



# NORWESCAP

## Request for Qualifications

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Lead-Safe Home Remediation Program (LSHRP)  
Lead Remediation and Abatement Program (LRAP)

Bid Opening: **(Tuesday, May 6, 2025)**

Bid Opening Time: **(11:00 am)**

Bid Submission Deadline: **(Tuesday, May 6, 2025)**

Bid Submission Time: **(10:00 am)**

## **GLOSSARY**

The following definitions shall apply to and are used in this Request for Qualifications:

"Norwescap, Inc." - refers to the Northwest New Jersey Community Action Programs

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of Norwescap) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

**NORTHWEST NEW JERSEY COMMUNITY ACTION  
PROGRAM, INC.  
Norwescap, Inc.  
350 Marshall Street  
Phillipsburg, NJ 08865**

**Request for Qualifications**

**CONTRACTOR PACKAGE CHECKLIST**

Proposals are to be returned to 350 Marshall Street, Phillipsburg, New Jersey no later than the date and time specified in the bid procedures. Ask for a Lead staff member in the reception area to hand in and register your sealed bid. All bidders are invited to stay for the opening. If you have any questions, feel free to contact our office at (908) 454-7000, ext. 1160, Monday through Friday, between 9:00 am and 3:00 pm.

The following items are required to be in Norwescap, Inc. Contractor's Pool.

Yes / N/A

|    |   |  |
|----|---|--|
| 1  | Provided the Non-Collusion Affidavit of Prime Bidder Form   |  |
| 2  | Provided the Contractor Registration Application Form       |  |
| 3  | Provided the Affirmative Action Affidavit Form              |  |
| 4  | Provided Responsible Contractor Certification               |  |
| 5  | Provided the Signed Measure Cost Range Agreement            |  |
| 6  | Provided a copy of Current Insurance Certificates           |  |
| 7  | Provided a EPA Renovation Firm Lead Safe Certificate        |  |
| 8  | Provided a New Jersey Contractor Registration Certification |  |
| 9  | Provided a Lead Abatement Contractor License                |  |
| 10 | Provided the Signed Letter of Intent                        |  |
| 11 | Provided the Signed RFQ Packet Checklist                    |  |
| 12 | Provided the Signed Appendix A and Appendix B               |  |

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title & Name of Business

## SECTION 1 INTRODUCTION AND GENERAL INFORMATION

### 1.1. **Introduction and Purpose.**

NORWESCAP, Inc. is looking for EPA Certified Renovation, Repair and Painting Contractors and NJ DCA Certified Abatement Contractors to work under the Lead Safe Home Remediation Program (LSHRP) and the Lead Remediation and Abatement Program. The purpose of the program is to address the ongoing concern of the threat of childhood lead poisoning by providing lead-safe repairs in residential units build prior to 1978. Projects completed through this project will range from 1 to 4-unit properties within Hunterdon, Sussex, and Warren Counties in Northwest New Jersey. NORWESCAP will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of NORWESCAP). NORWESCAP intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial, and administrative capabilities to provide the proposed services.

Up to **20 jobs** will be assigned over a 2-year period, beginning with the execution of the signed contract. The cost of these jobs cannot exceed the average \$8,000 (any cost above \$8,000 must be submitted for approval or unless otherwise noted by NORWESCAP), based on work indicated by a Lead Risk Assessment and Work Scope generated by NORWESCAP via New Jersey DCA Lead Evaluator Pool.

### 1.2. **Procurement Process and Schedule**

NORWESCAP has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by NORWESCAP. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, NORWESCAP will (in its sole judgment) determine which Respondents are qualified (from professional, administrative, and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of NORWESCAP) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by NORWESCAP (i.e., either competitive quote or bid).

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. NORWESCAP reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ, or the RFQ process shall be directed to NORWESCAP's Designated Contact Person, in writing.

