



**Request for Proposals  
RIHousing LeadSafe Homes Program  
Eligible Contractors' Pool for Lead Hazard Reduction Projects  
State Lead Program**

**INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified contractors to perform Lead Hazard Reduction and Healthy Homes Work for the RIHousing LeadSafe Homes Program.

**INSTRUCTIONS**

Proposals shall be submitted via email to: **Eric Alexander, Assistant Director of Development** at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and **Erica Pistorino, Lead Program Coordinator** at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

**Proposals will be accepted on a rolling basis and evaluated pursuant to the criteria laid out below.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

**SCOPE OF WORK**

Please see the Scope of Work provided at [Attachment A](#).

**ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored; provided, **however, the submission of items in sections 2 and 3 below are optional for submission of a response to this RFP, but required for actual contractor participation in the RIHousing LeadSafe Homes Program.**

The RIHousing LeadSafe Homes Program contractor application may be found at <https://www.rihousing.com/rfps-rfqs/>.

Submission  
Check List

A. Participation Qualifications & Requirements:

Items 1, 2 and 3 must be submitted via the Contractor Application, which can be found on this RFP posting located on [www.rihousing.com/rfqs-rfqs](http://www.rihousing.com/rfqs-rfqs).

1. A completed RIHousing LeadSafe Homes Program contractor application.
2. Registrations/Licenses:
  - a. active registration with the RI Contractor Registration & Licensing Board;
  - b. active 40 hour RI Lead Hazard Reduction Contractor license;
  - c. active RI Lead Hazard Reduction licenses for all staff adequate to complete the contract before closing, specifically:
    - i. One supervisor's license (40 hours);
    - ii. One worker's license (24 hours required; 8 hour license if performing non-lead work.
3. Contractor's current insurance certificate with RIHousing identified as certificate holder evidencing the following coverage
  - a. General liability insurance with pollution coverage (1M per occurrence);
  - b. Worker's compensation insurance or other acceptable insurance waiver.
4. Active cell phone number and e-mail address.

C. Experience and Resources

1. Describe your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**
5. Describe how your firm will handle actual and or potential conflicts of interest.



6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

7. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or

more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.



2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.



3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.



4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Eric**



Alexander, Assistant Director of Development at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and Erica Pistorino, Lead Program Coordinator at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead. seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after the proposal is submitted, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

## **EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.



For additional information contact: Eric Alexander, Assistant Director of Development at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and Erica Pistorino, Lead Program Coordinator at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

*Revised: October 2019*



## **Attachment A** **Scope of Work**

RIHousing seeks to engage qualified contractors to perform lead hazard reduction and healthy homes work in residential units enrolled in RIHousing's LeadSafe Homes Program ("LSHP") receiving funding under the state lead program.

RIHousing accepts eligible properties into the LSHP pursuant to the program's procedures and protocols, and upon review of the results of the property's certified environmental lead inspection and physical inspection, a RIHousing Construction Specialist develops a detailed and specialized scope of work necessary to address each property's lead-based paint hazards and health and safety hazards. RIHousing, at its election, may then submit the project to public bid (as this RFP contemplates) or engage a contractor for services in accordance with RIHousing's so-called "round robin" contractor pool pursuant to a Blanket Purchase Agreement (as contemplated by another RFP).

To be an eligible contractor able to participate in the public bid process relative to specific properties' scopes of work to remediate lead based-paint hazards and address health and safety concerns within a specific period of time for performance (which is determined on a project by project basis), contractors shall submit all of the materials identified in Section A, Items To Be Included With Your Proposal, set forth above. Upon meeting initial eligibility criteria in accordance with RIHousing's contractor protocols, contractors shall be eligible to participate in both the public bid process (as contemplated by this RFP) or the "round-robin" contractor pool (in accordance with a separate RFP), subject to RIHousing's contractor protocols and associated regulations. Continued participation shall be contingent upon successful completion of projects with the LSHP.

Contractors may be accepted into the eligible contractor pool on an ongoing basis throughout RIHousing's administration of the LSHP.