

**NOTICE POSTED: July 3, 2024**

**DUE DATE: July 15, 2024 @ 10:00 a.m. prevailing time**

**PUBLIC READING: All proposals/responses will be opened at the City Law Department, Room 15 on July 15, 2024 @ 10:30 a.m. prevailing time.**

John F. Coffey II Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications and/or Proposals for Professional/Consulting/Extraordinary Unspecifiable Services Providers (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following professional/consulting/extraordinary unspecifiable services in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting responses/proposals to the City’s Request for Qualifications/Request for Proposals (RFQ/RFP) for the provision of the following professional/consulting/extraordinary unspecifiable services:

**PROFESSIONAL/CONSULTING/EXTRAORDINARY UNSPECIFIABLE SERVICE - TITLE SOUGHT:**

**CERTIFIED LEAD BASED PAINT INSPECTOR/RISK ASSESSOR**

**Introduction**

According to P.L. 2021, C.182, dwelling owners/landlords of certain single-family, two-family, and multiple-rental dwellings must provide a lead-safe certification by July 22, 2024. This certification is valid for three years or upon tenant turnover.

Therefore, the City of Bayonne will contract with approximately four (4) certified lead evaluation contractors to assist in meeting this deadline and to inspect certain single-family, two-family, and multiple-rental dwellings for lead-based paint hazards every three years or upon tenant turnover where there is no valid lead-safe certification. The vendors selected must be certified by the Department of Community Affairs to perform lead inspections and risk assessment work pursuant to N.J.A.C. 5:17.

**Scope of Services**

The vendor shall perform the following services, clearly outlined, after receiving a request for lead-based paint inspection from a City representative.

- Vendor contact the property owner within two (2) business days of request and schedule a date and time to perform the inspection during normal business hours, unless otherwise stipulated, within five (5) days. Reports are expected within seven (7) days from the inspection date.
- Perform visual inspections of certain single-family, two family multiple rental dwellings for lead-based paint hazards at times specified in the law under the provisions of N.J.A.C 5:17 and Appendix 13.1 of the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing
- If applicable, certify the dwelling unit as lead-safe on a form prescribed by the Department of Community Affairs. The vendor shall provide the City with a copy of the lead-safe certification.

- Other services related directly to N.J.A.C 5:17

Dwelling owners/landlords will pay the vendor directly for services. Dwelling owners/landlords have the option to directly hire a licensed lead evaluation contractor who is certified to conduct periodic lead-based paint inspections to satisfy the requirements of the City's Ordinance, N.J.S.A. 52:27d-437.16 and N.J.A.C 5:28A-1.1. The owner will then provide the City with a copy of the lead-safe certificate.

## **Proposal Content**

**Sample Result Reports.** Attach two (2) examples of Lead-Based Paint Inspection Reports.

**Ability.** Describe your firm's ability to provide services. Must demonstrate proficiency, knowledge, and experience in the above areas and that/he/she is qualified and licensed to perform and provide all services set forth within the body of this Request for Proposals. Include your hours and days of operations. Describe your commitment to provide expedited services upon request. Provide how many of your current employees can provide the requested services. Submit a copy of your certification under N.J.A.C.

**Subcontracting** – Subcontracting shall not be permitted.

**Payment** – Payment is to be collected in accordance with the charges set forth herein directly from the Dwelling owners/landlords. The City has no obligation to make payment to the vendor under this RFP.

## **CONTRACT TERM:**

The contract period will be for one (1) year commencing from the contract date.

The vendor agrees and understands that the executed contract shall be performed in compliance with all applicable ordinances, codes, guidelines, and statutes in connection with the lawful direction of representatives of the City of Bayonne. The vendor must constantly maintain familiarity with all legal mandates (existing, newly implemented, and revised).

## **WORK PRODUCT/DELIVERABLES:**

All work products of the Contractor which result from this RFP are the exclusive property of the City of Bayonne.

