



MCB LEAD BASED PAINT SERVICES RFP

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with certain Lead Based Paint (LBP) testing and clearance services for selected single-family housing units (from 1-4 units per dwelling) under Department of Housing and Urban Development (HUD) Guidelines in the states of Colorado, Montana, Wyoming, and Utah at a competitive rate for all properties for the term of one year and any renewal periods agreed upon. MCB is contracted with HUD to market and manage all properties in the State(s) of Colorado, Montana, Wyoming, and Utah. The following description of services details the scope and content of services as it will apply to HUD properties for MCB.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the contract agreement. Bids should reflect only the expected cost to MCB associated with Lead Based Paint (LBP) testing and clearance congruent to the specifications listed herein.

REQUIREMENTS

Subcontractor Qualifications. During the period of this Agreement, subcontractor agrees that it will utilize personnel for the performance of duties pursuant to this Agreement that meet the following qualifications:

(a) All subcontractors must be experienced and have all required certifications and licenses and must demonstrate their familiarity with and ability to comply with all applicable Environmental Protection Agency (EPA), HUD, other Federal, State and local laws and requirements.

(b) It is preferred that the subcontractor be capable of covering the entire state as well as handling any volume of properties even in remote areas with quick turnaround time.

Subcontractor Technical Requirements. During the period of this Agreement, Subcontractor agrees that it will maintain, at a minimum, the following performance and technical capabilities:

(a) Subcontractor shall maintain an e-mail capability sufficient to handle the work capacity covered by this Agreement, and must be able to receive LBP testing orders and order-related communications via email on a 24-hour basis;

(b) Subcontractor shall have facsimile equipment sufficient to handle the work capacity covered by this Agreement, and must be able to receive LBP testing orders and order-related communications via facsimile on a 24-hour basis;

(c) Subcontractor shall be familiar with, and meet all computer security requirements mandated by the applicable provisions of federal law and regulations, and the HUD/MCB M&M prime contract;

(d) Subcontractor shall have digital camera equipment sufficient to handle the capacity covered by this agreement;

(e) Subcontractor shall maintain proof of certifications and licenses required for each employee used in performance of this Subcontract Agreement, and for all State specific requirements.

(f) Subcontractor shall maintain insurance(s) that meets or exceeds the MCB Insurance Requirements. If multiple states are covered, the subcontractor shall maintain insurance coverage in all specific states meeting or exceeding MCB requirements. Subcontractor shall provide evidence of coverage to MCB every six months from the start of any contract award and will advise MCB of any changes of coverage; failure to do so may be grounds for revocation of your agreement.

(g) Subcontractor hereby warrants that no current employee, consultant or subcontractor, has been convicted of a felony charge, either in State or Federal court, nor is any misdemeanor or felony charge stemming from facts relative to issues of fraud or moral turpitude, pending in any jurisdiction or before any tribunal

(h) Subcontractor shall ensure that sufficient personnel are maintained and available for subcontractor to perform services required by the scope of this Agreement;

(i) Subcontractor shall have identification badges for all employees who provide services at HUD owned assets. The badges must have Subcontractor name and address as well as the employee name and photograph. Badges must be worn outside of clothing so that they are visible.

SUBCONTRACTOR TIMELINESS

- (a) Timeliness as well as accuracy of performance will be the utmost importance in selecting subcontractors due to the HUD process for quick sale of homes to be tested. MCB must be notified with 24 hours of acceptance of the assignment.
- (b) Due to the quick turn around nature and large volume of properties we must process, Michaelson, Connor & Boul, Inc., would prefer to have a single point of contact and account manager who will be responsible for communicating with us, accepting property assignments, and ensuring the timely and accurate completion of work. Please include a management plan that describes how you will achieve this objective.

GENERAL SUBCONTRACTOR RESPONSIBILITIES

Subcontractors must comply with the HUD Guidelines for the Evaluation of Lead Based Paint Hazards in Housing, especially Chapters 5, 7, and 15, which deal with risk assessment, inspection and clearance. All required services, reports and other documentation must meet the most stringent (highest) set of requirements in that area, whether EPA, HUD, state or local. State requirements may vary significantly. Bidders should demonstrate their understanding of and experience with these requirements, and provide documentation with their proposal that they and their employees are licensed as necessary. Examples of inspection and clearance reports may be included with the proposal to demonstrate the quality of your product.

