

# Lead Hazard & Healthy Homes Remediation Services

## 2017 Request for Qualifications



## I. General Background

The National Nurse-Led Care Consortium (NNCC) has received Lead Hazard Control Program funding from the Pennsylvania Department of Health (PA DOH) to identify and eliminate lead paint and housing-related health hazards, and to promote housing that is lead-safe, healthy and hazard-free. This Request for Qualifications (RFQ) will be to perform lead and healthy homes remediation work under this program. Remediation work will take place in the City of Chester in Delaware County, PA from approximately February 1, 2018 - June 30, 2019.

### About the National Nurse-Led Care Consortium

NNCC supports nurse-led care and nurses at the front lines of care. Because of their education and their community connections, advanced practice nurses today are able to deliver high quality and cost-effective services to our most vulnerable populations, the poor and the uninsured. Our member health clinics, run by nurse practitioners, demonstrate this by providing community-based care that is sensitive to patient needs and concerns. NNCC takes the lead in developing and running community programs, in partnership with member clinics, which help people lead healthier and safer lives. These programs help avert future health problems and keep healthcare costs from rising further.

Further information about NNCC can be found at [nurseledcare.org](http://nurseledcare.org)

### This Request for Qualifications

This RFQ is to identify strong candidates to complete hazard remediation services for NNCC. These services may include abating lead hazards, fixing leaks, replacing carpeting, and addressing other healthy homes hazards, as needed. Services are to be provided in the City of Chester in Delaware County, PA.

Hazard remediation work may take place from February 1, 2018 - June 30, 2019. NNCC expects to complete at least 8 hazard remediation projects during this time period. Projects typically range from \$1,000 to \$8,000 per home.

Selected contractors will be required to submit reports of the remediation work completed on households. Prior to the start of every project, the contractor will be required to submit a work plan with a cost estimate, a description of the lead-safe work practices that are expected to be used, and an Occupant Protection Plan describing steps that will be taken to protect the occupants from exposure to lead-based paint hazards during the remediation process. Contractors will also be required to submit timely invoices (i.e. within 30 days of job completion).

Your responses should address the questions raised and information sought in the RFQ, and should not include extraneous material, such as marketing brochures, biographies, etc., unless those materials provide information directly responsive to information sought in the RFQ. Brevity at this stage is appreciated.

This RFQ shall not be construed as a request for quotation/bid/proposal and in no way obligates NNCC to make any award or enter into any agreement. This RFQ does not commit NNCC to pay any cost associated with preparation or submission of a response.

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The issuance of this RFQ does not obligate NNCC to award a contract in connection with the services sought, and NNCC may choose to contract for services from agencies which do not participate in this process. However, it is strongly suggested that entities seeking to enter into business relationships for hazard remediation services with NNCC should respond to the invitation to provide the information sought herein. This RFQ is being issued to aid in the identification of firms who demonstrate the resources and capabilities to provide the requested services to NNCC.

Because of the nature of the services provided by NNCC, we are subject to the requirements of the Health Insurance Portability and Accountability Act (HIPAA), which among other things, requires providers to take steps to protect the personal health information (PHI) of its clients and patients. Because the contractor may have access to PHI, NNCC will require the contractor to execute a Business Associates Agreement (BAA) provided by NNCC, wherein the contractor agrees to adhere to HIPAA requirements regarding maintaining confidentiality of client information. More information regarding BAAs and required elements can be found at 45 CFR 164.504.

## Eligible Program Applicants

Eligible program applicants must be certified by the Commonwealth of Pennsylvania as a Lead Abatement Contractor. Applicant organizations must be able to serve the City of Chester in Delaware County, PA.

## Proposal Format and Content

Proposals MUST include all of the following information unless otherwise indicated and be ordered and numbered as follows:

### 1. Completed Application Cover Page

Please use the included Application Cover page form: Attachment A.

### 2. Organization Information Narrative

Must not exceed 5 typewritten pages, size 12 Times New Roman font, 1" margins throughout, single-spaced. Provide a brief organizational summary and include the following information:

- A. Parent company name and address (if any)
- B. Non-profit or community expertise
  - i. Please describe briefly your experience in working with non-profit organizations and/or working on projects in low-income communities.
- C. Experience
  - i. The organization should have a minimum of three (3) years' relevant experience providing hazard remediation services as outlined in the "description of services to be provided" (Attachment B). Please outline this experience briefly, including at least one example of lead abatement work.
- D. Timeline
  - i. Provide information on the timeline for completion of hazard remediation services, once a referral is sent. NNCC expects timelines to be in line with the "description of services to be provided" section.
- E. Staffing:
  - i. Please describe staffing that would be involved in this program. Describe roles and qualifications of key staff involved with this project.
  - ii. Pre- and Post-Hire Screenings Please state whether your employees are screened pre-hire for

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criminal convictions or other disqualifying criteria, and the method(s) used for screening. Please state with specificity whether any post-hire screening is performed, including drug screening.

