam, and met the



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appropriate experience and/or education requirements. (Note: an inspector with interim certification shall not be deemed to have met this requirement).

***Risk Assessor Certification:*** EPA certified lead-based paint risk assessor according to 40 CFR Part 745-226(b)(1). This risk assessor must possess an EPA certificate evidencing that he or she has successfully completed an accredited course, received a course completion certificate from an accredited course, received a course completion certificate from an accredited training program, passed the appropriate certification exam, and met the appropriate experience and/or education requirements. (Note: a risk assessor with interim certification shall not be deemed to have met his requirement).

**Laboratory Requirements:**

Use only laboratories which are recognized by the U.S. Environmental Protection Agency (EPA) pursuant to Section 405(b) of Toxic Substances Control Act as being capable of performing analysis for lead components in paint chip, dust, and soil samples.

**Insurance Requirements:**

It shall be the responsibility of the successful bidder to provide evidence of the following minimum amounts of insurance coverage to the Agency during the term of the Contract and prior to each subsequent renewal thereof. The successful bidder shall provide this evidence to the Agency prior to the expiration date of each and every insurance required herein.

***Commercial General Liability Insurance.*** Successful bidder shall maintain Commercial General Liability Insurance, or similar form, at a limit of liability not less than \$500,000 Each Occurrence for Bodily Injury, Personal Injury and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Completed Operations, Personal Injury/Advertising Liability, Contractual Liability and Broad Form Property Damage coverages. Coverage for the hazards of explosion, collapse and underground property damage (X-C-U) must also be included when applicable to the work to be performed.

***Business Auto Liability Insurance.*** Successful bidder shall maintain Business Auto Liability Insurance at limit of liability not less than \$500,000 Combined Single Limit Each Accident for all owned, non-owned, and hired automobiles. (In this context, the term "Autos" is interpreted to mean any land motor vehicle, trailer or semi trailer designed for travel on public roads.) In the event successful bidder neither owns nor leases automobiles, the Business Auto Liability requirement shall be amended allowing successful bidder to maintain only Hired & Non-Owned auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.



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**Workers' Compensation and Employer's Liability Insurance.** Successful bidder shall maintain Workers' Compensation & Employer's Liability Insurance in accordance with Florida Statute Chapter 440.

**Award Criteria:**

This bid shall be awarded only to a responsive and responsible bidder, qualified to provide the goods and/or service specified. This contract for services will be awarded based solely upon price, assuming the bidder has demonstrated they are qualified to provide the goods and/or service specified herein and has submitted all required forms and attachments.

**Submission Requirements:**

1. All responses must be submitted on the provided "Price Quotation Response Form". Bid responses on vendor letterhead/quotation forms shall not be accepted. Responses must be typewritten or printed in ink, and must be signed in ink by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** *Responses that have a qualification for any price or additional items added will be deemed non-responsive;*
2. The respondent must provide written evidence of required EPA certification;
3. Resumes for all potentially assigned staff documenting experience during the last three (3) years;
4. Three (3) verifiable references from the last three (3) years;
5. Proof of General, Professional, and Commercial Liability and Automobile Insurances; and,
6. Completed forms for the following federal requirements:
  - a. Noncollusion Affidavit of Primary Bidder;
  - b. Anti-kickback Affidavit;
  - c. Certification of Nonsegregated Facilities; and,
  - d. Certification of Eligibility of Contractor.

**Time Schedule:**

WCRA will use the following timelines, which will result in the selection of a lead paint/risk assessment & inspection clearance testing consultant. Dates subject to change if necessary.

RFQ Distribution/Posting	July 3, 2011
RFQ Submission Deadline	July 18, 2011, 3:00 p.m. (EST)

**Cancellation/Termination:**

1. Any response may be withdrawn prior to the date and time the proposals are due. Any response not withdrawn shall constitute an irrevocable offer, for a period of 90 calendar days.
2. WCRA reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving five (5) calendar days prior written notice to the Consultant. If said



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contract should be terminated for convenience as provided herein, the Agency shall be relieved of all obligations under said contract. WCRA shall only be required to pay to the Consultant that amount of the contract actually performed to the effective date of termination.

**Methods of Submission:**

All responses must be submitted in accordance with the Submission Requirements listed on page 8. Responses to this solicitation can be mailed, couriered, or hand delivered by July 18, 2011, 3:00 p.m. (EST) to:

Westgate/Belvedere Homes Community Redevelopment Agency  
Attn: Thuy Shutt, Assistant Director  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409

If a response is submitted by U.S. Mail or any other delivery method, the respondent shall be responsible for its timely delivery.

**PLEASE NOTE:**      **ANY INCOMPLETE OR UNSIGNED SUBMISSIONS OR THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

**RESPONSES NOT SUBMITTED IN THE REQUESTED FORMAT WILL NOT BE CONSIDERED**



**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)**  
**REQUEST FOR QUOTATION FOR LEAD PAINT TESTING/RISK ASSESSMENT &**  
**CLEARANCE TESTING SERVICES**  
**PRICE QUOTATION RESPONSE FORM**

ITEM	DESCRIPTION	UNIT PRICE (*)	WEIGHT FACTOR	TOTAL FACTORED RATE
1	Inspection/Risk Assessment Report, as specified herein	\$ _____ X	0.88	\$ _____
2	Clearance Testing/Clearance Report, as specified herein	\$ _____ X	0.12	\$ _____
	<b>TOTAL COMBINED FACTORED RATE</b>			

***By signing this response I am certifying that the above prices for services and that each are given on a per home, unit, or property basis.***

<b>Respondent</b>	
<b>Authorizing Signatory</b>	
<b>Signature</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	
<b>Date</b>	