**Designated Contact Person:**

Jennifer Butzgy  
Program Manager  
350 Marshall Street  
Phillipsburg, NJ 08865  
(908) 454-7000, ext 1160

One (1) hard original signature copy and one (1) copy of the response to this Request for Qualification must be submitted to and be received by Jennifer Butzgy, Program Manager, Dept of Energy Conservation, 350 Marshall Street, Phillipsburg, NJ 08865, **Tuesday, May 6, 2025 at 10:00 am** . Proposals should be submitted in sealed envelopes with the title of the Request for Qualifications clearly marked on the outside. **Late submissions will not be accepted.**

**Proposals will not be accepted by facsimile transmission. The Proposals will be publicly opened and read by NORWESCAP at 350 Marshall Street, Phillipsburg, NJ 08865 on RFQ Opening at 11:00 am prevailing time.**

Subsequent to issuance of this RFQ, NORWESCAP (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) NORWESCAP.

### **Section 1.3. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- Submitted proposal does not commit NORWESCAP to issue an RFQ.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- NORWESCAP reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- NORWESCAP reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Proposal that is not responsive to the requirements of this RFQ.
- NORWESCAP reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All submitted proposals shall become the property of NORWESCAP and will not be returned.
- All proposals will be made available to the public at the appropriate time, as determined by NORWESCAP (in the exercise of its sole discretion) in accordance with law.
- NORWESCAP may request Respondents to send representatives to NORWESCAP for interviews.
- Any and all Proposals not received by the NORWESCAP by 10:00 am Prevailing Time on RFQ **Tuesday, May 6, 2025 at 10:00 am** will be rejected.
- Neither NORWESCAP, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

#### **Section 1.4. Rights of NORWESCAP.**

NORWESCAP reserves, holds, and may exercise, at its sole discretion, the following rights, and options with regards to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as NORWESCAP deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, NORWESCAP may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents. NORWESCAP shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.
- Any Agreement entered into shall be construed, governed by, and interpreted in accordance with the laws of the State of New Jersey. Any legal action for enforcement or any other issue relating to any agreement entered into shall be instituted in the Superior Court of the State of New Jersey.

- **Proposal Confidentiality**

All proposals and qualifications submitted for NORWESCAPS's consideration will be held in confidence. However, the resulting contract is subject to the provisions of N.J.S.A. 40 A: 11-1 et seq "Local Public Contracts Law" as well as the Common Rule (10 CFR600 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations). Therefore, if an Offeror believes that any information in its proposal constitutes a trade secret or should otherwise be treated as confidential and wishes such information not to be disclosed the Offeror shall submit with its proposal a separate letter to the designated contact.

The letter shall specifically identify the page number(s), line(s) or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an Offeror to submit such a letter will constitute a waiver by the Offeror of any rights it may have under the law relating to the protection of trade secrets.

The proprietary nature of the information designated confidential by the Offeror may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire proposal be kept confidential is not advisable since a proposal cannot reasonably consist of all data subject to proprietary status.

## **1.5 Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, NORWESCAP may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by NORWESCAP and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

## **1.6 Cost of Qualification Statement Preparation.**

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against NORWESCAP, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.



## **1.7 Qualification Statement Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ. Responses which in the judgment of NORWESCAP fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

## SECTION 2 SCOPE OF SERVICES

NORWESCAP intends to identify: **A pool of qualified contractors** that are EPA Certified Renovation, Repair and Painting Contractors and NJ DCA Certified Abatement Contractors to perform work under the LSHRP & LRAP as per the scope of work created by a certified lead evaluator. 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 the NORWESCAP's Lead Hazard Control Supervisor to develop a Lead Hazard Control Estimate/Scope of Work, based on a Lead Risk Assessment. NORWESCAP's Lead Hazard Control Supervisor will coordinate the walk- through of property with the homeowner and Contractor.

NORWESCAP is currently administering contracts for Hunterdon, Sussex, and Warren Counties in Northwest New Jersey.

The services will be performed on residential homes of 1-4 unit properties based on work orders issued by NORWESCAP Lead Coordinator and Lead Hazard Control Supervisor. Qualified Respondents agree to the attached price list and will be providing the cost for Lead remediation and/or abatement services that shall include materials, labor to install materials, disposing of replaced material/appliances, permit(s), packaging, handling, shipping and delivery charges and installation fully by the Contractor.

Qualified respondents shall provide NORWESCAP with assurance to maintain sufficient inventory to supply those materials to NORWESCAP on demand. When required by local code, permits must be obtained (and copies of the inspection must be provided to NORWESCAP, the Contractor must ensure that a licensed contractor performs the respective service. Residential units fall under the United States Environmental Protection Agency ("EPA") requirements for Lead Safety. Successful Respondents shall furnish a certified lead renovator for each worksite and copy of EPA Certified Firm certification.

