



Mercer County Hispanic Association (MECHA)

RFQ

Request for Qualifications

LEAD HAZARD CONTROL/REMEDATION CONTRACTORS

INTRODUCTION

As the provider of services under the NJ DCA's Statewide Outreach and Coordination grant, Mercer County Hispanic Association (MECHA), 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 2025 Lead Remediation and Abatement Program grants from the New Jersey Department of Community Affairs (DCA).

SUMMARY AND BACKGROUND

MECHA intends to prequalify Lead Hazard Control/Remediation Contractors to participate in a "Qualified Lead Contractor Pool" of up to 10 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 Counties with MECHA providing application processing and oversight of lead remediation services in these locations.

SCALE OF WORK

Up to 100 jobs may be put out for mini bid/cost estimate or round robin process to the Qualified Bidder Pool over a 12-month period, beginning 1 May 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 if any are needed. [Only certified Abatement Contractors are eligible for Abatement jobs but may also bid on remediation jobs.] While there is no guarantee of the number of jobs given to any one contractor in the pool, MECHA will do its best to give qualified contractors in the Bidder Pool or round robin process 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.

SCOPE OF SERVICES, PRICING and LOCATIONS REQUESTED

MECHA 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 1–10-unit rental buildings where lower income families reside.

Up to 10 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 MECHA. The cost per unit is limited and is determined by the Scope of Work developed by MECHA and the Lead Construction Manager as well as the limitations of the grant. Program Cost Guidelines for lead measures are attached to this RFQ. Respondents must agree to adhere to these guidelines.

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 MECHA Construction Manager to devise a Lead Hazard Control Estimate/Scope of Work, based on a Lead Risk Assessment. The MECHA 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 MECHA 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 MECHA, 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 MECHA 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. MECHA and the successful respondent(s) may agree in writing to amend or augment the responsibilities set forth above

LOCATIONS OF WORK

Respondent(s) must be able to provide services in Mercer County. 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.

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 Insurance guidelines attached to this RFQ)
- 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 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.

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.

RFQ SUBMISSION REQUIREMENTS

RFQ released: **17 May 2025**

RFQ Informational Meeting: Upon request

Submission Closing Date: **27 May 2025, 10:30 am**

Application Opening: **27 May 2025, 10:30 am**

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

RFQ proposal packets can be obtained in person at 231 Bakers Basin Rd, Suite 5, Lawrenceville, NJ 08648 or can be requested by email:

RFQ SUBMISSIONS ARE STRICTLY BY EMAIL: stayebi@njmecha.org OR IN PERSON DELIVERY

The Contractor shall be responsible for the actual delivery of the RFQ to MECHA. 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 MECHA, Attn: Siamak Tayebi Lead Program Director, 231 Bakers Basin RD, Suite 5, Lawrenceville, NJ 08648, and the following clearly printed on the outside:

- your company name,
- Mercer County LEAD CONTRACTOR RFQ

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. MECHA 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 MECHA. MECHA 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 suggested insurance coverages attached to this RFQ]

12. MBE or WBE certification (if applicable)

13. References

MECHA
231 Bakers Basin Road, Unit 5
Lawrenceville, New Jersey 08648
Phone:(609) 578-4246
Fax:(609) 578-4248
info@njmecha.org

9. 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 RFQ. NJCDC reserves the right to reject all submissions, in whole or in part, to waive technicalities and to make award as deemed to be in the best interest of NJCDC. NJCDC does not discriminate on the basis of disability in the admission or access to its services or activities.

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

- ☐ RFQ Application Form
- ☐ Provide a Sample Cost Estimate/Work Scope for a lead remediation or abatement job
- ☐ NJ Business License
- ☐ NJ Contractor's License
- ☐ NJ Lead Abatement Contractor's Certificate (for Abatement Contractors), EPA Lead Renovation Firm Certification (Lead Remediation Contractors), and any other professional lead certs.
- ☐ Certificates of Insurance (liability and workers comp)
- ☐ List of employees with RRP training, Lead Worker certification, Lead Supervisor certification or Lead Risk Assessor certification
- ☐ Contractor Information Form
- ☐ Certification Regarding Debarment and Suspension
- ☐ Responsible Contractor Certification
- ☐ Non-Collusion Affidavit of Prime Bidder (Must be notarized)
- ☐ Contractor Registration Application
- ☐ Affirmative Action Affidavit (Must be notarized)
- ☐ MBE or WBE certification (if applicable)
- ☐ References

Please note that certain documents must be notarized by a notary public.

In the event the Bidder 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 owns ten percent (10%) of 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 bidding requirements.

