



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery

St. Thomas, USVI 00802-6447

Telephone: (340) 777-4432 • Fax: (340) 775-7913

REQUEST FOR QUALIFICATIONS RFQ 002-2022-DR-STT/STX

ABATEMENT SERVICES

Issue date:

August 16, 2022

Submittal deadline:

September 14, 2022

Contact person:

Nicole Roberts

CDBG-DR Procurement Officer

nroberts@vihfa.gov

 *Unlocking the Door to Affordable Housing*

Request for Qualifications
RFQ 002-2022-DR-STT/STX
Abatement Services
Page 1

“CONFIDENTIAL BID SUBMISSION”

Virgin Islands Housing Finance Authority
RFQ 002-2022-DR-STT/STX
REQUEST FOR QUALIFICATIONS
Abatement Services

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority-Community Development Block Grant-Disaster Recovery (“VIHFA-CDBG-DR”) is soliciting request for qualifications from highly qualified and skilled environmental firms to provide Abatement Services for Community Development Block Grant-Disaster Recovery EnVIsion Program.

1.2 GOALS AND OBJECTIVES

The objectives include, but are not limited to, conducting HUD-mandated Environmental Reviews per [24 CFR Part-58](#), [Part 55](#) and [Part 51](#) for the VIHFA’s CDBG-DR Program in a timely, efficient and compliant manner so that recovery funding can flow in a timely manner to recipients in need of recovery assistance.

2.0 SCOPE OF WORK

The scope of services identified below is intended to ensure that Lead Base Paint (LBP) and Asbestos Services are available to aid eligible applicants of VIHFA EnVIsion Housing Programs with the treatment of asbestos and lead based paint.

The selected Respondent(s) will consult with regulators to implement the requirements of the Environmental Reviews for each project and set forth in [24 CFR Part-58](#) HUD Environmental Reviews, and to assist in the preparation of various reports, forms and studies as identified in the two (2) tasks outlined below. The scope of services to be provided by the Respondent(s) are summarized in the following two (2) tasks.

Successful Respondents must be able to provide adequate personnel to complete each project within the specified timeframe(s). Successful Respondents must have a flexible organization that can perform multiple (four (4) or more) assignments simultaneously for emergency and non-emergency work.

Respondents are advised that VIHFA will engage the services of an independent environmental firm to monitor all LBP and Asbestos Services activities performed by the successful Respondent(s), to ensure compliance with all state, local and federal regulations. The successful Respondent(s) will cooperate with the independent environmental firm and follow all directions given by or on behalf of the independent environmental firm's project monitor.

2.1 TASKS

Task 1- Asbestos Abatement

- a.** All work shall be done in strict accordance with all applicable federal, state, and local regulations, standards, and codes governing asbestos abatement and any other trade work done in conjunction with the abatement. The most recent edition of any relevant regulation, standard, document, or code shall be in effect. Where conflict among the requirements or with these specifications exists the most stringent requirements shall be utilized.
- b.** The Respondent must work with VIHFA personnel and other identified stakeholders to complete all forms and make any and all notifications required of a homeowner needing abatement of asbestos containing materials (ACM) and potential asbestos containing materials (PACM) at residential properties.
- c.** All asbestos workers must have all proper certification for the type of asbestos work they are performing.
- d.** Provide testing confirmation and certification of the presence of asbestos (if necessary).
- e.** Prepare abatement and safety plans to include certification of all managerial and on-site personnel. Abatement and safety plans shall be approved by the Department of Planning and Natural Resources (DPNR) and VIHFA prior to commencing work. Schedule all transmittal correspondence required for submittal to DPNR for the abatement projects.
- f.** Removal and/or encapsulation of asbestos containing materials by competent persons trained, knowledgeable and qualified in the techniques of abatement, handling and disposal of asbestos containing and asbestos contaminated materials and the subsequent cleaning of contaminated areas.
- g.** Supply all labor, materials, services, insurance, permits and equipment necessary to carry out the work in accordance with all applicable Federal, State and Local regulations.