### **Certified Renovation, Repair and Painting (RRP) Contractor Requirements:**

- Federal law requires all renovation, repair, and painting firms (including sole proprietorships) working in housing, or facilities where children are routinely present, built before 1978, to be certified. Firm certification is a key requirement to ensure the training of individuals and the use of lead-safe work practices.

- RRP contractor(s) will perform interim control measures, as a preventative approach to minimizing lead paint hazards in privately owned residential dwellings with a confirmed lead-based paint presence in accordance with the EPA's 2008 Lead-Based Paint Renovation, Repair and Painting (RRP) Rule and EPA's regulations on residential property renovation found at 40 CFR 745, Subpart E.
- RRP contractor(s) must have a working knowledge of lead-safe work practices and must commit to applying those methods throughout all phases of remediation projects, and in preparation for post-remediation lead dust clearance testing.
- It is the responsibility of the RRP contractor to ensure that all post-remediation cleaning meets EPA and HUD standards for passing for lead in dust.
- RFQ must include the names and qualifying RRP certification for all sub-contractors the respondent intends to use to carry out any portion of remediation projects. In addition, all subcontractors are required to adhere to Lead Safe Work Practice rules throughout all phases of remediation work, and post-remediation lead dust clearance testing.

#### **Abatement Contractor Requirements:**

- An eligible contractor shall be certified by the New Jersey Department of Community Affairs as a certified lead abatement contractor pursuant to N.J.A.C. 5:17-2.1. Proof of this certification should be provided with submission of the RFP.
- Certified lead paint abatement contractor(s) will perform abatement services for the purposes of reducing and/or eliminating risk associated with identified lead-based paint hazards in privately owned residential dwellings.
- Contractors must have a working knowledge of lead-safe work practices and must commit to applying those methods throughout all phases of abatement projects, and in preparation for post-abatement lead dust clearance testing.
- Contractors must have a clear understanding of state regulations governing lead-based paint activities and are required to comply with those guidelines on all NORWESCAP abatement projects.
- It is the responsibility of the lead abatement contractor to ensure that all post-abatement cleaning meets the EPA and HUD standards for passing for lead in dust.

- RFP must include the names and qualifying lead abatement certification for all sub-contractors expected to carry out any portion of remediation projects. In addition, all subcontractors are required to adhere to Lead Safe Work Practices throughout all phases of remediation work, and post-remediation lead dust clearance testing.

Offeror shall include a list of all subcontractors anticipated to perform work under the LSHRP & LRAP. You must provide all information required herein at “Qualifications of Contractor” for each subcontractor. This subcontract staffing list shall include the percent of work to be completed by each subcontractor and indicate whether or not each subcontract is a Minority or Women Owned Business.

NORWESCAP anticipates notifying contractors considered qualified to provide services under the LSHRP & LRAP within two weeks of receipt of offers. Contractors must be ready to provide services within three days of notification. Projects completion schedule will be determined at the time of issuance of the work scope for the project. Contractors will be required to provide a project completion timeline within seven business days of receipt of the project work scope. Contractor must not be debarred as a certified lead abatement contractor. Contractor must disclose any financial, business or family ties to any licensed lead evaluator contractor, the principals of the corporation when the licensed evaluator contractor is a corporation, or any employees of, or subcontractors of a licensed evaluator contractor.

## **SECTION 3**

### **SUBMISSION REQUIREMENTS**

#### **Section 3.1 General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3, incorporate the information requested below.

Contactors should present their proposal following this format:

- 1) Description of Approach: Up to two pages describing typical approach to projects of remediation and abatement.
- 2) Team Expertise: Brief description of general qualifications, the multidisciplinary nature of the team assembled for this program. Include specific evidence of relevant experience working on similar projects and a listing of key personnel that would be available to work on this program. Also include current and valid certification for all Lead-Based Paint Handlers, Renovators and Abatement Workers you intend to use. Describe ability to meet project deadlines. Describe why we should consider your company to provide the services required.
- 3) Comparable Projects: Submit a summary of two projects you have completed with the following information for each project:
  - a. Reference name with current contact information
  - b. Client type
  - c. Total cost of the project
  - d. Summary of the work scope
  - e. Summary of project timeline
  - f. Summary of project outcome
- 4) Sample Document: Submit a sample of a project completion report

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

### **Section 3.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership, and its organizational structure.
  - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
  - (b) If a firm is a partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
  - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture, or similar organization.
  - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
5. An executed Letter of Intent (See Appendix B).
6. The number of years your organization has been in business under the present name.
7. The number of years the business organization has been under the current management.