10. RFQ APPLICATION FORM NJ CERTIFIED ABATEMENT CONTRACTOR

Company Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Contact Email: _____

NAME(S) AND EXPERIENCE OF PERSONS/ORGANIZATIONS WHO WOULD PERFORM ITEMS IN SCOPE OF SERVICES:

Name Experience/Certification

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

General Information

Federal I.D. #: _____ If not incorporated, Social Security #: _____

Privilege Tax#: _____ Expiration Date: _____

Contractor Registration #: _____ Expiration Date: _____

Are you registered with a minority/women's business enterprise program? Yes No (circle one). If your answer is "YES", please submit a copy of certification.

When was your firm established? (Month/Year): _____

Has your firm had experience with HUD funded projects or other lead remediation projects?

☐ Yes ☐ No

If yes, please attach a list of HUD or other lead remediation projects your firm has worked on.

Signature/Date of Authorized Contractor Official Submitting this RFQ Response and this RFQ Schedule.

Print Name

Signature

Date

11. REFERENCES

NJCDC Name requests a minimum of three (3) references:

1. Company/Job Name: _____ Contact Person: _____

Brief Description of Project:

Phone: _____ Completion Date: _____

2. Company/Job Name: _____ Contact Person: _____

Brief Description of Project:

Phone: _____ Completion Date: _____

3. Company/Job Name: _____ Contact Person: _____

Brief Description of Project:

Phone: _____ Completion Date: _____

Contractor Information Form

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

Contractor License Class and bond are current, and the undersigned contractor agrees to maintain in current status all licenses and bonds as required by the contracting agency.

That the work be performed in accordance with the property requirement standards.

That if the work performed by the contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.

The contractor will abide by the federal regulations pertaining to equal employment opportunity.

That the work will be done in conformance with all appliance codes and zoning regulations.

Contractor's Name (Print): _____

Contractor's Signature: _____

Certification Regarding Debarment and Suspension

COMPANY NAME: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160- 19211).

(Before Signing Certification, Read Attached Instruction)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
 - e. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name (Printed)

Title

Signature

Lead-Safe Home Remediation Pilot Grant Program

Responsible Contractor Certification

I (insert name)_____ 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.

Bidder possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance and bonding. Copies attached. _____

Bidder agrees to perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor). _____

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). _____

Bidder has not been disbarred from any public contract (federal, state, or local). _____

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). _____

Bidder will require all employees on Lead-Safe Pilot Program work to complete at least 10 hours of OSHA safety training. _____

Bidder will comply with any applicable local hiring or first source policy. _____

Name: _____ Date: _____

Title: _____

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 – circle one) of

Name of Firm _____, the Bidder 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 Agency Name in the proposed contract; and
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
Non-Collusion Affidavit of Prime Bidder (cont'd)

(Signature - Bidder Representative)

(Title)

Subscribed and sworn before me

This _____ day of _____
(day) (month)

SEAL

(year)

(Signature of Witness)

(Name of Witness)

Lead-Safe Home Remediation Pilot Grant Program

Contractor Registration Application

Firm Being Registered:

Name: _____

Address: _____

Phone Number: _____

Type of Work Performed: _____

1. 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> |
|-------------|----------------|-------------------|--------------|
|-------------|----------------|-------------------|--------------|

2. 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

3. Business References:

BANKS

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

4. SUPPLIERS

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

5. SUBCONTRACTORS

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

6. 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> |
|-------------|----------------|---------------------------------|
| | | |
| | | |
| | | |

Lead-Safe Home Remediation Pilot Grant Program

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

8. Insurance: (List and Attach Insurance Certificates)

| <u>Insurance Company</u> | <u>Agency</u> | <u>Type of Coverage</u> |
|--------------------------|---------------|-------------------------|
| | | |
| | | |
| | | |

Authorized Signature

Title

Date

Lead-Safe Home Remediation Pilot Grant Program

9. Affirmative Action Affidavit

State of New Jersey

County of _____ (Your County)

I, _____ 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 – circle one) of the firm of

_____, 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 New Jersey Community Development Corporation

relies upon the truth of the statements contained in this Affidavit in awarding the Contract for the

said project.

Lead-Safe Home Remediation Pilot Grant Program

10. Affirmative Action Affidavit (cont'd)

Print Name and Title

Signature

Print Name of Witness

Signature of Witness

Sworn and subscribed before

me this _____ day of

SEAL (day)

(month)

(year)

Costs below are for Remediation/RRP lead mitigation work. For Lead Abatement 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. HANDS' Lead Construction Manager has 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 |

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

SCOPE OF WORK

Project Name: DCA Lead Assistance Program

Name:

Property Address:

Age of Unit: 100

File Number: _____

[illegible]

| | | | | | | | |
|--|--|--|--|---------------------------------------|--|--|-----|
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| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | Cleaning: Unit cleaning for clearance | | | \$0 |
| | | | | Disposal of lead components | | | \$0 |
| | | | | | | | \$0 |

Lead Contractor Signature

Name of Contractor

Date:

LCM Signature

Name of Lead Construction Manager

Date

Item Type: i.e. Window, door, roof, baseboard, handrail, stair, sheetrock, paint, disposal, cleaning, etc.