All reports and other documentation must be prepared for public dissemination. Information shall be held confidential as will be further detailed in our subcontracting agreement.

The subcontractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the LBP testing and clearance services.

REQUIRED SERVICES

1. X Ray Fluorescence (XRF) Testing

All interior, exterior and common areas with painted components need to be tested by a certified lead inspector and/or risk assessor. The certified inspector shall use an RMD LPA-1 or Niton XL-309 XRF instrument, which are the state of the art LBP testing equipment and are the instruments approved by all Federal, state and local governments and recommended for use in detecting lead based paint.

Every painted component in every room needs to be tested including all windows, baseboards, and closet walls. Non-painted components such as ceramic tile and vinyl baseboards do not need to be tested.

A set of instrument calibrations should be performed before and after each single-family inspection.

2. Visual Inspection and Assessment

A surface-by-surface visual inspection of all painted surfaces throughout all interior and exterior surfaces on the entire property will also be required to determine which painted surfaces and components are deteriorated, and to quantify the square foot amounts of deteriorated lead-based paint, including the number of windows, doors and other specific components.

3. Property LBP Stabilization Plan Cost Estimate and Scope of Work

HUD has specified “de minimus” levels of interior and exterior deteriorated lead based paint above which the paint needs to be stabilized to permit sale for certain properties. Deteriorated LBP for this purpose includes the presence of LBP on friction surfaces such as stair treads and window wells. These levels are:

- Interior Surfaces: 1) 2 square feet; or 2) greater than 10% of the total surface area.
- Exterior Surfaces: 20 square feet or greater

If the initial XRF testing and visual inspection indicates that there is deteriorated lead based paint above these HUD specified levels, the Subcontractor must prepare and submit a Scope of Work including a Cost Estimate for stabilization of the property, which will be performed by another third party subcontractor.

4. Clearance Testing

The LBP testing Subcontractor must then perform Clearance Testing on the homes that were determined to have deteriorated lead-based paint after stabilization by another third-party subcontractor.

Following lead hazard reduction/paint stabilization activities, the inspector will return to the property and perform a visual inspection to ensure that all deteriorated lead based paint surfaces have been stabilized. Upon completion of the visual inspection (assuming paint stabilization work has been satisfactorily completed), the inspector will collect dust wipe samples in accordance with City, State and Federal Regulations, including, but not limited to Chapter 15 of the HUD Guidelines.

The clearance protocol will require wipes be collected from the floor, window sill and window well of each room that was determined to have lead-based paint above the de minimis levels, in addition to another floor sample from an adjacent area within 5 feet of the work area. A blank wipe sample along with a completed and signed chain of custody should be included with every set of samples collected.

Exterior clearance will be achieved by visual inspection only. No soil samples are required. The inspector will perform a visual inspection to ensure that all deteriorated lead based paint surfaces have been stabilized and that no paint chips are visible on the ground.

Clearance tests and reports must be submitted to us, along with a Lead Free Certificate, all to be posted for public information. If the property fails the Clearance test, the Subcontractor will be informed by our staff, which will instruct the third party subcontractor to continue stabilization work (or may replace the stabilization subcontractor as necessary) until the property is cleared. The Clearance subcontractor will continue to conduct clearance testing until the property is cleared and a Lead Free Certificate is issued.

5. Assignment, Reporting and Other Submission Requirements

a) Electronic Assignment.

All subcontractors must be capable of accepting electronic assignment of properties to be inspected via email or web site submission. Please indicate in your proposal your methodology for receiving assignments and providing timely and accurate updates to our staff for the status of testing and clearance of each property.

b) Work Order Process.

MCB will send work orders electronically to Subcontractor. Upon receipt of a work order, Subcontractor will accept the work order in MCB's Homesviewer.net system. Upon completion of the work assigned, Subcontractor must sign certification of completion on the work order and enter the completion and photographs into the MCB Homesviewer.net system before submission of an invoice.

b) Reporting and Digital Photos.