- iii. Trainings. Please state the nature of any training received by your staff, including but not limited to lead-safe work practices, workplace safety, and driver safety training.

### F. Business designation:

- i. It is the policy of NNCC and its parent corporation, Public Health Management Corporation (PHMC), to ensure that business enterprises owned by historically disadvantaged groups receive a fair proportion of NNCC's/PHMC's total expenditures for goods and services. NNCC/PHMC has adopted an effective supplier diversity initiative that strengthens our history of working with highly qualified groups that can provide exceptional goods and services at competitive prices. Please state with specificity if your organization is designated as one of the following: Small disadvantaged business (SDB); Minority Business Enterprise (MBE); Women-owned Business Enterprise (WBE); Disabled Owned Business Enterprise (DSBE); if you hold any such designation, please provide evidence of such designation or certification.

- ### G. NNCC generally has net 30 to net 45 day payment terms from the date of invoice receipt with most vendors. This will require your organization to routinely pre-pay one month of expenses/payroll. Accordingly, please demonstrate your organization's ability to finance at least one month's expenses. If 30-45 day terms are objectionable for any reason, please state clearly and concisely the reasons for your objection.

## 3. Standard Contracts, Insurance Requirements, Licensing, and Certifications

### A. Certificate of Insurance

- i. Please provide a complete and valid Certificate of Insurance (COI). The Certificate should carry evidence of coverage of the following kinds and in the following amounts:
  - a. General Liability and Professional Insurance. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 advertising injury; \$2,000,000 general aggregate to include contractual liability and \$1,000,000 aggregate for products and completed operations. Coverage: Premises operations, blanket contractual liability, personal injury liability (employee exclusion deleted); products and completed operations; independent Providers, employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations). Provider's Pollution/Professional Liability to include Lead Abatement—various homes.
  - b. Automobile Liability Insurance. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability. Coverage: Owned, non-owned, and hired vehicles.
  - c. Workers Compensation and Employers Liability. Workers Compensation. Employers Liability: \$1,000,000 each accident – bodily injury by accident; \$1,000,000 each employee – bodily injury by disease; and \$1,000,000 policy limit – bodily injury by disease. Other states insurance including Pennsylvania.
- ii. Contractor, as a requirement of this contract, shall name NNCC and its parent company, PHMC, where services are provided as additional insureds under its CGL and Automobile policies with respect to liability arising out of the performance of this contract. The contractor agrees that its' insurance will be primary and that any insurance maintained by NNCC and PHMC will be excess and not contributing.

### B. Licensing

- i. Organizations must be legally licensed to operate under all applicable laws of the commonwealth of Pennsylvania and the locales where it proposes to provide services. Organizations which are corporations, or that are individuals or firms doing business under fictitious names, must supply documented proof that they have registered with and obtained a Certificate from the Secretary

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of the Commonwealth authorizing them to do business in this state. The organization is required to provide the requested documentation prior to execution of a contract with NNCC.

### C. Certifications

- i. Organizations must be currently certified by the Commonwealth of Pennsylvania as a Lead Abatement Contractor. Provider will also maintain all appropriate licenses and certification for lead hazard control and abatement activities in accordance with regulations of the Pennsylvania Department of Labor and Industry, as well as all other regulations. Please provide a copy of your organization's certification.
- ii. Organizations that have staff certified under the Environmental Protection Agency's Renovation, Repair and Painting Program will be given preference. If this is applicable, please provide the relevant certifications.

### 4. References

- A. Please identify three key clients that are comparable in some respect to NNCC. Please list these clients by organization name and briefly describe the services your firm provides these clients. Also include the street addresses, phone numbers and email addresses of these clients.

### 5. Financial Information

Please provide the following:

- A. Current organizational annual operating budget (one-two pages)
- B. Most recent audited financial statement, if available
- C. Ability to adhere to attached fee schedule (Attachment C)
  - i. NNCC has an established fee schedule for hazard remediation services. Please outline your organization's ability to adhere to this fee schedule. If this poses any challenges, please note that here.
  - ii. Please outline the procedure that will be used to price out for services not included in the fee schedule (e.g. cost of materials plus cost of labor).