8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
10. Whether the business organization or any of its principals is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
11. Confirm appropriate federal and state licenses to perform activities.
12. The following documents must also be submitted with RFQ:
  - (a) Non-Collusion Affidavit properly notarized, See Appendix C to this Request for Proposal.
  - (b) Statement of Ownership Disclosure, See Appendix D to Request for Proposal.
  - (c) Form W-9 Department of Treasury Internal Revenue Service, See Appendix H of this Request for Proposal. For compliance with Ordinance Numbers 363-6-2014 and 364-6-2014 please fill out the attached Statement of Recognition and Compliance Intent Hunterdon, Sussex, and Warren County Ordinance No. 363-6-2014 :County Contractor Standard Compensation Provisions, referred to as “CCSP” and Statement of Recognition and Compliance Intent County Ordinance No. 364-6-2014 “Living Wage” Mandatory Minimum Hourly Rates of Pay, Vacation Days and Health Insurance Benefits” for any employee, or member of your firm, who will perform work for the County. (See Appendix I of this Request for Proposal.)
  - (d) New Jersey Business Registration Certificate.
  - (e) Affirmative Action Compliance. (See Appendix J of this Request for Qualification.) \*NOTE\* Respondent must submit the State Employee Information Report of a properly completed form AA-302. Any person of firm submitting Form AA-302 must supply NORWESCAP with this Employee Information Report once it is received from the State.

- (f) You must include an original certificate of Liability Insurance naming NORWESCAP, 390 Manila Avenue, Jersey City, NJ 07302 as additional insured, with a minimum coverage limits no less than \$1,000,000 for property damage, \$1,000,000 for bodily injury for each occurrence, \$1,000,000 for injuries to one person for each occurrence, \$500,000 Worker's Compensation for each occurrence (must indicate that the owner is also covered by the policy), \$500,000 Pollution Occurrence, if your company does not have pollution occurrence insurance then proof of pollution occurrence insurance coverage must be provided no later than 3 days after the contract award notification letter. Failure to provide this document on or before the time allowed will forfeit your contract.
- (g) OSHA10 (minimum) Certifications for contractor and workers.
- (h) Contractor Registration Application Form
- (i) Mandatory Equal Employment Opportunity Form
- (j) Responsible Contractor Certification
- (k) Home Improvement Contractor Registration Certificate
- (l) EPA Certification
- (m) State of New Jersey Lead Abatement License, if applicable (\*Note\*) All of the documents described in A-G above should be included together at the beginning or the end of the Request for Qualification.



### **Section 3.3 Professional Information Requirements.**

- a. Respondent shall submit a description of its over-all experience in providing the type of services sought in the RFQ. **At a minimum, Respondent must demonstrate that they are certified and licensed to provide the services requested by NJ DCA and/or the EPA, in addition, the following requirements, and must provide the following information on past experience in the RFQ:**
  1. Description and scope of work by Respondent.
  2. Name, address, and contact information of all New Jersey Governmental entities Respondent has represented for the past five (5) years.
  3. Explanation of perceived relevance of the experience to the RFQ.
  4. As proximity to the business location of NORWESCAP is important to representing its interests, Respondent must have an office within one (1) hour's drive of NORWESCAP to guarantee accessibility for consultation and meetings.
- b. Describe the services that Respondent would perform directly.
- c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
- d. Copies of required licenses or certifications to perform lead remediation and/or abatement work.
- e. A narrative statement of the Respondent's understanding of NORWESCAP's needs and goals.
- f. List all immediate relatives of Principal(s) of Respondent who are County employees or elected officials of the County. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

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## SECTION 4 INSTRUCTIONS TO RESPONDENTS

### 4.1 **Submission of Qualification Statements.**

Respondents must submit one (1) original, and one (1) electronic copy\* of their Qualification Statement to:

Jennifer Butzgy  
Program Manager  
350 Marshall Street  
Phillipsburg, NJ 08865  
(908) 454-7000, ext 1160

Qualification Statements must be received by **Tuesday, May 6, 2025 at 10:00 am** on QUALIFICATION OPENING DATE and must be submitted in person or by courier service. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification Statements received after this time will not be considered. NORWESCAP will not bear responsibility for delays for any reason.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound and signed and acknowledged by the Respondent.

