



# **COMMUNITY DEVELOPMENT**

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CITY OF DURHAM

Lead & Healthy Homes Program  
Pre-Proposal Submission Virtual Workshop

**Lead Inspection Risk Assessment (LIRA) and Clearance Services RFP**

September 30, 2020  
2:00 PM

# Agenda

- Welcome & Introductions
- Logistics
- City of Durham Affordable Housing Goals
- Lead-based Paint Hazard Reduction & Healthy Homes Grant
- Overview of Request for Proposal
- Request for Proposal Schedule
- Summary
- Questions and Answers



# City of Durham Affordable Housing Goals



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# City of Durham Affordable Housing Goals

1. Preserve and expand supply of affordable rental units and rental assistance, with a focus on households <50% Area Median Income (AMI).
2. Maintain affordability and protect very low-income households in neighborhoods experiencing significant housing cost increases.
3. Engage the larger Durham community to make affordable housing a citywide priority.



# Lead-based Paint Hazard Reduction (LHR) and Healthy Homes Grant

- Awarded by the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,258,748, which consists of federal funds and City of Durham General Funds.
- **Purpose of the funding:**
  - Protect children under 6 and their families from Lead-based paint hazards.
  - Rehabilitate homes to provide safe and healthy housing for low income residents.
  - Provide Lead Inspection, Risk Assessments and Remediation.



# Overview of Request for Proposal (RFP)



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# Overview of RFP

- The successful applicant for **Lead Inspection Risk Assessment and Clearance Services** will conduct Lead Based Paint Hazard inspections and Clearance in partnership with the City of Durham and its contracted vendors.
- The contract will have a maximum (ceiling) value of **\$141,100**, with \$75,400 reserved for Lead Inspection and Risk Assessment and \$65,700 reserved for Clearance activities.
- As a result of this award, **116 households** must be inspected for Lead and cleared by an EPA Certified Inspector.



# Scope of Work

## Inspection/Testing:

Performing lead dust, soil and paint-chip testing, XRF testing, lead-based paint inspection, risk assessment, clearance examination, and engineering and architectural activities that are required for, and in direct support of, interim control and lead hazard control work, of eligible housing units constructed prior to 1978 to determine the presence of lead-based paint and/or lead hazards from paint, dust, or soil using acceptable testing procedures.

**XRF Equipment Requirements:** Please provide detailed information regarding the brand, age, specifications and latest service records for any XRF that will be used during the contract period.



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# Scope of Work (cont.)

## Clearance:

“Clearance” of each unit will be completed in accordance with HUD guidelines. In most cases, two (2) site visits will be required for each unit. Some units may only require one site visit, and on occasion, three site visits may be necessary.

“Clearance” also includes on-site review of project scope of work, review of proper control procedures, proper waste storage, proper posting of permits, and ensuring compliance with local, state and federal laws governing the project.

## Maintenance Plan:

The LIRA Contractor will provide a short, clear, concise, and easy to read “final” report for the project informing the homeowner exactly what lead painted surfaces remain in the home and ways to properly maintain these surfaces



# Scope of Work (cont.)

## Risk Assessment:

Risk Assessment shall, at a minimum, be performed in accordance with HUD Guidelines and concurrently with the inspection. Dust wipes are required in every room. The Risk Assessor will develop a reasonable scope of work for the project and the project budget. The LIRA Contractor shall provide design specifications and a variety of lead hazard reductions for all components found to contain hazards.

## Job Submittal Review:

The LIRA Contractor will collect and review Remediation Contractor pre-job document requirements (permits, regulatory requirements, disposal agreements, etc.) LIRA Contractor will give written notice to the Remediation Contractor and the City that the Remediation Contractor is authorized to begin work.



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# Primary Audience

- Low income homeowners of properties built before 1978.
- Households where children under 6 reside or spend a significant amount of time (based on EPA definition of a child-occupied facility).
- Owners of high-risk properties (properties where elevated lead levels have been detected or suspected).
- Homeowners whose gross household income does not exceed 80% of the Area Median Income (AMI) for the Durham Metropolitan Statistical Area (MSA), based on household size.



# Primary Audience (cont.)

- Rental properties must meet all property requirements and renter's income must meet household income requirements.
- At least 50% of the units must be occupied by or made available to families with incomes at or below 50% of the area median income level. The remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level.
- In all cases the landlord shall give priority in renting units assisted under this section, for not less than 3 years following the completion of lead abatement activities, to families with a child under the age of six years.
- Buildings with five or more units may have 20% of the units occupied by families with incomes above 80% of area median income.



