

City of Scranton
Office of Economic and Community Development
Municipal Building
340 N. Washington Avenue
Scranton, Pennsylvania 18503

Request for Proposal

Pre-Demolition Environmental Inspection and Hazardous Evaluation

The City of Scranton's Office of Economic and Community Development (OECD) will retain an environmental evaluation inspection individual or firm to provide NESHAPS asbestos inspection services for vacant residential structures:

Pre-demolition asbestos inspections Approximately 25 vacant residential homes

IN GENERAL, THE WORK INCLUDES BUT IS NOT LIMITED TO:

- A. Completion of an AHERA/NESHAPS style asbestos survey of all interior and exterior areas of the structure.**
- B. Collection and PLM laboratory analysis of an average of 12-15 bulk samples of suspect materials for asbestos content per structure.**
- C. Completion of a detailed written report outlining all findings along with recommendations and cost estimates for any necessary abatement work prior to demolition.**
- D. Verification of abatement prior to demolition.**

This project is funded through the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program

One (1) original copy of the Request for Proposals must be submitted in a sealed envelope marked Request for Proposals, "Environmental Inspection Services for the Pre-demolition Asbestos Inspections" by **TUESDAY NOVEMBER 13, 2018** and the sealed proposal must be date and time stamped as received no later than **NOVEMBER 13, 2018 by 1:00 p.m.** by the City Controller, 340 North Washington Avenue, City Hall, Scranton, Pennsylvania 18503, at which time they will be opened and read aloud in Council Chambers by the Office of Economic and Community Development Representative.

The City of Scranton reserves the right to reject any or all Request for Proposals or any part of any request in connection with said project. Proposals shall be in compliance with Section 603 of the administrative code of the City of Scranton. The successful bidder shall be an equal opportunity employer.

Proposal and Contract Requirements

1. The proposal submitted by the individual or firm shall remain in effect until **December 31, 2020** or completion of any ongoing project to completion. The proposal shall contain a **PER STRUCTURE BID** to complete the projects. Proposals containing hourly rates will not be given consideration in the awarding process. There will be no reimbursements to the individual or firm for proposal submission costs or for travel costs to attend a possible initial interview meeting. City of Scranton/OECD reserves the right to reject any or all proposals submitted in response to this RFP. The City of Scranton/OECD reserves the right to amend this Request for Proposal if necessary.

2. If selected, the individual or firm shall enter into a contract with City of Scranton/OECD to undertake this project. The contract shall indicate that the work to be undertaken shall be done to the satisfaction of City of Scranton/OECD, according to this RFP; for the amount agreed upon by the all parties. The cost shall indicate that no additional money shall be paid to the individual or firm for any work without prior authorization by the City of Scranton/OECD in writing. No contingency allowance will be accepted.

3. If selected, the individual or firm must agree to comply with all applicable State and Federal laws and regulations relevant to the grant contract between City of Scranton and U.S. Department of Housing and Urban Development (HUD) provisions of State and Federal requirements are applicable to any sub-contracts the individual or firm may enter into for the purposes of completing this project.

4. The selected individual or firm will be required to assume responsibility for services offered in its proposal whether or not the individual or firm performs them. Further, City of Scranton/OECD will consider the selected individual or firm to be sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

The qualifications and experience required of the individual or firms shall be included with proposal.

Proposal Content

1. **Certification**. Asbestos, Abatement inspection.
2. **Errors and Omissions Insurance**. \$1,000,000.00 Million Dollars per incident, \$2,000,000.00 Million Dollars aggregated and \$2,000,000.00 Million Dollars "cap".
3. **Letter of Transmittal**. Limited to one or two pages. Briefly state the

proposers understanding of the service to be provided and a positive commitment to perform the services as defined in the Request for Proposals.

4. **Firm Description**. A description of the firm submitting the proposal, its size, organization, legal status (corporation or partnership, etc.) professional registration, major type of activity or areas of Asbestos inspection experience in the performance of similar projects.
5. **Staff Experience**. For each individual actually involved in the project submit the individual's name, title and/or duties for the proposed project, professional registration, a brief description of related past experience including time contribution in this capacity to past projects, and qualification.
6. **Sub-Associates**. Indicate the names and addresses of any sub associates proposed to be used to complete the project. State the capacity they would be used in and the approximate percentage of total services they would provide and past experience in their field.

All questions regarding this RFP directed to Ms. Rachel Schwartz, Housing Specialist, Office of Economic and Community Development at 570/348-4216, Ext. 100

PLEASE PRINT CLEARLY

Company Name _____

Address _____

Authorized Person _____

Title _____

Phone _____ Cell _____

Fax _____ E-Mail _____

Authorized Signature _____ Date _____