**\*Together with each written Qualification Statement, NORWESCAP must receive one (1) Flash USB Drive upon which contains a secure copy of the complete Qualification Statement in PDF, or Microsoft Word Format. All submitted digital media shall become the property of NORWESCAP.**

**\*In the event of any discrepancy between a written Qualification Statement and the information contained on the digital media, the information contained in the written Qualification Statement shall be presumed to be the accurate information upon which NORWESCAP will rely in its evaluation.**

**\*The presumption that the written Qualification Statement is the accurate Statement shall be rebuttable. NORWESCAP may choose to rely on the written Qualification Statement or on a combination of the written Qualification Statement and the digital media.**

**\*In the event that the digital media is not submitted with the written Qualification Statement, NORWESCAP may demand that a digital copy be submitted within three (3) business days of the demand. NORWESCAP may also waive the submission of the digital media.**

## **SECTION 5 EVALUATION**

NORWESCAP's objective in soliciting Qualification Statements is to enable it to select a firm or company that will provide high quality and cost-effective lead remediation and abatement services to the citizens of Counties of Hunterdon, Warren, and Sussex. NORWESCAP will consider Qualification Statements only from firms or organizations that, in NORWESCAP's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the County in the manner described in this RFQ.

Qualification Statements will be evaluated by NORWESCAP on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

- 1) Overall quality of the proposal (concise and to the point)
- 2) Respondent's overall ability to provide the services
- 3) Personnel experience
- 4) Project experience
- 5) Documents required to be submitted

## **SECTION 6 COSTS AND EXPENSES**

No cost proposals are being solicited at this time. Cost proposals will not be solicited until NORWESCAP has a specific scope of work to issue to the qualified respondents.

Please note that work under LSHRP is strictly based on a reimbursement format. NORWESCAP will not issue any down payment or advance monies for any project under LSHRP. NORWESCAP shall not be liable for any non-reimbursable items under the applicable grant.

###

**APPENDIX A**  
**LETTER OF QUALIFICATION**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter) Tuesday, May 6, 2025 at 10:00 am**

Attn: Jennifer Butzgy  
Program Manager  
350 Marshall Street  
Phillipsburg, NJ 08865  
(908) 454-7000, ext 1160

Dear Ms. Butzgy:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by NORWESCAP of the Counties of Hunterdon, Sussex, and Warren, dated \_\_\_\_\_, in connection with the need for Lead Abatement and Certified RRP Contractors.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief  
Executive Officer)

(Signature of Chief  
Financial Officer)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Typed name and Title)

(Type Name of Firm)\*

(Type Name of Firm)\*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

**APPENDIX B**  
**LETTER OF INTENT**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

Attn: Jennifer Butzgy,  
Program Manager,  
Lead Assistance Programs  
*350 Marshall Street*  
*Phillipsburg, NJ 08865*

Dear Ms. Butzgy:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualification (RFQ), issued by NORWESCAP of the Counties of Hunterdon, Sussex, and Warren ("IFC"), dated \_\_\_\_\_, in connection with NORWESCAP's need for Lead Abatement and RRP Contractors.