List all lead recommendations from Lead Risk Assessment separately by location. Attach LRA as necessary

All scopes of work must include line item for: Debris Removal and Cleaning.

LIST OF REMEDIATION MEASURES

Site Preparation: Lead safe work practices
Wet scrape/strip to bare wood and repaint
Stabilize and encapsulate
Window Trim: Strip to bare wood and repaint
Window Trim: Stabilize (wet sand/scrape) and repaint or encapsulate
Window: Replace trim
Window: Enclose trim
Window: Vinyl or Historic replacement
Window: Stabilize and repaint
Door Trim: Strip to bare wood and repaint
Door Trim: Stabilize (wet sand/scrape) and encapsulate
Door: Stabilize and repaint
Door: Replace trim
Door Interior: Replace
Door Exterior- Replace
Stair: Strip to bare wood and repaint
Stair: stabilize (wet sand/scrape) and encapsulate
Stair: Enclose treads
Stair: Enclose riser
Stair: Replace
Baseboard: Strip to bare wood and repaint
Baseboard: stabilize (wet sand/scrape) and encapsulate
Baseboard: replace
Porch: Strip to bare wood and repaint
Porch: Stabilize (wet sand/scrape) and encapsulate
Porch: enclose
Exterior: Enclose
Exterior: Replace Trim
Exterior: Stabilize and repaint siding
Exterior: Stabilize and repaint- Other
Exterior: Replace Siding
Interim Control: Roofing Repair
Interim Control: Roofing Replacement
Interim Control: Gutter Repair
Interim Control: Gutter Replacement
Interim Control: Wallboard repair/replacement
Furnace filter-replace
Cleaning: Unit cleaning for clearance
Disposal of lead components
Interim Control: Wallboard repair
Interim Control: Wallboard install (wall/ceiling)
Interim Control: Wall/Ceiling Paint
Furnace filter-replace

Cleaning: Unit cleaning for clearance

Disposal of lead components

Frame/sheathing repairs for door/window replacement

Ancillary cost: Other

ATTACHMENT C: Suggested Insurance Coverages for Lead Assistance Program Contractors

| INSURANCE TYPE | REQUIRED | RECOMMENDED |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| WORKERS COMPENSATION | Sufficient insurance to protect against all claims under Workers Compensation as statutorily required | \$500,000 E.L. Each Accident \$500,000 E.L. Disease-each employee \$500,000 E.L. -Policy Limit |
| GENERAL LIABILITY | \$1,000,000.00 single occurrence \$2,000,000.00 general aggregate | |
| AUTOMOBILE INSURANCE | \$1,000,000.00. May be covered under General Liability for some insurance providers | |
| CONTRACTOR'S POLLUTION LIABILITY | \$1,000,000 per occurrence \$2,000,000 aggregate | |
| EXCESS LIABILITY (OCCURRENCE BASED) | | \$1,000,000 Each Occurrence \$1,000,000 Aggregate |

ATTACHMENT A: Round Robin Bidding Process

The Round Robin bidding process shall be implemented as follows:

- In order to receive an invitation to participate in the Round Robin Bid Process, contractors must be listed on the NJCDC's "Qualified Contractor's List", as determined by the RFQ process.
- NJCDC shall hold a lottery to determine the order that the eligible contractors will be invited to submit a bid on an individual property.
- NJCDC staff will provide a Scope of Work with itemized lead measures to the contractor. The Scope of Work will be submitted to the first eligible contractor from the Lottery who will conduct a site visit to determine if they will be able to complete the project within the allotted budget based on the measures listed in the Scope of Work. The Lead Construction Manager will be available to discuss the lead hazard control measure list in the SOW with the contractor. If needed, the Lead Construction Manager will make revisions to the Scope of Work based on those discussions.
- The Lead Contractor will then finalize the SOW with costs include for each measure, as well as costs for site preparation and cleanup and submit to LCM.
- NJCDC will either accept the SOW or discuss with Contractor any proposed changes. A final SOW will be agreed upon between the two parties and the contract for the job signed. It is unlikely that Change Orders will be accepted, once the job begins, unless unforeseen issues arise that both the Lead Contractor and NJCDC agree require changing the terms of the contract.
- Once accepted, contractor will be awarded the project for the amount of the final SOW provided by the Lead Construction Manager, unless an exception has been recommended and approved by the NJCDC Program Director.
- Should the eligible contractor decline the project offered, the next Eligible Contractor on the Round Robin bidding lottery list will be provided an opportunity to accept the project.
- Once an eligible contractor is awarded a property, that firm will not be offered another unit until the remaining contractors are given an opportunity to participate. This will repeat until all contractors have been offered an opportunity to be awarded a contract. Once exhausted, a new lottery cycle will begin.