### 6. Relationship with NNCC or its Parent Company

If you have contracted with NNCC, its parent company (PHMC), or any of its other affiliates (please find a list of affiliates at this link: <http://www.phmc.org/site/programs-affiliates>), please set forth the following:

- A. Name(s) of your company contact(s)
- B. Name(s) of contacts at NNCC or PHMC/affiliates
- C. Nature of services provided

## Checklist

- ❑ A completed 2017 Request for Qualifications Cover Page (attachment A)
- ❑ A completed Organizational Information Narrative (maximum of 5 typed pages)
- ❑ Standard Contracts; Insurance Requirements
  - ❑ Certificate of Insurance
  - ❑ Appropriate Business Licenses
  - ❑ Lead Abatement Contractor Certificate
  - ❑ Renovation, Repair and Painting Certificate (if applicable)
- ❑ References
  - ❑ Three (3) key client references
- ❑ Financial Information
  - ❑ Current organizational annual operating budget (one-two pages)
  - ❑ Most recent audited financial statement, if applicable
  - ❑ Ability to adhere to attached fee schedule (attachment C)
- ❑ Relationship with NNCC/PHMC (if applicable)

## Application Deadlines

Applications are due by 5 pm on January 19, 2018.

Applications must be sent via email.

Please send applications to: [dmankikar@ncc.us](mailto:dmankikar@ncc.us)

Subject line: [add Company Name] Hazard Remediation Application

Inquiries can be directed to Ms. Deepa Mankikar, Environmental Health Project Coordinator at [dmankikar@ncc.us](mailto:dmankikar@ncc.us) or 215-731-2474. All questions about this RFQ must be submitted by January 5, 2018.



## Attachment B

### Description of Services to be Provided

- Perform lead paint and healthy homes hazard reduction work on the properties referred to them by the National Nurse-Led Care Consortium (NNCC) in accordance with the specifications in the work plan and site specific requirements provided by NNCC.
- Provider will have appropriate insurance and have NNCC and PHMC listed as additional insureds.
- Report the work location and starting date to the PA Department of Labor and Industry within 24 hours of accepting the assignment.
- Begin work within ten (10) days of accepting the assignment unless both parties agree to a delay.
- Complete lead-hazard control activities within ten (10) days of starting new assignment. \*For units also receiving non-lead related remediation (such as healthy homes remediation), non-lead work should be completed within 30 days of starting assignment.
- Successfully pass dust lead clearance testing by third-party inspectors (contracted with NNCC) prior to invoicing and payment, if applicable. (NNCC will pay for all lead and soil sample testing.)
- Invoice NNCC for all work performed in accordance with the “Lead Hazard Control Component Price List” (Attachment C).

### NNCC will

- Provide a site-specific work plan listing all areas and surfaces where work is required and any changes in the scope of work from the attached work plan.
- Arrange for the relocation of the family in all cases where the scope of work requires that the family is relocated in accordance with the HUD guidelines.
- Respond promptly to all questions regarding the scope of work and all requests for changes in the scope of work.
- Provide a consultation visit by an Inspector or Supervisor on the next workday, if requested.
- Re-inspect the property within five business days of notification that the job has been completed.

