



## REQUEST FOR PROPOSALS

### LEAD HAZARD CONTROL GRANT CERRO GORDO COUNTY, IOWA DEPARTMENT OF PUBLIC HEALTH

#### I. PURPOSE

The Cerro Gordo County Department of Public Health is hereby soliciting consultant proposals for professional services to conduct ongoing technical/architectural services to include: development of resolutions, policies, authorization for compliance, environmental reviews, State Historic Preservation Office (SHPO) clearance reports, program coordination, fair housing compliance, and compliance with federal regulations and perform open houses, bid openings, and preconstruction conferences for the Cerro Gordo County Lead Hazard Control Program. This request invites qualified consultants to submit proposals for accomplishments of the items of work described below under Scope of Services. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposals (RFP). Once the firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

#### II. PROJECT DESCRIPTION

Proposals are being requested to **conduct technical/architectural services (See Attachment 1) to include main services of: Tier I environmental review; SHPO clearance reports; housing specialist duties through conducting open houses, bid openings, and preconstruction conferences with Lead Hazard Control staff for the Lead Hazard Control Program.** Consultant services will be funded by the Cerro Gordo County Department of Public Health hereby referred to as The Department.

#### III. PROPOSAL SUBMISSION

Responses to the RFP must be received by The Department as follows:

Due Date:	Thursday, March 15, 2018
Time:	Prior to 4:00 p.m.
Deliver to:	Jenna Willems, Lead Hazard Control Program Manager 22 North Georgia Ave Suite 300 Mason City, IA 50401
Number of copies:	1 hard copy, 1 electronic (pdf) copy

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#### **IV. PROPOSAL CONTENT**

To standardize responses and simplify the comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover.

##### Business Organization

The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified.

##### Technical Approach and Scope of Work

The responding firm shall state its understanding of the project as outlined in the Scope of Services. The approach in rendering the services required, including the use of subconsultants, shall be detailed in a proposed Scope of Services.

##### Related Technical Experience

Descriptions of a minimum of one (1) and a maximum of three (3) projects of similar size and nature shall be submitted. The project description must contain the scope of services performed, location and references.

##### Project Staffing and Organization

Qualifications of the project manager and personnel, including anticipated subconsultants, with specialized skills shall be highlighted. A list of subconsultants that will be used and the work they will perform. Resumes for all key personnel listed shall be included and show the following:

- Name, specialty, and job title
- Years of relevant experience with firm (and previous employers)
- Academic degree(s), discipline, and year degree(s) received
- Professional registrations
- Office location where employed
- A synopsis of experience, training or other qualities that reflect the individual's related experience and expected contribution to the project.
- A brief history of professional certifications, registrations, and licenses that your firm / individuals hold that pertain to this project. If the firm or personnel have had their professional certification, registration, and / or license revoked, suspended, sanctioned please provide the dates and circumstances as a part of this response.

Consultant and sub-consultants shall identify any group, individual or organization that they may have worked for, or currently work for, that has had ownership, lease, development, related or similar interest in Cerro Gordo County. The Department reserves the right to reject any response or responder who it feels has a conflict of interest.

##### Timely Completion of the Project

Discuss the consultant's and anticipated subconsultant's current workload and its ability to complete the project tasks in a timely manner.

##### Quality Control and Quality Assurance

Provide and describe the quality control and quality assurance program that will be used.

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Additional Information

Provide any additional information regarding the firm's experience and capabilities that would be important to the success of the project.

Work Elements and Cost

In a separate sealed envelope, provide a matrix of work elements that would be included, personnel classifications, appropriate hours for the work requested, and associated hourly rates and total cost for the project. Costs will not be included as part of the proposal rankings but viewed by staff as a starting point for contract negotiations and to verify appropriateness of estimated staff hours in relation to objectives and methodology for the project.

**V. FORM OF CONTRACT**

The Cerro Gordo County Department of Public Health's standard consulting services agreement will be used for this project. Federal provisions apply to the contract.

**VI. SCOPE OF SERVICES**

A proposed Scope of Services is included as Attachment 1. The proposed Scope of Services is not intended to be a detailed scope of work that will be required as part of the final consultant services agreement, but is intended to provide general information to firms wishing to submit proposals. The Department will negotiate the detailed Scope of Services with the successful firm should the Department elect to proceed with the project.

