



## Request for Qualifications

RFQ Released September 24, 2024

Contractor Information Session – Saturday, October 12, 2024, Noon to 2pm  
At Camden County Historical Society, 1900 Park Boulevard, Camden, NJ

Received No later than November 7, 2024, Noon

### **Lead Remediation/Mitigation Contractors and NJ Certified Lead Abatement Contractors**

Camden Shipyard & Maritime Museum's Anchor Healthy Homes is seeking responses from qualified contractors Request for Qualifications (RFQ) for "Lead Remediation/Mitigation Contractors" and "NJ Certified Lead Abatement Contractors" at: 1840 S. Broadway, Camden, NJ 08104. All work will be performed in the counties of Camden, Burlington, Gloucester, and Salem with the majority of work taking place in the City of Camden.

Bidders are required to comply with the requirements of P.L 1975 C.127. Minority Business Enterprises (MBE) will be offered full opportunity to bid and will not be subject to discrimination on the basis of race, color, gender, or national origin in consideration of an award.

AGENCY intends to award contracts to respondents whose proposals are most advantageous to AGENCY with price and other factors considered. Contractors who have been rejected for cause, removed, or suspended from any lead remediation or abatement program, in NJ or any state, will not be eligible for submission to this RFQ. Contractors with unsatisfactory references will not be chosen for this RFQ.

AGENCY reserves the right to reject any and all proposals when it is determined by AGENCY to be in its best interest. AGENCY further reserves the right to waive minor irregularities in proposals submitted in response to this RFQ and allow for amendments.

### **1.0 SCALE OF WORK**

A minimum of 100 jobs will be issued for cost estimates to the Qualified Bidder Pool over a 24-month

period. Approximately 70 will be lead remediations/mitigations and 30 will be units with Notices of Violation which will require Abatement.

The allowable cost of these jobs are a maximum of \$13,000 for lead remediation/mitigation and \$25,000 for lead abatement, based on work indicated by a Lead Risk Assessment and Scope of Work generated by AGENCY. These are flexible on a case-by-case basis. Changes to these limits may occur in the future.

Contractors for each job will be chosen in a "Round Robin" format. (See Attachment A). It is expected that each qualified contractor in the Bidder Pool will receive a satisfactory and equal share of those jobs, based on expertise, availability and demonstrated excellence in meeting project guidelines.

## **2.1 SCOPE OF SERVICES REQUESTED**

AGENCY intends to prequalify NJ Certified Lead Abatement and RRP Certified Lead Remediation contractors with experience, training and required certifications to participate in Isles' Qualified Contractor Pool to perform work under the NJ Department of Community Affairs (NJ DCA) Lead Assistance Program grants. These include but are not limited to the Lead Safe Home Remediation, Single Family Home Remediation and Lead Remediation and Abatement Program. Eligible units include 1-4 family owner-occupied and rental units.

*Up to 5* qualified lead remediation contractors and *up to 3* NJ Certified Lead Abatement Contractors who respond to and qualify for the RFQ, will be considered in the pool for the work requested under this RFQ.

Contractors in the Lead Contractor Pool will be assigned or awarded residential structure projects for specific properties at the sole discretion of AGENCY, based on contractors' abilities, capacity, availability, and ability to comply with unit cost limitations. The cost per unit is limited and is determined by the Scope of Work developed by Isles' Lead Construction Manager, the Cost Guidelines for lead measures and the maximum cost per unit of the DCA grant. (Program Cost Guidelines are Attached). Potential contractors should read these guidelines and be fully aware of the requirements of this program to participate.

Respondent(s) must be able to provide services in the counties of Camden, Burlington, Gloucester, and Salem - as needed. The selected Respondent(s) shall be bound to specific terms and conditions of the signed contract. Contracts will be issued within 14 working days of the RFQ submission deadline. Work is scheduled to begin immediately thereafter.

### **Lead and Healthy Homes Rehabilitation Scope of Work**

It is anticipated that homes eligible for Lead Abatement (those receiving a Notice of Violation from the Department of Health) and Lead Remediation will require an array of lead safe repairs, removal of lead components (abatement), interim controls, health and safety services and minor structural repairs that shall be performed per HUD, EPA and NJ Administrative code, as applicable. Units are assigned per the Round

Robin Process as described in Attachment A.