\_\_\_\_\_  
(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. \_\_\_\_\_ (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to NORWESCAP's procurement schedule.
3. \_\_\_\_\_ (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. \_\_\_\_\_ (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the NORWESCAP. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. \_\_\_\_\_ (Name of Respondent) acknowledges and agrees that NORWESCAP may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, NORWESCAP shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6. \_\_\_\_\_ (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.
7. (Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

\_\_\_\_\_

(Typed Name and Title)

Dated: \_\_\_\_\_

\_\_\_\_\_

(Type Name of Firm)\*

\_\_\_\_\_

\*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

# Lead-Safe Home Remediation Pilot Grant Program

## Non-Collusion Affidavit of Prime Bidder

State of New Jersey

County \_\_\_\_\_  
(County of Residence)

\_\_\_\_\_, being first duly sworn, deposes and says  
(Name of person completing form)

that:

1. I am the (owner, partner, officer, representative or agency) of \_\_\_\_\_, the Bidder  
(Name of Firm/Agency/Corporation submitting Bid, circle one choice)  
that has submitted the attached Bid.
2. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties interest, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or that of any other Bidder, or, to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the \_\_\_\_\_ in the proposed Contract; and  
(Lead-Safe Pilot Program Agency Soliciting Bid)
3. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
4. Such Bid is genuine and is not a collusive or sham Bid;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest.

## Lead-Safe Home Remediation Pilot Grant Program

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\_\_\_\_\_  
*(Signature - Bidder Representative)*

\_\_\_\_\_  
(Title)

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_  
(day) (month)

\_\_\_\_\_  
(year)

SEAL

\_\_\_\_\_  
*(Signature of Witness)*

\_\_\_\_\_  
(Name of Witness)



# Lead-Safe Home Remediation Pilot Grant Program

## Affirmative Action Affidavit

State of New Jersey

County of \_\_\_\_\_  
(Your County)

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of person completing form) (Name of Firm/Agency/Corporation)

in the County of \_\_\_\_\_, and State of New Jersey,  
(Your County)

of full age, being duly sworn according to law on my oath depose and say that:

I am (owner, partner, officer, representative or agent) of the firm of  
(circle one),

\_\_\_\_\_, the bidder making the proposal for the lead-safe  
(Name of Firm/Agency/Corporation)

remediation of \_\_\_\_\_ and that I executed the said proposal with full  
(Name of Project or Bid Package #)  
authority to do so; that said bidder hereby affirms that the bidder will abide by all terms of the

“Affirmative Action Law”, P.L., 1975, c. 127, as set forth in the specifications; and that all statements contained in  
said proposal and in this Affidavit are true and correct, and made with full knowledge that  
the \_\_\_\_\_ (Name of Lead-Safe Pilot Program Agency)  
relies upon the truth of the statements contained in this Affidavit in awarding the Contract for the said project.

\_\_\_\_\_  
Signature

Sworn and subscribed before

me this \_\_\_\_\_ day of

\_\_\_\_\_  
Title

\_\_\_\_\_,  
(month)

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_,  
(year)

\_\_\_\_\_  
Signature of Witness

## Lead-Safe Home Remediation Pilot Grant Program

### Contractor Registration Application

1. Firm Being Registered:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Names, Addresses and years of construction experience of all owners, partners and principal stockholders of the construction firm.

| <u>Name</u> | <u>Address</u> | <u>Experience</u> | <u>Years</u> |
|-------------|----------------|-------------------|--------------|
|-------------|----------------|-------------------|--------------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Other contracting firm names which the principals have operated.

| <u>First Name</u> | <u>Address</u> | <u>Associated Principal</u> |
|-------------------|----------------|-----------------------------|
|-------------------|----------------|-----------------------------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Lead-Safe Home Remediation Pilot Grant Program

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### 4. Business References:

#### a) Banks

| <u>Name</u> | <u>Address</u> | <u>Type of Account</u> |
|-------------|----------------|------------------------|
|-------------|----------------|------------------------|

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#### b) Suppliers

| <u>Name</u> | <u>Address</u> | <u>Telephone Number</u> |
|-------------|----------------|-------------------------|
|-------------|----------------|-------------------------|

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#### c) Subcontractors

| <u>Name</u> | <u>Address</u> | <u>Telephone Number</u> |
|-------------|----------------|-------------------------|
|-------------|----------------|-------------------------|

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### 5. Recent Customers:

(Include all previous Lead-Safe Pilot Program-funded work experience references)

| <u>Name</u> | <u>Address</u> | <u>Date(s) Service Provided</u> |
|-------------|----------------|---------------------------------|
|-------------|----------------|---------------------------------|

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## Lead-Safe Home Remediation Pilot Grant Program

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6. Please list any current contracts with other Agencies and Contract Expiration Date:

Name

Expiration Date

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7. Insurance: (Attach Insurance Certificates)

Insurance Company

Agency

Type of Coverage

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*Authorized Signature*

Title

Date

# Lead-Safe Home Remediation Pilot Grant Program

## Responsible Contractor Certification

I \_\_\_\_\_ certify that I am knowledgeable of requirements to bid on a project funded through the Lead-Safe Home Remediation Pilot Grant Program.

