



Request for Qualifications

LEAD HAZARD CONTROL/REMEDICATION CONTRACTORS

INTRODUCTION

As the provider of services under the NJ DCA's Statewide Outreach and Coordination grant, Humanitaire Chretien Sans Frontiere (HCSF), is seeking responses from qualified Contractors to become part of a "Qualified Contractor Pool" to provide either 1) lead remediation/mitigation or 2) lead abatement services for the 2023 Lead Remediation and Abatement Program grants from the New Jersey Department of Community Affairs (DCA). We are especially seeking smaller, non-abatement contractors for the pool.

SUMMARY AND BACKGROUND

HCSF intends to prequalify Lead Hazard Control/Remediation Contractors to participate in a "Qualified Lead Contractor Pool" of up to 8 contractors to perform work under the NJ Department of Community Affairs (DCA), Lead Remediation and Abatement Program.

The purpose of this program is to identify and remediate lead-based paint hazards via interim controls and partial abatement to prevent elevated blood lead levels in children and pregnant women. The program targets Mercer and Somerset Counties with HCSF providing application processing and oversight of lead remediation services in these locations. Small, minority and/or woman-owned businesses are encouraged to apply.

1.0 SCALE OF WORK

Up to 100 jobs will be put out for mini bid/cost estimate to the Qualified Bidder Pool over a 12-month period, beginning April 1, 2025. Most jobs will be lead remediation work. The cost of these jobs' ranges from \$1,000-\$13,000 for remediation jobs and up to \$25,000 for abatements. [Only certified Abatement Contractors are eligible for Abatement jobs but may also bid on remediation jobs.]

Humanitaire Chretien Sans Frontiere
20 Scotch Road, Suite B
Ewing, NJ 08628

While there is no guarantee of the number of jobs given to any one contractor in the pool, HCSF will do its best to give qualified contractors in the Bidder Pool an equitable share of those jobs, based on expertise, availability and demonstrated excellence in meeting project guidelines. Contractors who fail to perform to standards will be removed from the pool.

2.0 SCOPE OF SERVICES, PRICING and LOCATIONS REQUESTED

HCSF intends to prequalify General Contractors with experience, training and certifications to participate in a Qualified Contractor Pool to perform work under the NJ Department of Community Affairs (NJ DCA), Lead Remediation and Abatement (LRAP) program, Single Family Home Remediation program and other lead hazard control contracts. Eligible units include owner-occupied and 1–4-unit rental buildings where lower income families reside.

Up to 5 Contractors who respond to and qualify for the RFQ will be considered in the pool for the work requested under this RFQ. The Provider(s) will be awarded Lead Remediation Projects for specific properties at the sole discretion of the HCSF. The cost per unit is limited and is determined by the Scope of Work developed by HCSF Lead Construction Manager and the limitations of the grant. Program Cost Guidelines for lead measures are attached to this RFQ. Respondents must agree to adhere to these guidelines. [SEE Program Cost Guidelines in the Appendix]

Price shall be inclusive of all costs incurred by the Contractor. No separate reimbursements for travel or other costs are permitted. Subcontractor labor and materials cost are expected to average \$6,000 per unit with a maximum cost of \$13,000 for remediation and a maximum cost per unit of \$25,000 for abatements. It is anticipated that homes eligible for lead hazard control will require an array of lead safe repairs, interim controls, health and safety services and minor structural repairs that shall be performed per RRP, HUD, EPA and NJ Administrative code, as applicable.

Contractors must be available for one (1) walk through of inspected property with HCSF Construction Manager to devise a Lead Hazard Control Estimate/Scope of Work, based on a Lead Risk Assessment. The HCSF Construction Manager will coordinate the walk-through of property with the homeowner and Contractor.

The scope of work for each repaired structure will vary but may include (although not limited to) the following:

- Coordination with property owner and HCSF Construction Manager.
- Obtaining all necessary state and local permits and approvals after the land use permits are acquired, but prior to the commencement of the work for each structure.

- Control of lead-based paint hazards in eligible residential units as specified by a certified Lead Risk Assessor/Inspector in accordance with EPA RRP, NJAC 5:17 and/or NJAC 8:51.
- Control of lead-based paint hazards in residential units in accordance with EPA standards and with reference to HUD's Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing (Second Edition 2012), including but not limited to interim controls, encapsulation, and abatement measures designed to provide a lead safe environment for a period of 20 years.
- Building envelope repair, including roof repair or replacement and attendant damage; door and window replacement; and siding /veneer repair or replacement.
- Dry wall repair or replacement; rough and trim carpentry.
- Repair of trip and fall hazards, such as step repair/replacement and/or handrail installation or repair.
- Surface preparation and painting; flooring repair or replacement.
- Specialty construction elements associated with historic properties.
- Debris removal in accordance with all Federal, State, and local requirements, including disposal of materials containing lead-based paint in accordance with all applicable local and state codes and standards.

Other Scope of Services

- Provide professional labor, equipment, and materials adequate to perform the work in accordance with the scope of work issued by HCSF, for each eligible applicant's residential structure while ensuring that all applicable housing standards and codes are met, specifically the New Jersey Code Construction Requirements.
- Comply with all State and Federal laws, regulations, and guidelines.
- Provide documentation and tracking of construction progress.
- Meet with individual property owners and HCSF Construction Manager to review the scope of work to be performed, including establishing a work schedule acceptable to property owners and Construction Manager and to review work upon final inspection.
- Complete all work within the agreed timeline.