Contractor must be available for one (1) walk through of inspected property with the Lead Construction Manager (LCM) to develop a Lead Hazard Control Estimate/Scope of Work (SOW). Sometimes this will be done in coordination with the Lead Evaluation Contractor. That SOW will be based on the walkthrough, instructions of the LCM and response to the Lead Inspection Risk Assessment hazard report. The Lead Construction Manager will coordinate the walk-through of the property with the homeowner and Contractor. Ancillary health and safety issues and issues that are causative factors for lead hazards will be part of the SOW as appropriate.

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

- Coordination with property owner, Lead Construction Manager and Lead Evaluator
- 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.

(Generally, only for abatements)

- 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 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. SOWs must provide a cost for each measure and a SOW template will be provided by Isles.
- Comply with all State and Federal laws, regulations, and guidelines.

- Provide tracking of construction progress.
- Meet with Lead Construction Manager to review the scope of work to be performed, including establishing a work schedule acceptable to property owners and Lead Construction Manager and to review work upon final inspection.
- Complete all work within agreed upon timeline.

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

## **CONTRACTOR PRICING**

Contractor shall provide a separate price for each item specified on the Work Scope Form provided by Isles' Construction Manager. Contractor estimates must include line-item work description and cost write-up to document measures procured. (Scope of Work Template Attached) 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 cannot exceed \$13,000 per unit for Lead Remediation/Mitigation and \$25,000 for Lead Abatement per unit, except in rare cases and the approval of DCA. Changes to these limits may occur in the future.

Costs for each job are limited and directed by the "Cost Guidelines for Lead Control Work" issued for the program (SEE Attachment B). All jobs must be completed in accordance with DCA/HUD program rules within 10-days from start of job until completion unless prior consent is given.

**Contractors who cannot work within these guidelines should not respond to this RFQ.**

## **3.1 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. **Any Contractor that has been removed or suspended or otherwise barred from any Federal, State, or local lead contracting program is categorically ineligible for this program. Contractors whose references do not show adequate competence to operate successfully within this program will not be qualified to perform work.**

## **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 or lead hazard control services.

- be financially solvent and adequately capitalized.
- hold a current business registration issued by the State of New Jersey, at a minimum, for **Abatement Projects** -- be on the NJ Certified Abatement Contractor List and have at least one Lead Supervisor on the job at all times; and all workers must have their Lead Worker certification issued by the State of NJ. **For Lead Remediation Projects** – Business must have an RRP Firm Certification and have trained Lead Renovators performing work. (However, training of workers for Lead Worker and Lead Renovator can be provided free of charge through this program.)
- carry the minimum \$1 million liability insurance, state required worker's compensation insurance and recommended supplemental pollution insurance. Proof of coverages must be active at time of contracting, but if contractor does not currently hold certain coverages a letter of commitment to obtain such coverage will suffice for this RFQ. (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 Isles' Lead Construction Manager (generally 2-10 days).
- have the demonstrated equipment, 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 “not qualified”.

## **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 (See Checklist).
- Contracts for work in connection with this project will be awarded, to the greatest extent feasible, to business concerns that are located in or owned in substantial part by persons residing in the area of the program, providing that they meet minimum qualifications and demonstrated abilities.

- 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.

#### 4.0 VERIFICATION OF MINIMUM QUALIFICATIONS

- AGENCY will confirm that Contractors continue to satisfy the minimum qualifications described in Section
- 3.0 of this RFQ. Contractors without satisfactory references will be considered to not meet minimum qualification. Providers who no longer satisfy the required minimum qualifications will be removed from the vendor pool at the sole discretion of AGENCY
- 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 each individual performing requested services.

## 5.1 RFQ SUBMISSION REQUIREMENTS

RFQ released/Ad Posted: October 1, 2024

Submission Closing Date: November 7, 2024, Noon

RFQ Opening: November 8th

### Timeline

All questions or requests for additional information shall be directed to email at:

[Matt@anchorhealthyhomes.com](mailto:Matt@anchorhealthyhomes.com)

RFQ proposal packets can be obtained in person at 1840 S. Broadway, Camden, NJ or can be requested by email: [Matt@anchorhelethyhomes.com](mailto:Matt@anchorhelethyhomes.com)

All RFQ submission must be received at 1840 S. Broadway, Camden, NJ no later than 12:00 p.m. on November 7, 2024

Any RFQ received after 12:00 p.m. on November 7, 2024, will not be accepted.