## Attachment C

### Component Price List

	Component	Treatment	Price
1	Floor	Remove deteriorated paint, prepare surface, primer and (2) coats floor paint, or polyurethane	\$2.50 ft <sup>2</sup>
2	Floor	Remove carpet, staples, and padding	\$1.60 ft <sup>2</sup>
3	Floor	Shampoo / Wet clean carpet	\$1.00 ft <sup>2</sup>
4	Floor	Cover with ¼" or ½" plywood, appropriately fastened, install ¼ round molding at wall, caulk juncture, primer, (2) coats of floor paint or polyurethane	\$5.90 ft <sup>2</sup>
5	Floor	Cover with ¼" or ½" plywood, appropriately fastened, then cover with approved flooring (vinyl tile, sheet goods, etc., and install ¼ round molding or vinyl cove base at wall, caulk juncture, as indicated	\$7.00 ft <sup>2</sup>
6	Floor	Cover with ½" plywood, appropriately fastened, then cover with approved flooring (vinyl tile, sheet goods, etc., and install ¼ round molding or vinyl cove base at wall, caulk juncture, as indicated	\$6.00 ft <sup>2</sup>
7	Floor	Cover with approved flooring (vinyl tile, sheet goods, or carpet), install ¼ round molding or vinyl cove base at wall or caulk juncture, as indicated	\$4.50 ft <sup>2</sup>
8	Wall	Repair surface damage or replace / cover with approved material, and coat with primer and (2) coats of paint	\$4.00 ft <sup>2</sup>
9	Wall	Remove deteriorated paint, prep surface, coat with primer and (2) coats of paint	\$2.75 ft <sup>2</sup>
10	Ceiling	Repair surface damage or replace / cover with approved material	\$4.00 ft <sup>2</sup>
11	Ceiling	Remove deteriorated paint, prepare surface, coat with primer and (2) coats of paint	\$2.75 ft <sup>2</sup>
12	Ceiling tiles	Replace "drop" ceiling tiles with new tiles	\$1.50 ft <sup>2</sup>
13	Ceiling tiles	Install "drop" ceiling with new tiles and metal supports	\$2.50 ft <sup>2</sup>
14	Door	Repair (re-hang, plane edges, replace broken hinges, etc.) door to prevent edges from contact with frame, then stabilize deteriorated paint, prepare surfaces, (primer, (2) coats semi-gloss paint or polyurethane)	\$96.00 ea.
15	Door (wood interior)	Replacement – install new painted or properly coated door, stabilize deteriorated paint on frame, jamb and trim. Re-paint or install new painted or coated trim, includes all hardware.	\$230.00
16	Door (pro-hung wood interior)	Replacement – install new painted or properly coated door, stabilize deteriorated paint on jamb and trim, and re-paint or install new painted or coated trim, includes all hardware.	\$300.00
17	Door (pre-hung metal)	Replacement – install new painted or properly coated door, stabilize deteriorated paint on trim, re-paint or install new painted or coated trim, includes all hardware and weather-stripping.	\$655.00
18	Door Frame	Remove deteriorated paint, prepare surface, (primer, (2) coats semi-gloss paint or polyurethane)	\$55.00
19	Door hardware	Install new interior door handle and catch	\$30.00 ea.
20	Door hardware	Install new exterior door handle / lockset and catch. Provide 2 keys for lock	\$55.00 ea.
21	Door (wood exterior)	Replacement – install new painted or properly coated door, stabilize deteriorated paint on trim, re-paint or install new painted or coated trim, includes all hardware and weather-stripping.	\$500.00
22	Threshold	Replace / properly cover or coat	\$3.00 ft.

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	<b>Component</b>	<b>Treatment</b>	<b>Price</b>
23	Trim and Baseboard	Remove deteriorated paint, prepare surface, (primer, (2) coats semi-gloss paint or polyurethane)	\$3.00 ft.
24	Trim and Baseboard	Replace with new painted and/or properly coated material	\$6.00 ft.
25	Window (entire unit)	Remove deteriorated paint from all components, prepare all surfaces, (primer, (2) coats semi-gloss paint) (Exterior paint where necessary)	\$225.00 ea.
26	Window (entire unit)	Sash / unit replacement with removal of deteriorated paint from trim, stool, and apron, OR replacement, (primer, (2) coats semi-gloss paint or polyurethane)	\$330.00 ea.
27	Exterior Walls	Remove deteriorated paint, prepare surface, caulk as needed, primer, (2) coats of exterior paint)	\$2.75 ft <sup>2</sup>
28	Strip Surface	Remove all paint from component, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$5.00 ft <sup>2</sup>
29	Stool	Remove deteriorated paint, prepare surface, (primer, (2) coats semi-gloss paint or polyurethane)	\$32.00 ea.
30	Stool	Replacement of component with new wood that is properly coated	\$51.00 ea.
31	Apron	Remove deteriorated paint, prepare surface, (primer, (2) coats semi-gloss paint or polyurethane)	\$27.00 ea.
32	Apron	Replacement of component with new wood that is properly coated	\$51.00 ea.
33	Window Trim (frame)	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$40.00
34	Window Trim (frame)	Replacement of component with new wood that is properly coated	\$45.00
35	Sashes	Repair broken window or door pane with new glass	\$25.00 to \$150.00
36	Tracks	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$26.00
37	Sashes	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint (Exterior paint where necessary)	\$84.00
38	Exterior window trim	Remove loose paint, and cover (cap) with approved material (aluminum, vinyl, etc)	\$84.00
39	Basement Win. (Ext.) & grate	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint)	\$80.00 ea.
40	Cabinetry	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$35.00 ea.
41	Pipes	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint (Exterior paint where necessary)	\$3.00 ft.
42	Arch	Remove deteriorated paint , prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$50.00 to \$80.00
43	Mantle	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$50.00 to \$80.00
44	Stair Post	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$30.00 ea.
45	Stair Spindles & Base	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$5.00 ea.
46	Stair Handrail	Remove deteriorated paint, prepare surface, primer, (2) coats semi-gloss paint or polyurethane	\$3.50 ft.

