

City of Jackson, MS

Neighborhood Enhancement Division



Request for Proposals: HEALTHY HOMES PRODUCTION

PROGRAM: Healthy Homes Production Grant

PROPOSAL NUMBER: 2023-001

DATE ISSUED: January 16, 2023

As part of the City of Jackson Neighborhood Enhancement Division Healthy Homes
Production Housing Program



TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION.....	3
A. Overview.....	3
B. Programs and Time of Completion	4
C. Term of Contract.....	4
D. Federal Regulations.....	4
PROFESSIONAL SERVICE REQUIREMENTS	5
A. Scope of Work	5
B. Additional Requirements.....	5
EVALUATION CRITERIA AND SCORING.....	5
A. Experience and Capacity	
SUBMITTAL REQUIRMENTS.....	5
A. Letter of Interest.....	6
B. Threshold Requirements.....	6
C. Main Proposal.....	7
SELECTION PROCESS	7
QUESTIONS	7
SUBMITTAL DUE DATE	7
CERTIFICATION FORM NOTE	8
RFP SUBMITTAL REQUIREMENTS CHECKLIST	9
CONFLICT OF INTEREST STATEMENT.....	10
APPLICATION	

REQUEST FOR PROPOSALS – LEAD INSPECTORS, LEAD RISK ASSESSORS, AND HEALTHY HOMES ASSESSORS

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by the City of Jackson in its capacity as manager of Office of Housing and Community Development (OHCD) for the City of Jackson. The purpose of this notice is to solicit proposals from Environmental Specialist to facilitate certain aspects of the implementation of the Healthy Homes Production Grant

Companies with demonstrated experience in performing the types of services outlined under the Professional Service Requirements section of this notice and possess an interest in making their services available to the City of Jackson are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

The City of Jackson is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least.

Nothing in this RFP shall be construed to create any legal obligation on the part of the City of Jackson or any respondents. The City of Jackson reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the City of Jackson be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the City of Jackson for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the City of Jackson. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

The City of Jackson follows FEDERAL PROCUREMENT STANDARDS, policies and procedures for procurement process. For further information on this requirement, contact the Purchasing Division, 200 South President Street, Room 604, Hood Building, Jackson, MS 39201, and phone: 601-960--1533; fax 601-960-1049.

B. Programs and Time of Completion

Currently the City of Jackson Office of Housing and Community Development administer the following programs:

- *The Limited Rehabilitation Program is federally funded through Community Development Block Grant (CDBG) funds. This program addresses plumbing, electrical, roofing, and other necessary repairs to properties enrolled in the Limited Rehabilitation Program. In this program, the contractor is expected to repair the home within 30 working days, extensions are granted upon case-by-case circumstance. Contractors shall have the capacity to either perform lead remediation and/or abatement measures or sub-contract lead remediation and/or abatement services.*
- *Healthy Homes Production Program is federally funded through the Office of Lead Hazard Control and Healthy Homes. The purpose of this program is to provide healthy homes and housing rehabilitation interventions that reduce or prevent health hazards identified in homes due to disrepair in dwellings where children, individuals 62 and/or older, and disabled individuals reside. Ultimately, the goal of the program is to increase the number of residential properties that are safe from health hazards caused by issues such as improper ventilation, standing water, faulty plumbing, collapsing structures, lead-based paint hazards, and other health related hazards identified. This will be accomplished by providing lead-based paint and other hazard assessments, removal/abatement, stabilization, and minor rehabilitation activities. The contractor is required to have completed lead renovator training and should be listed as such on the MS Department of Environmental Quality (MDEQ) website, as well as having completed training in Healthy Homes Assessment.*

Contractors will be notified of bidding opportunities for both programs. The City of Jackson's Office of Housing and Community Development (OHCD) must have secured commitments to inspect and assess properties for contract period 2022 – 2025. The Contractor(s) selected will be issued a contract to perform lead inspections, risk assessment rehab, progress inspections, and clearance test for properties enrolled in one or more of the programs described above during the federal fiscal program year.

C. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period up two 2 years, with the possibility of an extension.

D. Federal Regulations

Award recipients implementing the City of Jackson's Office of Housing and Community Development must follow the Community Development Block Grant (CDBG) Program, HOME Investment Partnership, and the Office of Lead Hazard Control and Healthy Homes program rules and regulations. The programs referenced above are initiatives under the U.S. Department of Housing and Urban Development (HUD). Respondents are strongly encouraged to read these regulations (HUD.gov) prior to submitting their response to this RFQ.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The City of Jackson seeks sealed proposals from qualified respondents to environmental and assessment services on properties located in the City of Jackson. The respondent must be a certified Lead Abatement Firm and possess the expertise to assess properties for all 29 Healthy Homes Rating System Factors. The Scope of Work for this project will specifically be to carry out the following activities:

- Create a scope of work and cost estimates for 125 units utilizing the requests of a Lead Inspection Risk Assessment (LIRA) along with the completion of the Healthy Homes Rating System Inspection
- Prepare a comprehensive LIRA that meets HUD standards based on a lead-based paint test utilizing XRF testing device for a total of 150 units.
- Complete the Lead clearance assessments and test once approved units are complete for 125 units.
- Conduct progress inspections of the work as it is being completed by the contractor selected per the bid process that will be conducted by the City of Jackson. A total of 250 progress inspections will be required.
- Provide relocation services to renters who occupy units that will participate in the program. It is estimated that 40 units will require relocation services.