**VII. CONTACT PERSON**

Any questions concerning the proposals should be directed to Jenna Willems, 22 N Georgia Ave, Mason City, Iowa 50401, 641-421-9339, [jwillems@cghealth.com](mailto:jwillems@cghealth.com).

**VIII. INQUIRIES AND CLARIFICATION OF REQUEST**

After issuance of an RFP, persons or entities who intend to respond to such RFP by submission of a competitive proposal, and who have questions regarding the RFP, or who object to any term, provision, or requirement of the RFP, or who desire clarification or interpretation of any term, provision, or requirement of the RFP, may submit such questions, objections, or requests for clarification or interpretation to the Contact Person named above no later than five (5) calendar days prior to the proposal due date. Such questions, objections, requests for clarification or interpretation shall be submitted in writing and shall clearly identify the individual or entity submitting name, including the name, address, telephone number, and email address of such person or entity.

Persons or entities shall not attempt to contact or communicate with, in writing, electronically, or orally, any County official or employee other than the designated contact person in an attempt to gather information which would be helpful in responding to the RFP, or in an attempt to influence the Department's consideration of its competing proposal. The Department may refuse to accept or may return the proposal of any person or entity determined to be in violation of this provision. Contacting other selection committee members may be considered inappropriate and may lead to a loss of Selection Criteria points or disqualification, at the discretion of the Project Manager.

The Department's Contact Person will respond in writing to all questions, objections, requests for clarification or interpretation presented to the Department as provided above. Only the Department's written responses shall be considered the Department's official response biding. In addition to making a written response, the Department may issue an addenda amending the RFP by changing, deleting, or

adding terms, provisions, or requirements to the RFP. In no case will verbal communications override written responses or requirements of this RFP.

**IX. EVALUATION AND SELECTION PROCESS**

Proposals will be evaluated by a selection committee established by the Department using the Selection Criteria included in Attachment 2 to identify the firm or firms best qualified to meet the Department’s needs on this project. The firm(s) deemed best qualified by the selection committee may be invited for additional presentation and interviews. However, the Department reserves the right to request interviews of any, all, or none of the consultants.

**X. ACCEPTANCE / REJECTION OF RESPONSES**

The Department reserves the right to accept or reject any or all responses submitted, in whole or in part, and to waive any informalities or technicalities which at the Department's discretion are determined to be in the best interests of the Cerro Gordo Lead Hazard Control Program. Further, the Department makes no representations that a contract will be awarded to any responder. The Department expressly reserves the right to reject any and all responses without indicating any reasons for such rejection(s). The Department reserves the right to negotiate with any responder it deems suitable to carry out this project. The Department reserves the right to postpone due dates for its own convenience and to withdraw this solicitation at any time without prior notice.

**XI. SCHEDULE**

Responses are due by 4:00 p.m. on March 15, 2018. Proposals should be mailed to the address provided on the coversheet or hand delivered to The Cerro Gordo County Department of Public Health at 22 N Georgia Ave, Suite 300 (Third Floor), Mason City, Iowa 50401. Listed below are estimated dates and times of actions related to this RFP. These dates are for planning purposes only and represent the Department’s desired timeline for implementing this project. The timeline may be adjusted; however, as needs and circumstances dictate.

<b>DATE</b>	<b>EVENT</b>
March 2, 2018	RFP Issue Date
March 15, 2018	RFP Due
March 19, 2018	Consultant Interviews (if necessary)
March 21, 2018	Contract Negotiations/Preparation
March 23, 2018	Department Approval / Notice to Proceed
Present- October 3, 2019	Duration of Grant Performance

**XII. COMPENSATION**

The payment terms of the contract for this project will include mutually agreed upon line items with a maximum cost not to exceed the fee negotiated with the successful consultant. Only those services rendered after approval of the agreement will be eligible for compensation.

**XIII. MISCELLANEOUS PROVISIONS**

All documents, graphics, maps and exhibits produced by the successful proposer as part of this project shall be provided to the Department, become the property of the Cerro Gordo County, and are to be available for use by the Department in any manner the Department deems appropriate.

This RFP does not commit the Department to award a contract, pay any costs incurred in preparation of these proposals or participating in the interview process, or to procure or contract for any services.