- h.** Provide a final project close out report.

- i.** Mobilization shall include an air quality plan.

- j.** Installation:
 - i. Installing of warning signs, onsite sign board displaying all required such as permits, labor and regulatory information.
 - ii. Installation of onsite containment features.
 - iii. Installation, maintenance, and removal of air quality equipment in areas where asbestos containing materials are being abated.

- k.** Restoration:
 - i. Responsible for restoring the work area and auxiliary areas utilized during the abatement to conditions equal to or better than original as specified in individual scope of work.
 - ii. Any damages caused during the performance of abatement activities shall be repaired (e.g. paint peeled off by barrier tape, nail holes, water damage, broken glass) at no additional expense to VIHFA or owner of the property.

- l.** Demobilization:
 - i. Project clean-up including the removal of all abatement equipment.
 - ii. Provide disposal services to remove all materials tested for asbestos.
 - iii. Must be compliant with all applicable laws local, state and federal when disposing and transporting hazard materials.
 - iv. During the progress of work, remove and dispose all debris (non-asbestos containing included) and keep the premises clean. Upon completion of the work, the Respondent shall remove all construction equipment and surplus materials.
 - v. Respondent shall provide VIHFA with disposal record/documentation and certification of disposal of hazardous waste, such as receipts, at a regulated facility.

Task 2 – Lead Based Paint Remediation

- a. All work shall be done in strict accordance with all applicable federal, state, and local regulations, standards, and codes governing **LBP** remediation and any other trade work done in conjunction with the remediation. The most recent edition of any relevant regulation, standard, document, or code shall be in effect. Where conflict among the requirements or with these specifications exists the most stringent requirements shall be utilized. Specifically, LBP work must conform with the requirements for Insular Areas, stated in [24 CFR, Part 35 Subpart J, §35.940](#).
- b. The Respondent must work with VIHFA personnel and other identified stakeholders to complete all forms and make any and all notifications required of a homeowner needing treatment of LBP and potential lead containing materials at residential properties.
- c. All LBP workers must have all proper certification for the type of work they are performing.
- d. Prepare abatement and safety plans to include certification of all managerial and on-site personnel. Abatement and safety plans shall be approved by the Department of Planning and Natural Resources (DPNR) and VIHFA prior to commencing work. Schedule all transmittal correspondence required for submittal to DPNR for the abatement projects.
- e. Treatment of LBP containing materials per [§35.940](#), by competent persons trained, knowledgeable and qualified in the techniques of LBP treatments, handling and disposal of lead containing and lead contaminated materials and the subsequent cleaning of contaminated areas.
- f. Supply all labor, materials, services, insurance, permits and equipment necessary to carry out the work in accordance with all applicable Federal, State and Local regulations.
- g. Provide a final project close out report.
- h. Implement safe work practices during rehabilitation work in accordance with Federal Regulations under 24 CFR, Part 35 Subpart J, [§ 35.1350](#) and repair any paint that is disturbed by rehabilitation.

- i. Demobilization:
 - i. Project clean-up including the removal of all abatement equipment.
 - ii. Provide disposal services to remove all materials tested for lead.
 - iii. Must be compliant with all applicable laws local, state and federal when disposing and transporting hazard materials.
 - iv. During the progress of work, remove and dispose all debris (non-lead containing included) and keep the premises clean. Upon completion of the work, the Respondent shall remove all construction equipment and surplus materials.
 - v. Respondent shall provide VIHFA with disposal record/documentation and certification of disposal of hazardous waste, such as receipts, at a regulated facility.

If LBP is to be disturbed in connection with VIHFA-funded activities, it must be conducted by personnel certified to perform such activities as abatement supervision, or renovation, in accordance with [24 CFR 35.940](#), Special Requirements for Insular Areas; [40 CFR Part 745](#), subpart E and L; pursuant to applicable Federal and Territory regulations.

