



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHARLES A. RICHMAN  
*Commissioner*

April 15, 2016

A&B Lead Masters  
326 3<sup>rd</sup> Street  
Lakewood, NJ 08701

Dear Gary Kaufman:

The State of New Jersey Department of Community Affairs ("DCA") is currently soliciting quotations with the intent to select a Lead Clearance Examination firm ("Firm") to conduct a limited number of lead clearance examinations of properties that were determined to have lead remediation needs and that have been rehabilitated using federal funds made available in response to Hurricane Sandy.

BACKGROUND:

Federal community development block grant resources (CDBG-DR) are the source of funds used to repair storm damaged properties that are assisted through the State of New Jersey's housing recovery programs including the Landlord Rental Repair Program (LRRP), the Rehabilitation, Repair, Elevation, and Mitigation (RREM), and the Low-to-Moderate Income (LMI) Homeowners Rebuilding Program. Because of the source of funds, the federal requirements concerning lead remediation are applicable.

SERVICES TO BE PROVIDED:

The Firm shall complete up to forty-three (43) lead clearance examinations and reports for properties submitted under the LRRP or RREM/LMI Programs. A lead risk assessment performed at each of the aforementioned properties identified a lead hazard which was subsequently abated by a certified lead abatement contractor.

Additional properties may be submitted under the LRRP, RREM, or LMI programs that require a lead clearance exam and report. If additional properties require a lead clearance exam and report, DCA at its sole discretion, shall assign such properties to the Firm under the terms awarded under this solicitation. The total number of properties (RREM/LMI) or units (LRRP) that require a lead clearance examination under the terms of this agreement shall not exceed forty-three (43).

Additional information about the individual properties, including the name of owner, property address, contact information, and a copy of the lead paint assessment report originally completed for the property will be forwarded to the Firm by designated DCA personnel, after a firm has been selected as a result of this solicitation. The format of the report shall adhere to the requirements specified below.



CURRENT REGULATIONS:

The Firm shall perform the lead examination and complete reports in accordance with federal regulations related to rehabilitation work conducted in pre-1978 residential properties set forth in the HUD Lead Safe Housing Rule (24 CFR Part 35) and the New Jersey Administrative Code Title 5 – Chapter 17 Lead Hazard Evaluation and Abatement Code (N.J.A.C. 5:17). Only a firm certified by the State of New Jersey as a certified Lead Evaluation Contractor under N.J.A.C. 5:17-2.1 shall perform the clearance examination, using Lead Inspectors/Risk Assessors certified by the New Jersey Department of Health pursuant to N.J.S.A 26:2Q-3.

CLEARANCE EXAMINATION REQUIREMENTS:

In order to meet the Federal and State of New Jersey regulations pertaining to lead-based paint, along with the RREM, LMI, and LRRP program requirements, the Firm shall perform all clearance examinations to evidence that a unit is either lead-safe or lead-free and **must encompass the “whole unit”**. The examination shall adhere to the requirements set forth in Chapter 15 of the HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing (2012 Edition).

When performing the lead examinations, the Firm shall ensure the collection and analysis of dust samples from the interior and common area clearance examination for properties submitted under the RREM, LMI, or the Landlord Rental Repair Program. Lead in settled house dust is the most common source of childhood lead exposure. A visual examination alone is not adequate for determining if the interior of a residence is safe for occupancy. Consequently, the Firm shall adhere to HUD requirements concerning clearance dust sampling to determine if the **“whole unit”** has been cleared adequately to meet the EPA dust clearance standard(s).

The clearance examination report shall include the following five main elements:

1. Results of a visual assessment of: (a) interior clearance of all rooms and common areas to identify any deteriorated paint that may be lead-based and visible dust and debris (b) exterior areas to identify any deteriorated paint that may be lead-based and paint chips or other debris; and (c) common areas, such as enclosed entrances or hallways that serve an assisted unit.
2. Results of a visual assessment to determine whether bare soil has been covered using either sod, seed, mulch, stone or concrete;
3. EPA certified laboratory test results of the dust wipe samples.
4. Preparation and signing of the clearance report.

The Firm shall transmit a report in a form consistent with the requirements outlined in the above form, and electronically, to the Office of Housing Recovery Programs no later than seven (7) days after receiving an assignment to complete a lead clearance examination for a property.

FOR MORE INFORMATION

HUD WEBSITE:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes)

Sample Report:

[http://portal.hud.gov/hudportal/documents/huddoc%3Fid%3Dch15\\_clearance\\_121212.pdf](http://portal.hud.gov/hudportal/documents/huddoc%3Fid%3Dch15_clearance_121212.pdf)

EPA WEB SITE: <http://www2.epa.gov/lead>

SUBMITTING A QUOTE:

If your firm is interested in submitting a quotation for this engagement, please provide a budget which specifies a flat rate per lead evaluation and clearance report meeting the above referenced requirements. Describe your firm's ability and prior history in performing lead clearance examinations and completing reports on-time, and in compliance with contractual obligations by Thursday, March 31, 2016. Responses by firms will be evaluated based on the proposed cost of the services, confirmation that a firm is licensed to provide the applicable service in the state of New Jersey, as well as demonstrated capacity to perform up to twenty eight (28) lead clearance examinations in a timely manner. At DCA's sole discretion, one or more firms may be selected to perform the services described in this solicitation.

The State of New Jersey Mandated Information Sheet and Certification for Delegated Purchasing Authority Transactions contain additional terms and conditions that also govern this agreement. Any firm submitting a quote in response to this RFQ must complete and submit all forms and certifications listed in Appendix 1, State of New Jersey Mandated Information Sheet and Certification for Delegated Purchasing Authority Transactions.

Proposals are to be submitted to:

Christopher.Trench@dca.nj.gov

NJ Department of Community Affairs

Attn: Christopher Trench, Office of Housing Recovery Programs, 6<sup>th</sup> Floor

101 South Broad Street

PO Box 800

Trenton, NJ 08625-0800

Please submit all questions related to this RFQ in writing to Christopher.Trench@dca.nj.gov. Questions are due no later than Friday, April 22, 2016.

Sincerely,

Christopher Trench, Program Specialist  
NJ Department of Community Affairs

## APPENDICES

### Appendix 1 –State of New Jersey Mandated Information Sheet and Certification for Delegated Purchasing Authority Transactions

[http://www.state.nj.us/treasury/purchase/forms/DPA\\_Packet.pdf](http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf)

1. Ownership Disclosure Form
2. Disclosure of Investigations and Actions Involving Bidder Form
3. Disclosure of Investment Activities in Iran Form
4. Source Disclosure Certification Form
5. MacBride Principles Certification Form
6. Vendor Certification and Political Contribution Disclosure Form
7. Two-year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contribution Form
8. Affirmative Action Supplement Form

**SUPPLEMENTAL TERMS AND CONDITIONS (EXHIBIT A)**

1. **Notice of Executive Order 125 Requirement for Posting of Winning Proposal and Contract Documents**

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at:

<http://nj.gov/comptroller/sandytransparency/contracts/sandy/>.

The contract resulting from this RFQ is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the RFQ the winning bidder's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

2. N.J.S.A. 52:34-15

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business, for the breach or violation of which warranty the State shall have the right to annul such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

3. Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the New Jersey Office of the State Comptroller pursuant to *N.J.S.A. 52:15C-14(d)*. The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.