## ATTACHMENT 1

### SCOPE OF SERVICES CERRO GORDO COUNTY DEPARTMENT OF PUBLIC HEALTH, IOWA LEAD HAZARD CONTROL GRANT

**This proposed Scope of Services is not intended to be a detailed scope of work that will be required as a part of the final consultant services agreement, but is intended to provide general information to firms wishing to submit proposals.**

The Cerro Gordo County Department of Public Health received \$1,384,274.25 from the Office of Healthy Homes administer an FY 2016 Lead Hazard Control Grant (LHCG) which includes improvements to remove lead paint hazards in at least 48 units. The consultant will assist the Department with activities necessary to **conduct ongoing grant technical/architectural services and housing specialist duties as listed below in collaboration and with the Cerro Gordo County Lead Hazard Control Program per the LHCG FY 2016 NOFA and terms and conditions guidelines.** The term of this contract will end on or before October 3, 2019, pending any extension agreed upon by both parties, to meet the federal expenditures set forth by the grant.

The Department is seeking a Consultant to complete the items listed (but not limited to) below:

1. Grant Technical/Architectural Services:
  - a. Development of Resolutions, Policies, and Authorization for Compliance
  - b. Environmental Review (Tier 1)
  - c. Generate SHPO Clearance Reports; to include coordination with the SHPO office and communication of notices and letters.
  - d. Program Coordination
  - e. Fair Housing Compliance
  - f. Compliance with Federal Regulations to include 2 CRF 200
  - g. Income verification processes technical assistance
  
2. Housing Specialist Duties:
  - a. Conduct Open House for up to 48 units
  - b. Conduct Bid Opening for up to 48 units
  - c. Conduct Pre-Construction Conference for up to 48 units, including the preparation of certain bid items
  - d. Complete up to 14 Lead Inspection Risk Assessments. Including the completion of a full report documentation of all methods, finding and recommendations per the guidelines aforementioned and no less per the NOFA, OHHLHC Policy Guidance, Housing and Urban Development (HUD) Guidelines for LIRA, Environmental Protection Agency (EPA), and State of Iowa Lead Based Paint (LBP) regulations for assessment and reporting including but not limited to the minimum requirements listed below:
    - i. Summary of Risk Assessment: An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results. The summary must be in the basic format using the template available for LIRA and HUD Guidelines Chapters Five and Seven and include the name of all risk assessors performing services, the date the site was visited, and samples collected. The summary must include all identified lead-based paint and/or

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lead-based paint hazards and their locations. If paint testing is performed, the summary will include the information found at 24 CFR Part 35, Appendix A. It will also contain a list of all surfaces tested, with the unique test identification number (ID) for each testing combination and the results, the location description of the testing combination where any XRF measurement or paint sample was collected, the XRF and/or laboratory analysis measurement value with units of measure, i.e., for paint, micrograms per square centimeter, and the lead classification result for the surface as positive or negative.

3. The completion of all necessary documentation required per the Cerro Gordo County Lead Hazard Control Grant
4. Communication with the Program Manager and to ensure proper compliance of project requirements.
5. Additional services as identified by the Program Director, Program Manager, and the Department.

**ATTACHMENT 2**  
**SELECTION CRITERIA**  
**CONSULTANT SERVICES EVALUATION FORM**  
**CGCDPH**  
**LEAD HAZARD CONTROL GRANT**

<b>ITEM</b>	<b>SELECTION CRITERIA</b>	<b>RATING RANGES</b>				
<b>1</b>	<b>Experience, Qualifications and Expertise</b> Firm's experience with similar projects, qualifications and expertise of key personnel and subconsultants	<b>(0 - 20)</b>				
<b>2</b>	<b>Capabilities and Resources</b> Projects currently under contract involving equipment and key personnel that would also handle this project along with estimated time of completion. Availability and responsiveness of staff in local area.	<b>(0 - 20)</b>				
<b>3</b>	<b>Project Overview</b> Convey your understanding of the project objectives. Identify major problems which you perceive at this time. Describe the overall approach you will use to overcome these problems and efficiently complete this project.	<b>(0 - 30)</b>				
<b>4</b>	<b>References</b> Information on other organizations for which your firm has provided comparable consulting services.	<b>(0 - 5)</b>				
<b>5</b>	<b>Quality and Thoroughness of Proposal</b>	<b>(0 - 15)</b>				
<b>6</b>	<b>Geographic Location of your Firm</b>	<b>(0 - 5)</b>				
<b>7</b>	<b>Additional Factors</b> City Experience and other related information	<b>(0 - 5)</b>				
<b>TOTAL (100 points max)</b>						
<b>ADDITIONAL COMMENTS</b>						