When lead remediation is to occur, a clearance test will be required to verify conformance with [§ 35.1350](#).

3.0 RFQ SCHEDULE

The deadline associated with RFQ are further outlined:

RFQ SCHEDULE	DATES and TIMES
RFQ release date	August 16, 2022
Deadline for Questions	August 24, 2022
Question Responses Published	August 31, 2022
Packages Submission Deadline	September 14, 2022

The VIHFA-CDBG-DR reserves the right to change the RFQ schedule by issuing an Addendum at any time.

4.0 ISSUING AND PROCURING OFFICE

This RFQ is being issued for VIHFA-CDBG-DR. All general correspondence and questions about the RFQ should be emailed to the Procurement/Contract Officer listed below:

nroberts@vihfa.gov

Mark subject line for e-mail: “**RFQ 002-2022-DR-STT/STX**”

From the issue date of this RFQ until a determination is made regarding the selection of a Respondents, all contacts concerning this RFQ must be made through the Procurement/Contract Officer. Any violation of this condition is cause for VIHFA to reject the respondent’s package. VIHFA will **not** be responsible for any verbal information given by any employees.

Failure to ask questions, request changes or submit objections shall constituted the acceptances of all terms, conditions and requirements in this RFQ. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If VIHFA amends this RFQ, the Procurement/Contract Officer will email the addenda to all potential respondents, and will post such notice on its website, <https://cdbgdr.vihfa.gov/procurement/>. After the question deadline, the Procurement/Contract Officer will post response to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by CDBG-DR Procurement/Contract Officer.

7.0 CONFLICT OF INTEREST

A respondent submitting a package hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest on behalf of VIHFA or otherwise; that the package is submitted in good faith without fraud, collusion, or connection of any kind; the package is solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

8.0 MINORITY/WOMEN OWNED BUSINESS ENTERPRISE

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIHFA and monetary payments based on the M/WBE goal shortfall.

9.0 HUD GENERAL PROVISIONS

HUD funded procurements shall be governed by all HUD terms and conditions, attached hereto as [HUD-Federal-Cross-Cutting-Measures](#) Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in the attachment.

10.0 DELIVERY OF PACKAGES

All responses to this RFQ are to be submitted no later than **4:00 p.m. AST on September 14, 2022.**

Packages must be submitted via email:

procurement@vihfa.gov
Subject: RFQ 002-2022-DR-STT/STX

Packages submitted for consideration should follow the format and order of presentation described below. VIHFA will mark all received packages with the date and time of receipt. Packages received after the official deadline will be considered **LATE** and will **not** be opened nor considered.

11.0 CONTENTS OF PACKAGE

EMAIL ATTACHMENT #1 - PACKAGE

A. Cover Letter –

- i. The cover letter should be on the company's official business letterhead with contact information and must be signed by an officer of the organization.
- ii. The letter should acknowledge the receipt of all addenda.
- iii. It should make a positive commitment to express qualification as specified to industry standards of workmanship and in a professional manner.

B. Executive Summary –

- i. A summary of the Respondent's qualifications.
- ii. A brief statement of the Respondent's understanding of the scope of work to be performed.
- iii. Provide a descriptive list of any and all criminal convictions in the past ten (10) years or active investigations or prosecutions in which the Respondent or any of its officers, directors, or management personnel were or are defendants or targets of investigation.
- iv. Confirmation that the firm has not engaged in any unethical practices and a record of substandard work within the past five (5) years
- v. Provide a descriptive list of any and all civil lawsuits in the past five (5) years in which the Respondent or any of its officers, directors, or management personnel were or are plaintiffs or defendants with claims in excess of \$100,000; and

C. Non-Collusive Affidavit – Complete Enclosure Document A. The form must be notarized.

D. Corporate Document Checklist Form – Complete Enclosure Document B and submit your current Business License. The Business License must be relevant to the Scope of Work for this solicitation.

