

## REQUEST FOR PROPOSALS

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**PURPOSE:**

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to collect data and provide policy recommendations to improve the efficiency and effectiveness of the lead programs.

**Lead ARP Action Plan**

New Jersey's Lead Programs include:

- Lead-Safe Home Remediation Grant Program: \$5 million in program funds to provide lead remediation and abatement services Statewide except in those municipalities covered by the Single-Family Home Remediation Grant Program.
- Single-Family Home Remediation Grant Program: \$5 million in program funds to provide lead remediation and abatement services in the Camden, Newark, Passaic, Paterson, and Trenton.
- NEW Lead Remediation and Abatement Program (LRAP): A minimum of \$70 million in Tranche 1 in program funds to provide lead remediation and abatement services Statewide.

Consultants must follow the requirements at:

- NJ Lead-Based Paint Inspection Law (P.L. 2021 c. 182)
- NJAC 5:17
- NJAC 8:15
- EPA Renovation, Repair and Paint Rule (EPA RRP)
- New Jersey's State Procurement Laws
- HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (2012 Edition)

**BUDGET:**

DCA estimates a budget of \$125,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

**SCOPE OF WORK:**

The consultant must be willing to commit to a timeline that includes the following phases over a 3–4-month period:

- Analyze current program policies and procedures to understand how the programs are operating.
- Identify and interview stakeholders (nonprofits, coalitions, for-profits, doctors, realtors, etc.) to collect data from.
- Create focus groups to obtain data.
- Design and administer surveys for data collection.
- Meet with existing grantees to discuss the effectiveness of the programs.
- Contact eligible program grantees and find out why they are not applying to the RFPs.
- Meet regularly with DCA staff to ensure project timelines and objectives are being met.
- Develop a report summarizing findings and recommended policy changes to programs.

**Targeted Groups of Data Collection**

- Current Lead Assistance Program Grantees
- Potential Grantees/Eligible Program Grantees who chose not to apply
- State Department of Health and Local Departments of Health (Municipal and County)
- NJDCA Division of Codes and Standards
- Coalitions and Committees Focused on Decreasing Lead-Based Paint Hazards in NJ (Lead Free NJ, Lead Task Force, etc.)
- Lead Remediation and/or Abatement Contractors
- Lead Evaluation Contractors
- Medical Professionals (pediatric doctors, nurses, etc.)
- Real Estate Professionals
- Households who have received assistance
- Additional entities identified

**PROPOSAL SECTIONS:**

The proposal shall include, at a minimum, the following mandatory sections:

- Cover Letter
- Qualifications: Provide the name, address, telephone number and email address of the primary contact person. Identify all individuals anticipated to be involved in this project and the role each is expected to fill. Provide resumes for everyone identified
- Experience: Describe successful projects of similar size and scope. Must have a working knowledge of New Jersey's lead programs or similar states' lead programs.
- Schedule of proposed activities with timeline and proposed completion date(s).
- Detailed budget
- References

**AWARD CRITERIA:**

- Professional expertise of team
- Prior experience relative to project
- Quality of scope of services and project schedule
- Fee schedule and cost

**PROPOSAL SUBMISSION REQUIREMENTS:**

Email one complete scanned version to Angie Armand at [angie.armand@dca.nj.gov](mailto:angie.armand@dca.nj.gov).

**PROPOSAL SUBMISSION DEADLINE:**

- 4 PM on **March 23, 2023**
- Late or incomplete submittals will be rejected

**GENERAL INFORMATION AND REQUIREMENTS:**

- All work will be performed on a fixed-rate, cost-incurred basis. Final payment is subject to a satisfactory final product, as determined by DCA.
- All deliverables must be submitted in draft form and will not be considered as final until accepted by DCA. Vendor shall be provided with an opportunity to remedy deficiencies, if necessary, for DCA approval but work must be completed within initial budget.
- If DCA determines progress, as measured by the agreed upon timeline and activity description, is inadequate, it reserves the right to terminate the contract with a 30-day written notice.
- Although cost is a factor, DCA reserves the right to select the consultant that best suits its needs.

Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.

**RFP TIMELINE:**

RFP Released: February 23, 2023

RFP Deadline for Submission: March 23, 2023