The results of the initial XRF Testing and the Visual Inspection in their entirety should be submitted in the form of the required narrative report for each, consisting of the testing results and the locations of all deteriorated paint.

If the property is determined to be Lead Safe, the Subcontractor must immediately issue and submit a Lead Safe Certificate for that property.

If the property requires stabilization as indicated above, the Subcontractor must submit a Stabilization Scope of Work and Cost Estimate.

Once the property has been stabilized (by another third-party subcontractor), the lead Testing Subcontractor must submit a Final Clearance Testing report in the required format.

Digital photos must be taken and submitted of the front of the house, and of any defective components or surfaces that are determined to contain lead-based paint.

Please indicate in your Proposal how you will transmit in a timely manner all initial reports, certificates, clearance testing reports, and digital photos to us. Keep in mind that we must be able to post all information electronically within 24 hours on our websites and/or home listing and bidding sites for public consumers and for HUD.

Again, all reporting must comply with the highest standard applicable in that area, whether HUD, EPA, state or other.

c) Other Requirements.

LICENSES

The Subcontractor must maintain and will be required to provide evidence of all appropriate State Lead Licenses and/or State Radioactive Licenses as required for any state you will be working in. All individual Risk Assessors and Inspectors must be licensed as appropriate. Please include appropriate firm licenses and other documentation as necessary with your proposal.

TIME REQUIREMENTS

a) Initial XRF Testing, Visual Inspection, Lead Free Certificates, and Stabilization SOW (including cost estimate):

These initial reports, including the Stabilization SOW and cost estimate if required, must be completed and submitted within a maximum of 10 business days . A Lead Safe Certificate must be issued immediately if the property is found to be lead free.

b) Clearance Testing and Lead Safe Certificates:

Final clearance examinations must be completed within a maximum of 5 business days of assignment. Lead Free Certificates must be issued immediately upon completion of the report.

6. Pricing

Due to the volume of properties, to varying locations that may include remote locations, and the need for quick turn around time on each assignment, we would prefer an all inclusive pricing structure for the initial services, as well as an inclusive pricing structure for the clearance services. Prices should be bid as a

total per unit dollar figure (or range per unit), inclusive of all separate cost items such as:

- Cost of Risk/Assessors and Inspectors
- Site visits
- Digital photos
- Mileage
- Other costs of travel such as lodging
- Costs of samples and lab reports for clearance exams
- Reports
- All other associated costs and overhead

You should submit with your proposal at a **per unit or unit pricing structure** for **each** of the following two separate services:

1. Initial XRF Testing, Visual Inspection, Issuance of Lead Free Certificates, and Stabilization SOW (including cost estimate):

This includes 1) the initial XRF testing and narrative reports; 2) the initial visual inspection and narrative reports; 3) issuance of Lead Free Certificates; and 4) preparation of the lead-based paint Stabilization Scope of Work and Cost Estimate if required. All work included in this component must comply with the required services and submissions described above in this document.

2. Clearance Testing and Issuance of Lead Free Certificates:

These services include, as described in detail earlier, site visits to the property, interior dust wipe samples, exterior visual inspection, Clearance reports, and the issuance of a Lead Free Certificate. In the event that Clearance is not achieved a second visit and testing may be required. Depending on the reason for failure, additional visits may be at the remediation subcontractor's expense.

RESPONSE TO RFP

As time is of the essence all bids must be received by 5:00 p.m. PST, November 4, 2004.

Bids may be faxed or mailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610.

All bids must be submitted by the deadline on company stationery and include the State(s) of proposed coverage area.

The following documentation must be submitted at the time of your bid in one complete package:

- Completed Vendor Application
- Completed W-9 or Federal Tax Identification Certificate
- Liability Insurance Certificate meeting MCB requirements
- Workers Compensation Certificate meeting MCB requirements (we do not accept exemptions)

The Vendor Application, W-9, and our insurance requirements, can be found on our website at www.mcbreo.com.