- E. Credentials** – Provide the résumés and professional qualifications of the Respondent’s key personnel and staff to be assigned for the services requested in this RFQ and each specific Task, including degrees, licenses, certifications, and years of relevant experience.
- F. Pending Litigation Notifications** - Proposers *must provide statements in the Executive Summary regarding the following even if there are/were no such proceedings.*
- i. The Proposer shall provide a statement of whether, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, the explanation providing relevant details.
 - ii. The Proposer shall provide a statement of whether there are any pending Securities Exchange Commission investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer’s performance in a contract under this RFQ.
 - iii. The Proposer shall provide a statement documenting all open or pending litigation initiated by Proposer or where Proposer is a defendant in a customer matter.

12.0 REQUIRED DOCUMENTS

All Respondent(s) shall submit the following documents at time of submittal:

- A. Corporate Documents** – The successful Respondent will be required to provide a copy of their Corporate Documents.

- **Provide a copy of Corporate Documents**

Corporation

- Copy of Articles of Incorporation & By Laws

Limited Liability Company (LLC)

- Copy of Articles of Organization
- Copy of Operating Agreement

Sole Proprietor

- Copy of Trade Name Certificate

- B. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the

company's Annual Report on June 30th of the current Year from Secretary of State will be acceptable as well.

- C. Cage Number** – The respondent will be required to provide documentation showing its active registry on [SAM.gov](https://sam.gov).

Failure to provide the required documents within the stated time period may result in the packages deemed non-responsive and may be immediately disqualified with no further consideration.

13.0 SELECTION PROCESS

VIHFA will evaluate all Packages that are received in a proper and timely manner to determine whether they meet the submission requirements.

VIHFA, at its sole discretion, will determine which Packages best satisfies its requirements. All Packages deemed to be responsive to the requirements of this RFQ will be evaluated and scored. Packages that are materially deficient in meeting the submission requirements of this RFQ or have omitted material documents may be eliminated from consideration at the sole discretion of VIHFA. The evaluation process will be conducted as set forth herein.

The Evaluation Committee Panel is responsible for evaluating all responsive Respondents' submittals considering the following criteria:

- **Documentation:** The Contractor is duly organized, validly existing, qualified and licensed to conduct business.
 - **25 Points**
- **Qualification:** Shall be evaluated based on firm's credentials.
 - **25 Points**
- **Abatement Services Experience:** The Contractor's proven success in Abatement Services.
 - **50 Points**

14.0 RIGHT TO REJECT PACKAGES

VIHFA reserves the right to reject, without prejudice, any and all packages submitted in response to this solicitation. Further, packages submitted in response to this solicitation become the property of VIHFA and VIHFA may use any idea or concept in a submitted package, regardless of whether that package is selected.

15.0 WITHDRAWAL OF PACKAGE

A Respondent may withdraw a package that has been submitted at any time up to the date and time the package is due. To withdraw a package, a written request signed by the authorized representative of the Respondent must be submitted to the Procurement/Contract Officer identified in the RFQ.

16.0 COST OF OFFEROR PREPARATION

Costs associated with developing the package, preparing for oral presentations, and any other expenses incurred by the Respondent in responding to this RFQ shall be entirely the responsibility of the Respondent and shall not be reimbursed in any manner by the VIHFA.

Enclosures

- **Enclosure Document A**
 - **Enclosure Document B**
- Non-Collusive Affidavit**
Corporate Document Checklist Form

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing package is genuine and not collusive or sham; that said proponent has not colluded conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham or to refrain from submitting and has not in any matter directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the package cost of the affinity or of any other proponent, or to fix any overhead, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested; and that all statements in said package are true.

(Name of Principal of Company)

Subscribed and sworn to before me on the Island of _____,
this _____ day of _____, 202_, by _____.

(SEAL)

Public Notary