Per NJ DCA requirements, Submissions can only be submitted by mail or delivered in person. Email submissions are no longer allowable.

Whether the RFQ is sent by mail, or commercial express service, the Contractor shall be responsible for the actual delivery of the RFQ to: Anchor Healthy Homes, 1840 S. Broadway, Camden, NJ 08104 before the deadline time.

One (1) original and one (1) copy of your RFQ response should be submitted. All RFQs shall be submitted in a sealed envelope/package.

**Envelope/package shall be addressed to Camden Shipyard & Maritime Museum's Anchor Healthy Homes, 1840 S. Broadway, Camden, NJ 08104, Attn: Matt Capozziello , and the following clearly printed on the outside:**

**Your Company Name, LEAD CONTRACTOR RFQ, and date.**

## 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.* AGENCY 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 AGENCY. AGENCY 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

\* - If you need help with getting your documents notarized, please contact our office.

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%) 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 bidding requirements.



**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:**

<b>Name</b>	<b>Experience/Certification</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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  
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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REFERENCES

**Agency Name requests a minimum of three (3) references:**

1. Company/Job Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Description of Project:

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Phone: \_\_\_\_\_ Completion Date: \_\_\_\_\_

2. Company/Job Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Description of Project:

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Phone: \_\_\_\_\_ Completion Date: \_\_\_\_\_

3. Company/Job Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Description of Project:

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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 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 \_\_\_\_\_ 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) 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 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)

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

SEAL

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

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

# Lead-Safe Home Remediation Pilot Grant Program

## Contractor Registration Application

1. Firm Being Registered:

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

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

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

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

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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>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>First Name</u>	<u>Address</u>	<u>Associated Principal</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____



# Lead-Safe Home Remediation Pilot Grant Program

## 4. Business References:

### BANKS

<u>Name</u>	<u>Address</u>	<u>Type of Account</u>
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### SUPPLIERS

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
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### 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

### 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

## 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

\_\_\_\_\_  
Agency  
Name (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.

# Lead-Safe Home Remediation Pilot Grant Program

## **Affirmative Action Affidavit (cont'd)**

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*Signature*

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Title

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Name of Witness

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*Signature of Witness*

Sworn and subscribed before

me this \_\_\_\_\_ day of  
SEAL (day)

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

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

## **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 Agency's "Qualified Contractor's List", as determined by the RFQ process.
- The Lead Agency shall hold a lottery to determine the order that the eligible contractors will be invited to submit a bid on an individual property.
- The Lead Construction Manager 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.
- LCM 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. Few Change Orders will be accepted, once the job begins, unless unforeseen issues arise that both the Lead Contractor and Isles LCM 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 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.

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

Measure	Cost Range	Type
<b>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.</b>		
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>	\$5 - \$12 per sq ft	soffit, fascia, trim, wall, ceiling, floor
<b>Porch: Stabilize (wet sand/scrape) and encapsulate</b>	\$5 - \$12 per sq ft	soffit, fascia, trim, wall, ceiling, floor
<b>Porch: enclose</b>	\$45 - \$60 per hr	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	
<b>Cleaning: Unit cleaning for clearance</b>	\$25 - \$100 per room	HEPA, wet wipe, rug shampoo. Dependant on size of room and cleaning methods used.
<b>Disposal of lead components</b>	\$25 - \$250	Windows, doors, trim, wall board, carpet, etc.
<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

SCOPE OF WORK

Project Name: DCA Lead Assistance Program

Name:

Age of Unit:

File Number:

Property Address:

LOCATION	ITEM TYPE	WALL	#	HESWAP WORK DESCRIPTION	NOTES FOR CONTRACTOR	UNIT PRICE	PRICE
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0



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

					\$0
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Lead Contractor Signature	Name of Contractor	Date:
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LCM Signature	Name of Lead Construction Manager	Date
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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  
Furance filer-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
<b>WORKERS COMPENSATION</b>	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
<b>GENERAL LIABILITY</b>	\$1,000,000.00 single occurrence \$2,000,000.00 general aggregate	
<b>AUTOMOBILE INSURANCE</b>	\$1,000,000.00. May be covered under General Liability for some insurance providers	
<b>CONTRACTOR'S POLLUTION LIABILITY</b>	\$1,000,000 per occurrence \$2,000,000 aggregate	
<b>EXCESS LIABILITY (OCCURRENCE BASED)</b>		\$1,000,000 Each Occurrence \$1,000,000 Aggregate