The preceding list of responsibilities is not exclusive. HCSF and the successful respondent(s) may agree in writing to amend or augment the responsibilities set forth above.

2.1 LOCATIONS OF WORK

Respondent(s) must be able to provide services in Mercer and Somerset Counties. Respondent(s) shall be bound by specific terms and conditions of the signed contract. Contracts will be issued to eligible contractors as projects are identified. Work is scheduled to begin immediately after the contract signing.

3.0 MINIMUM QUALIFICATIONS

Respondents must meet the minimum qualifications listed below. Furthermore, Solicitation Responses that appear unrealistic in terms of technical commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected.

Respondents MUST:

- Have been in business for a minimum of 2 years, or the principals/owners must have had senior level experience in a previous company that provided residential construction services.
- Be financially solvent and adequately capitalized.
- Must hold a current business registration issued by the State of New Jersey.
- At a minimum, be an EPA certified lead renovation firm and have at least one certified lead renovator (or Lead Supervisor) on the job at all times. For Contractors who wish to work on lead abatement jobs all workers must have their Lead Worker certification issued by the State of NJ. (However, training of workers can be provided free of charge by Isles, Inc.)
- carry the minimum \$1 million liability insurance/\$2 million Aggregate, worker's compensation insurance and recommended supplemental pollution insurance (See Appendix C – Insurance Coverages).
- have current NJ Contractor's License in good standing.
- have a demonstrated ability to commit to residential lead-safe rehabilitation and reconstruction, and to carry such projects to completion within the time frame allotted by the Agency Construction Manager (generally 3-7 days).
- have the demonstrated equipment, understanding, organization and ability to perform lead-based paint hazard control, health and safety projects related to the rehabilitation of residential properties.
- have demonstrated experience in managing and completing projects of a similar type, size, and complexity.

A lack of any of these requirements will cause the proposal to be deemed "unqualified".

OTHER REQUIREMENTS

- Respondent should indicate that they meet each of the following requirements by providing documentation and/or specific proof of experience and qualifications to carry out each task
- Respondent(s) shall commit to make a demonstrated effort to provide subcontract opportunities to locally owned businesses, minority, and women-owned businesses enterprises, and low-income residents in the program area.

Cost of deliverables, lead-based paint experience, positive references, and knowledge of HUD/EPA and RRP guidelines are factors that will be considered in the award.

4.0 VERIFICATION OF MINIMUM QUALIFICATIONS

Contractors shall specify the name(s) and experience of each person who would perform the items identified in the scope of services herein. Contractors shall provide evidence and/or documentation of all required Certifications for everyone performing the services requested. Any contractor who has been removed from any federal, state, or local lead program because of performance issues shall not be eligible for qualification under this RFQ. All references will be checked. References can and will be used as a determining factor in qualifying contractors for this program.

5.0 RFQ SUBMISSION REQUIREMENTS

RFQ released: March 12, 2025

RFQ Informational Meeting: Upon request

Submission Closing Date: March 26, 2025 @ 10:00am

Application Opening: March 26, 2025 @ 10:00am

All questions or requests for additional information shall be directed to the Chief Operating Officer by email: hcsf@humanitairechretiensansfrontiere.org

RFQ proposal packets can be obtained in person at 20 Scotch Road, Suite B, Ewing, NJ 08628 or can be requested by email:

**RFQ SUBMISSIONS ARE STRICTLY BY EMAIL
(hcsf@humanitairechretiensansfrontiere.org) OR IN PERSON DELIVERY**

The Contractor shall be responsible for the actual delivery of the RFQ to HCSF. One original of your RFQ response should be submitted.

Hard copies of RFQs must be submitted in a sealed envelope/package. Envelope/package shall be addressed to HCSF Attn: Ablet Akotonnignon, 20 Scotch Road, Suite B, Ewing, NJ 08628, and the following clearly printed on the outside:

- your company name,
- Mercer and Somerset Counties LEAD CONTRACTOR RFQ

6.0 APPLICATION AND REQUIRED DOCUMENTS FOR SUBMISSION

Failure to provide any of the information or documentation requested below will result in the RFQ submission being deemed non-responsive and therefore unqualified for this contract. HCSF reserves the right to reject all submissions, in whole or in part, to waive technicalities and to make an award as deemed to be in the best interest of HCSF. HCSF does not discriminate on the basis of disability in the admission or access to its services or activities.

The following current/valid documents (copies) should be submitted as Contractor's RFQ response (in this order):

1. RFQ Application Form
2. Contractor Information Form
3. Certification Regarding Debarment and Suspension
4. Responsible Contractor Certification
5. Non-Collusion Affidavit of Prime Bidder (Must be notarized)
6. Contractor Registration Application
7. Affirmative Action Affidavit (Must be notarized)
8. NJ Business License
9. NJ Contractor's License
10. EPA Lead Renovation Firm Certification and any other professional lead certs.
11. Certificates of Insurance (liability and workers comp) [See Appendix C]
12. MBE or WBE certification (if applicable)
13. References

In the event the Lead Contractor is a corporation or a partnership, a statement must be submitted setting forth the names and addresses of all stockholders in the corporation or partnership, who own ten percent (10%) or greater interest therein as the case may be. Each bid must be accompanied by a certification by the Bidder regarding Equal Opportunity Employment Practice and a Non-Collusive Affidavit and Statement of Compliance with the RFQ requirements.