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	<b>Component</b>	<b>Treatment</b>	<b>Price</b>
47	Stair Handrail	Replace and properly finish	\$6.00 ft.
48	Stair Treads & Risers	Remove deteriorated paint, prepare surface, primer and coat with floor/deck paint	\$11.00 ea.
49	Weather-stripping	Replace with new item	\$2.00 ft.
50	Stair Treads & Risers Interior	Remove deteriorated paint, prepare surfaces, primer and coat with floor/deck paint, (carpet tread covers, glued , nailed or stapled)	\$16.00 ea. unit
51	Stair Treads & Risers	Replace and properly cover – (carpet tread covers, glued , nailed or stapled)	\$48.00 ea. unit
52	Radiator	Remove deteriorated paint from all components, prepare all surfaces, re-paint with appropriate radiator paint	\$40.00 to \$65.00
53	Bathtub	Remove deteriorated paint, prepare surface, coat with primer and (2) coats of high-gloss paint	\$30.00 ea.
54	Heat Vent Cover	Replace or remove deteriorated paint, prepare surfaces, primer, (2) coats semi-gloss paint	\$18.00 ea.
55	Exterior Fence / Gate	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint	\$4.00 ft. <sup>2</sup>
56	Exterior Drain Pipe Base	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint	\$3.00 ft.
57	Drain pipe / gutter	Replace with new material, properly fastened and caulked / sealed	\$3.50 ft.
58	Exterior Stair Treads & Risers	Remove deteriorated paint, prepare surface, primer and coat with exterior floor/deck paint	\$11.00 ea.
59	Porch Columns and Bases	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint	\$51.00 ea.
60	Porch Apron	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint	\$3.00 ft.
61	Porch Apron	Remove deteriorated paint, prepare surface, primer and (2) coats of exterior floor/deck paint	\$2.70 ft. <sup>2</sup>
62	Porch Apron	Cover with 1/2" plywood (pressure treated), appropriately fastened, install ¼ round molding at wall, caulk juncture, primer, (2) coats of exterior floor/deck paint	\$7.50 ft. <sup>2</sup>
63	Roof Cornice	Remove deteriorated paint, prepare surface, primer, (2) coats of exterior paint)	\$4.50 ft. <sup>2</sup>
64	Roof Cornice	Replace deteriorated wood, primer, (2) coats of exterior paint	\$11.00 ft. <sup>2</sup>
65	Roof Cornice	Remove loose paint, and cover (cap) with approved material (aluminum, vinyl, etc)	\$14.00 ft. <sup>2</sup>
66	Wrought Iron Railing	Remove deteriorated paint, prepare surface, coat with metal primer and appropriate gloss paint	\$4.00 ft. <sup>2</sup>
67	Lift / Scaffolding	Rental of scaffolding or "lift", must be pre-approved by LHHP, invoice must be supplied for re-imbusement	Per Invoice for rental
68	Furniture / debris	Moving excessive furniture or debris from property to access work areas	\$50.00 to \$400.00 per unit
69	Cleaning	Contractor will clean all areas by removal and properly disposal of all work debris and refuse, HEPA vacuuming and washing of all surfaces in the property to remove lead dust, according to the HUD guidelines	\$750.00
70	Demolition	Demolish structurally unsafe porch, shed kitchen, or similar area. Install exterior door, weatherproof wall, steps, etc. as needed	\$2.00 ft. <sup>2</sup>
71	Exterior Brick Wall	Brick pointing – repair of mortar joints with appropriate compound	\$4.00 ft. <sup>2</sup>
72	Floor beam	Install or repair floor beam	\$150.00
73	Caulking	Sealing openings with silicone caulk or as specified	\$1.00 ft.

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	<b>Component</b>	<b>Treatment</b>	<b>Price</b>
74	Chimney	Repair / pointing	\$4.00 ft. <sup>2</sup>
75	Bathroom or exhaust fan	Install new	\$200.00
76	Roof (1)	Coat	\$1.00 ft. <sup>2</sup>
77	Roof (2)	Paper	\$2.00 ft. <sup>2</sup>
78	Roof (3)	Rubber	\$3.00 ft. <sup>2</sup>
79	Switch / outlet	Replace / with cover	\$25.00
80	Shower Enclosure	Properly Install shower wall enclosure	\$300.00
81	Sink	Repair leaking drain	TBD
82	Toilet	Repair leaking drain	TBD
83	Tub / Shower	Repair leaking drain	TBD
84	HEPA Vacuum	New in box for resident	\$150.00 per