*After reading and understanding, please initial each line:*

***Failure to submit attachments will deem application incomplete – Include attachments where applicable.***

1. Bidder possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance and bonding. Copies attached.
2. Bidder agrees to perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor). \_\_\_\_\_
3. Bidder has had no more than six governmental determinations of a violation of federal, state, or local laws relating to public safety, workplace safety or employment in the past three years. (Attach a description of each such violation and a resolution). \_\_\_\_\_
4. Bidder has not been disbarred from any public contract (federal, state, or local). \_\_\_\_\_
5. Bidder has successfully completed a job of this size and this type or a similar type of work in the past five years with a satisfactory record of on-time performance. (Attach documentation). \_\_\_\_\_
6. Bidder will require all employees on Lead-Safe Pilot Program work to complete at least 10 hours of OSHA safety training. \_\_\_\_\_
7. Bidder will comply with any applicable local hiring or first source policy. \_\_\_\_\_

I certify that the foregoing statements made by me are true. I am aware that any false statement contained herein may be punished by fine, imprisonment, termination/suspension of the Lead-Safe Pilot Program contract, withholding of payment, or any combination of the above. I further declare that I have examined this certification and, to the best of my knowledge and belief, it is true, correct and complete.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

# ATTACHMENT A

## Suggested Insurance Coverages for Lead Assistance Program Contractors

| <u>Insurance Type</u>               | <u>Required</u>   | <u>Recommended</u>   |
|-------------------------------------|---|--|
| WORKERS COMPENSATION                | Sufficient insurance to protect against all claims under Workers Compensation as statutorily required | \$500,000 E.L. Each Accident<br>\$500,000 E.L. Disease-each employee<br>\$500,000 E.L. -Policy Limit |
| GENERAL LIABILITY                   | \$1,000,000 single occurrence<br>\$2,000,000 general aggregate  |  |
| AUTOMOBILE INSURANCE                | \$1,000,000 May be covered under General Liability for some insurance providers                       |  |
| CONTRACTOR'S POLLUTION LIABILITY    | \$1,000,000 per occurrence<br>\$2,000,000 aggregate   |  |
| EXCESS LIABILITY (OCCURRENCE BASED) |   | \$1,000,000 Each Occurrence \$1,000,000 Aggregate  |

Costs below are for Remediation/RRP lead mitigation work. For Lead Abatement contractors may add up to 25% to each cost.

| Measure   | Cost Range              | Type                                   |
|---|-------------------------|--|
| All costs are based on room size, home condition and both standard and custom work. Agency Lead Construction Managers have the final say in determining reasonable costs. |                         |  |
| Site Preparation: Lead safe work practices  | \$20 - \$125 per room   | Based on room size and conditions.     |
| Window Trim: Strip to bare wood and repaint   | \$90 - \$200 per unit   | Casing, Apron, Sill, well              |
| Window Trim: Stabilize (wet sand/scrape) and encapsulate  | \$90 - \$175 per unit   | Casing, Apron, Sill                    |
| Window: Replace trim  | \$10 - \$20 per ft      | Casing, Apron, Sill                    |
| Window: Enclose trim  | \$40 - \$100 per unit   | aluminum                               |
| Window: Vinyl replacement STANDARD  | \$350-\$700 per unit    | DH/DG, casement, other                 |
| Window: Vinyl replacement CUSTOM/Non-standard   | \$350-\$920 per unit    | DH/DG, casement, other                 |
| Window: Wood/Historic replacement   | \$600 - \$1300 per unit | DH/DG, casement, other                 |
| Door Trim: Strip to bare wood and repaint   | \$90 - \$200 per unit   | Casing, sill, jamb, stop, threshold    |
| Door Trim: Stabilize (wet sand/scrape) and encapsulate  | \$90 - \$175 per unit   | Casing, sill                           |
| Door: Replace trim  | \$10 - \$20 per ft      | Casing, jamb, stop                     |
| Door Interior: Replace  | \$300 - \$600 per unit  | Pre-hung                               |
| Door Exterior- Replace  | \$600 - \$1200 per unit | Pre-hung entry door                    |
| Stair: Strip to bare wood and repaint   | \$5- \$12 per ft        | tread, riser, rail, baluster, stringer |
| Stair: stabilize (wet sand/scrape) and encapsulate  | \$5 - \$10 per ft       | tread, riser, rail, baluster, stringer |
| Stair: Enclose treads   | \$25 - \$50 per unit    | vinyl, wood                            |
| Stair: Enclose riser  | \$25 - \$50 per unit    | vinyl, wood                            |
| Stair: Replace  | \$15 - \$300 per unit   | tread, riser, rail, baluster, stringer |
| Baseboard: Strip to bare wood and repaint   | \$5 - \$10 per ft       | dependent on size of baseboard         |
| Baseboard: stabilize (wet sand/scrape) and encapsulate  | \$5 - \$10 per ft       | dependent on size of baseboard         |
| Baseboard: replace  | \$10 - \$15 per ft      | dependent on size of baseboard         |

