

REQUEST FOR PROPOSALS
For
Pre-Demolition Environmental Inspection and Hazardous Evaluation

The City of Scranton is seeking proposals from qualified individuals or firms to provide NESHAPS asbestos inspection services for vacant residential structures. (20-50)

Each proposal is to be prepared in accordance with the criteria specified in the individual scope of work available by contacting:

City of Scranton's Office of Economic and Community Development
Scranton Municipal Building
City Hall
340 N. Washington Avenue
Scranton, Pa 18503
570-348-4216

or online at <http://www.scrantonpa.gov/oecd.html>

Two copies of the proposals are to be submitted to the City Controller, City Hall, 2nd Floor, 340 North Washington Avenue, Scranton, Pennsylvania 18503 no later than **Wednesday, February 13, 2013 at 11:00A.M.** Faxed proposals will not be accepted. Proposals for must be contained in a sealed envelope and plainly marked on the outside

“Pre-Demolition Environmental Inspection and Hazardous Evaluation”

All questions regarding this RFP must be directed to Mr. Tom Oleski, Blight and Demolition Specialist, Scranton’s Office of Economic and Community Development at 570/348-4216 or E-mail: toleski@scrantonpa.gov

All participants are hereby notified that minority and women owned business will be afforded a full opportunity to respond to this notice and they will not be subjected to discrimination on the basis of race, color, religion, sex, national origin, disability, or family status in consideration for an award. The successful bidder must utilize, to the greatest extent feasible, minority and/or woman owned business concerns, which are located within the municipality.

Funding for the project will be provided through a United States Department of Housing and Urban Development (HUD) through the Community development Block Grant (CDBG) program and Economic Development Incentive (EDI). The City of Scranton reserves the right to reject all proposals submitted, to cancel this Request for Proposal in whole or part, and/or to reselect proposals for the services required. The City of Scranton is not liable for any costs incurred by the bidders in the preparation of their proposals.

Linda Aebli, Executive Director
Office of Economic and Community Development
City of Scranton

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 20-50 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 and Economic Development Incentive (EDI)

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 **Wednesday, February 13, 2013** must be stamped no later than 11:00 a.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, 2013**

or completion of any ongoing project to completion. The proposal shall contain a **Per Unit 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 Mr. Thomas Oleski, Blight and Demolition Specialist, Office of Economic and Community Development at 570/348-4216, Ext. 104

PLEASE PRINT CLEARLY

Company Name _____

Address _____

Authorized Person _____

Title _____

Phone _____ Cell _____

Fax _____ E-Mail _____

Authorized Signature _____ Date _____