# Proposed Contract Type

- The City expects to negotiate a firm fixed fee and enter into a contract for LIRA and Clearance Services vendor(s) selected through this RFP.
- This contract is expected to have a duration of 30 months.
- The contract will have a maximum (ceiling) value of \$141,100. The contract may be renewed, based upon performance and need.



# Job Assignments

- In the event more than one qualified LIRA contractor is selected, jobs will be awarded on a rotational basis. Properties will be assigned first to the vendor with the highest scoring proposal. Subsequent assignments of properties will follow, based on the next highest score.
- When the list of vendors has been exhausted, the rotation will repeat, starting with the highest scoring vendor. Should a vendor opt out or be unavailable for an assignment, the next vendor on the list will be selected and the rotation will continue.



# Underutilized Business Enterprises (UBE)

- City of Durham encourages the participation of UBE, Minority and Women-Owned enterprises in contract opportunities.
- HUD Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 firms are encouraged to participate in this Request for Proposal.
- The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.



# Minimum Requirements

- Eligible applicants include nonprofit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- Applicants must have experience with the delivery of Lead Inspection, Risk Assessment and Clearance services to low-income households and maintain active EPA certifications throughout grant period
- Applicants must demonstrate significant experience providing Lead Inspection, Risk Assessment and Clearance Services to a diverse population, especially low-income households and households with young children.





# Minimum Requirements (cont.)

- Applicants must have last two years audited financials, or financial statements prepared by a CPA.
- Applicants must submit a signed and notarized cover letter as a PDF via **email by the submission deadline**. The letter should state they have the authority to submit a response to the RFP and they accept all of the terms and conditions in the RFP.
- Applicants must submit proposal package as a PDF via **email by the submission deadline**.



# RFP Process and Timeline



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# Proposal Process

- RFP describes information to be included in the Proposal Application.
- Proposal Applications should be submitted in PDF Format via email to Terri Porter Holmes at: [CommunityDevelopment@Durhamnc.gov](mailto:CommunityDevelopment@Durhamnc.gov).



# Evaluation Criteria

1. Experience managing similar LIRA and Clearance activities in the past three years.
2. Qualifications and experience of key personnel.
3. Experience managing federal, state, or local funding appropriately.
4. Experience working in Durham or in cities similar in size and urban context to Durham.



# Evaluation Criteria (cont.)

5. Proposed plan for delivering requested services.
6. Cost proposal for completing each task (budget template provided).
7. Applicant participation as an underutilized, minority, women-owned business enterprises or as a registered HUD Section 3 firm.



# RFP Timeline

Date	Action
September 18, 2020	RFP Issued
September 30, 2020, 2:00 PM	Pre-Proposal Application Workshop
September 30 – October 7, 2020	Written Questions and Response Period
Week of October 12, 2020	Written Questions and Responses Posted
October 30, 2020, 3:00 PM	Proposal Applications Due
Week of November 2, 2020	Evaluation of Proposals Period
Week of November 2, 2020	Notification of Ineligible Proposals
Week of November 9, 2020	Notification Issued of Selected and Non-Selected Firms
January 2021	Anticipated Execution of Contract

# How Can Proposals be Submitted?

- Applicants must complete and submit proposals in PDF format via email to:  
Terri Porter Holmes at [CommunityDevelopment@Durhamnc.gov](mailto:CommunityDevelopment@Durhamnc.gov)  
Subject: **NS Lead LIRA and Clearance RFP**
- The RFP is located on the following City Website:  
<https://durhamnc.gov/445/Community-Development>
- Proposals **must** be:
  1. Complete
  2. Responsive
  3. On Time



# When are Applications Due?

All Proposal Applications are **DUE** no later than

**October 30, 2020, 3:00 PM**

Late Proposal Applications will **not** be considered **and** deemed ineligible.



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# Got Questions?

RFP Scope of Work questions must be submitted in writing:

**September 30 – October 7, 2020**

via the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gu99KTmUiEOoCDVlpOz0fdbuOesiVh1KprrbQr9Ee0hUMlpKREBNji5OTIIV0JORIQ2WVY3Q1pWOC4u>



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# General Questions?

Contact:

Terri Porter Holmes

[CommunityDevelopment@Durhamnc.gov](mailto:CommunityDevelopment@Durhamnc.gov)

or

(919) 560-4570 ext. 22230



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