|  |  |  |  |
|--|--|--|--|
| <b>Porch: Strip to bare wood and repaint</b>               |  |  |  |
| <b>Porch: Stabilize (wet sand/scrape) and encapsulate</b>  |  |  |  |
| <b>Porch: enclose</b>                                      | \$5 - \$12 per sq ft<br>\$5 - \$12 per sq ft<br>\$45 - \$60 per hr | soffit, fascia, trim, wall, ceiling, floor<br>soffit, fascia, trim, wall, ceiling, floor<br>soffit, fascia, trim, wall, ceiling, floor |  |
| <b>Exterior: Enclose</b>                                   | \$45 - \$60 per hr   | soffit, fascia, trim, etc.   |  |
| <b>Exterior: Replace Trim</b>                              | \$12 - \$25 per ft   | Fascia,trim boards, casing, etc.   |  |
| <b>Exterior: Stabilize and repaint siding</b>              | \$45 - \$60 per hr   | Siding   |  |
| <b>Exterior: Replace Siding</b>                            | \$45 - \$60 per hr   | vinyl or wood  |  |
| <b>Interim Control: Roofing Repair</b>                     | \$45 - \$60 per hr   | shingles, tar, silver coat, rubber, other  |  |
| <b>Interim Control: Roofing Replacement</b>                | \$5 - \$8 per sq ft  | shingles, tar, silver coat, rubber, other  |  |
| <b>Interim Control: Gutter Repair</b>                      | \$45 - \$60 per hr   | Gutter, leader, downspout, all   |  |
| <b>Interim Control: Gutter Replacement</b>                 | \$10 - \$18 per ft   | Gutter, leader, downspout, all   |  |
| <b>Interim Control: Wallboard repair/replacement</b>       | \$5 - \$7 per sq ft  | Wall, ceiling  |  |
| <b>Interim Control: Wallboard repair</b>                   | \$3 - \$5 per sq ft  | Includes tape, patch, joint compound   |  |
| <b>Interim Control: Wallboard install (wall/ceiling)</b>   | \$4 - \$6 per sq ft  | Includes tape, joint compound, sanding   |  |
| <b>Interim Control: Wall/Ceiling Paint</b>                 | \$4 - \$8 per sq ft  | Includes lead block and finish coating   |  |
| <b>Furnace filter-replace</b>                              | \$5 - \$35 each  | HEPA, wet wipe, rug shampoo. Dependant on size of room and cleaning methods used.  |  |
| <b>Cleaning: Unit cleaning for clearance</b>               | \$25 - \$100 per room  | Windows, doors, trim, wall board, carpet, etc.   |  |
| <b>Disposal of lead components</b>                         | \$25 - \$250   |  |  |
| <b>Frame/sheathing repairs for door/window replacement</b> | \$40-\$65 per hour   | If needed for proper installation of replacement component.  |  |
| <b>Ancillary cost: Other</b>                               | case by case   | Health and Safety or structural repairs not noted above  |  |