The City of Jackson is interested in eliminating conditions that are detrimental to health and safety of residents. City of Jackson anticipates multiple requests for services within a short timeframe.

B. Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, MDEQ, DNR, and DCH), and any other local building codes, regulations and standards that may apply.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the City of Jackson will take into consideration the experience, qualifications, capacity to perform, and if all required documents are submitted by the Respondent.

SUBMITTAL REQUIREMENTS

RFQ responses can be submitted via hard copy at the **City of Jackson Department of Planning, Office of Housing and Community Development Division, 218 South President Street, 2nd floor, Jackson, MS 39201** or via email to robbyies@jacksonms.gov on or before **February 24, 2023 by 5:00 p.m.** Each respondent shall submit one qualification packet that is legible, 12-point font, and 8.5 by 11-inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The City of Jackson reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the City of Jackson be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the City of Jackson for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the

property of the City of Jackson. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

The City of Jackson reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A brief summary of the qualifications of the Respondent and team.

Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

- The names and business addresses of all Principals of the Respondent. For purposes of this RFQ "Principals" shall mean persons possessing an ownership interest in the firm and/or agency represented in the respondent's RFQ submission.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

B. Threshold Requirements

These documents must be submitted and acceptable before the City of Jackson will review the Experience and Capacity proposal:

1. Contractor Certification(s) and Licensure(s)
2. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Mississippi Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
3. Evidence of Insurance: Commercial General Liability with limits not less than \$250,000; Workers Compensation and Employers Liability with limits not less than \$250,000; and, Automobile Liability with limits not less than \$150,000 per occurrence. [In order to open the RFQ to a broader number of contractors, you should inquire whether a lesser amount of insurance can be required]
4. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
5. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the City of Jackson in determining the Respondent's financial condition. The City of Jackson is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the City of Jackson. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information (this information is the main substance for the selection criteria stated under Evaluation and Scoring):

1. Years of experience and detailed qualifications in performing the services outlined above. List of Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ.
2. If you engage independent contractors, how many do you intend to hire? Do you intend to cover them with worker's compensation? *(All independent contractors will be required to have worker's compensation coverage and appropriate licenses, which will be the responsibility of the respondent)*
3. Capacity to complete the necessary requirements on multiple structures within a short period of time.
4. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of the City of Jackson staff will review qualifications in accordance with the evaluation criteria set forth herein and objectives and policies established through the Office of Housing and Community Development. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ.

QUESTIONS

Questions regarding this RFQ should call 601-960-2155 for discussion.

SUBMITTAL DUE DATE

Responses to this RFQ (ASAP) are due by 5:00 p.m. on February 20, 2023. Responses to this RFQ must be mailed to: Office of Housing and Community Development, 218 South President Street, 2nd floor, Jackson, MS 39201. Each Respondent is responsible for attaching the following information as the first page of the RFQ packet:

The proposal response with the proposal number: 2023-001

Proposal name: General Contractor RFQ

Proposal due date and time: February 24, 2023 at 5:00 p.m.

Firm's name: _____

Hard copies must be delivered to:

**Office of Housing and Community Development
218 South President Street
2nd floor, Jackson, MS 39201**

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to the City of Jackson is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Application*
- Letter of Interest*
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture) *
- Evidence of Insurance*
- State License and or Certification*
- Evidence of Financial Stability (most recent financial statements) *
- Certificate to do Business with City of Jackson*
- References *
- Description of Company *
- Capacity of Company *
- MBE/WBE, Local Hiring, HUD Section 3, if applicable*
- RFQ Submittal Requirements Checklist
- Lead- Based Paint Certification, if applicable*
- Healthy Homes Assessment Certification, if applicable*

***THIS INFORMATION IS THE MAIN SUBSTANCE FOR THE SELECTION CRITERIA.**

CONFLICT OF INTEREST STATEMENT

[Respondent] Conflict of Interest Statement

The owner(s), corporate members or employees of [Respondent], shall not receive any personal profit or gain, directly or indirectly, by reason of his or her participation with the City of Jackson. Each individual shall disclose to the City of Jackson any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of the City of Jackson who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the City of Jackson, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the City of Jackson which has resulted or could result in person benefit to me.

2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the City of Jackson.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the City of Jackson.

Date: _____

Signature: _____

Printed name: _____

Respondent
Address
Telephone

Application Form

Company Name: _____

Address: _____

Owner's Name: _____ Phone Number: _____

Name of Contact Person: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

EIN: _____ DUNS: _____

If you do not have DUNS Identification, please register on Sam.gov

Lead Inspector/Risk Assessor: _____ N/A
License # _____ Expiration Date _____

Lead Abatement Contractor: _____ N/A
License # _____ Expiration Date _____

Years Experience as a General Contractor: _____

Are you a trained lead renovator? Yes No If no, are you interested in being trained as a certified Lead Renovator? Yes No

Crew Size: _____ (# of full-time employees)

Provide the maximum number of projects that you can accept at one time: _____

Name of the person who is licensed and certified to perform and/or supervise lead work and/or lead abatement (requires onsite monitoring while lead work and/or abatement is being performed): _____
(If different those listed above, please provide License/Certification Number)

Other Qualifications, Licenses, Experiences, or Training (Please Specify):