## **EVALUATION PROCESS**

An evaluation team will review all proposals/responses to the RFP. The team will determine if the proposals/responses satisfy the RFP Requirements, determine if a proposal/response should be rejected, and then evaluate the proposals/responses based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for contract award, based on rates and other factors. Multiple contracts may be awarded at the City's discretion. Listed below are the criteria that the City of Bayonne will consider in evaluating each proposal/response. The arrangement of the criteria does not imply an order of importance in the selection process. All criteria will be used to select the successful respondent.

1. Requirements
  - a. Possess the general requirements stated herein.

2. Understanding of the Requested Work
  - a. The proposals/responses will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals/responses.
3. Knowledge and Technical Competence
  - a. This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.
4. Management, Experience and Personnel Qualifications
  - a. Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in the RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal/Response.
5. Ability to Complete the Services in a Timely Manner
  - a. This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.
6. Cost
  - a. The contract shall be based on rates set forth in the response to this RFP in an amount not to exceed the specified contract amount, or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months.

## **GENERAL REQUIREMENTS:**

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must demonstrate proficiency, knowledge and experience in the above areas and that it/he/she is qualified and/or licensed to perform and provide all services set forth within the body of this Request for Qualifications/Request for Proposals as defined below.
2. MUST OBTAIN THE SUBMISSION PACKAGE AND COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.

## **INSURANCE REQUIREMENTS:**

### **Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

### **General Liability Insurance**

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Professional Liability Insurance**

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements may be amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

## **FEE SCHEDULE:**

### **Schedule of Prices**

The Respondent hereby Bids and offers to enter into the Contract referred to and to supply and perform all or any part of the Work which is set out or called for in these specifications, at the unit prices, and/or lump sums, hereinafter stated.

\*Denotes a **"MANDATORY"** field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner.

If the line item and/or table is **"NON-MANDATORY"** and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

### **Cost Proposal**

The vendor will provide pricing for the services below and receive payment as they are rendered. The inspection cost includes all the services necessary to perform an inspection, as per N.J.A.C 5:17. To ensure uniformity of cost and a fair and equitable price structure, the City has devised a maximum budget for the following as-needed services.

\*Lead Paint Inspection includes the issuance of the final report and a lead-hazard-free certificate.

\*\*Unit consists of one individual family household, up to three bedrooms

By submission of a proposal, proposer acknowledges and agrees to adhere to the fee schedule to be set by the City at the time of awarding any contract for the subject services.

DESCRIPTION	AMOUNT *	QUANTITY	EXPLANATION
Lead Paint Inspection* (max. \$150.00 per unit for one and two family) (max. \$100.00 per unit for three family) and (max. \$75.00 per unit for four family and up)		Per Unit	
Reinspection (max. \$50.00 per unit)			

### Cost Proposal - Part II

Vendor may provide details on any additional charges, discounts or any additional information that will add value to the services you can provide to the City and our residents. Vendor to add additional rows if needed.

We will not be submitting for Cost Proposal - Part II

Additional Charges/Discounts	Amount	Explanation, if any

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Professional/Consulting/Extraordinary Unspecifiable Service RFQ/RFP SUBMISSION FORMS," **AND**
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional/Consulting/Extraordinary Unspecifiable Service Contracts".

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "RFQ/RFP – Requests for Qualifications/Proposals" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:**

1. The above noted Standardized Professional/Consulting/Extraordinary Unspecifiable Service RFQ/RFP SUBMISSION FORMS which include:
  - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized "Non-Collusion Affidavit."
  - c. A signed Disclosure of Ownership form.
2. A signed Professional/Consulting/Extraordinary Unspecifiable Service Entity Information Form.
3. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
4. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
5. Disclosure of Investment Activities in Iran Form
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ/RFP.
7. Vendors are required to comply with the requirements of P.L. 1975, c. 127. N.J.A.C. 17:27 (Affirmative Action), P.L. 1977, C-33 (Ownership Disclosure) and the American Disabilities Act.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed proposals/responses must be received in the **City Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002** on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The City's Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular

submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submission(s) that in its judgment is/are in the best interest of the City.

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