



**City of Meriden, Connecticut**

**Purchasing Department**

**Request for Proposal**

**For**

**RFP023-28**

**Lead Inspector for Meriden HUD/Neighborhood Preservation Program**

**Meriden, CT**

**Proposals Due: May 31, 2023 @ 11:00 AM**

*Purchasing Department*

*142 East Main Street, Room 210*

*Meriden, CT 06450*

*(203) 630-4115*

## LEGAL NOTICE

### REQUEST for PROPOSAL

The City of Meriden is accepting sealed proposals for:

#### **RFP023-28 – Lead Inspector for Meriden HUD/Neighborhood Preservation Program**

The City of Meriden is seeking the services of a Lead Inspector to complete lead-based paint (LBP) testing, risk assessments, and clearance reporting to comply with the latest rules of the United States Department of Housing and Urban Development (HUD) and the United States Environmental Protection Agency (EPA). The testing results will be used for the abatement, and interim controls etc. of LBP during renovations of residential properties within the city-limits on all houses built on or before 1978, for the Neighborhood Preservation Program.

Firms that do not provide the information requested, or which fail to meet the minimum qualification criteria, shall be disqualified from further consideration.

Proposals shall be submitted on forms and in the manner specified. Forms and requirements may be obtained from the Purchasing Department, on the City of Meriden website ([www.meridenct.gov/business/bids-rfps/](http://www.meridenct.gov/business/bids-rfps/)), and on the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). Proposals will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until 11:00 AM local Eastern Standard Time on May 31, 2023. Any proposals received after the time and date specified shall not be considered.

The right is reserved to reject any or all responses, in whole or in part, to award any item, group of items, or total bid/proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No responder may withdraw its bid within ninety (90) days of the date of the opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Rawle Dummett  
Purchasing Officer  
City of Meriden, CT 06450-8022  
Dated: May 12, 2023

## CITY OF MERIDEN, CONNECTICUT

### RFP023-28 – Lead Inspector for Meriden HUD/Neighborhood Preservation Program

#### INFORMATION TO RESPONDERS

##### 1. RESPONSE PROCEDURES

Sealed Responses shall be submitted on the forms designated by the attached proposal forms. Responses will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 11:00 PM on May 31, 2023.

##### 2. RESPONSES

Responses are to be submitted on the attached proposal forms. Please submit two copies of the proposal forms and Bidder's Qualification Statement. One shall be an original and one copy. **Please submit one complete copy of your bid on a flash drive.**

RESPONSE WILL BE AUTOMATICALLY REJECTED FOR ANYONE SUBMITTING A SURETY OTHER THAN THOSE SPECIFIED.

- a. Responses must be made out and signed in the corporate, or other, name of Responder, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Responder's name and address in the upper left hand corner and the words "RFP DOCUMENT – Lead Inspector for Meriden HUD/Neighborhood Preservation Program to be opened at 11:00 AM" in the lower left hand corner.
- c. Responses received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of responses received later than the date and time set forth in the response opening will not be considered.

##### 3. RESPONDER QUALIFICATIONS –

##### 4. EXAMINATION OF RFP DOCUMENTS

Responders are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the bidder may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on the drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any bid document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of responses. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website ([www.meridenct.gov](http://www.meridenct.gov)) unless it is to change the date fixed for the opening of responses, not later than three (3) days prior to the date fixed for the opening of responses. Responders are encouraged to check the website regularly for addenda. Failure of any responder to receive any such addenda shall not relieve any responder from any obligations under its response as submitted.

Any questions about the RFP document must be submitted in writing via email to [meridenpurchasing@meridenct.gov](mailto:meridenpurchasing@meridenct.gov). Any other format of question will not be answered.

5. RESPONSES TO REMAIN OPEN

No responder may withdraw its response within ninety (90) days of the date of the RFP opening. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful responder.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the response which, by the Purchasing Officer's judgment and recommendation from the Department of Economic Development/Community Development following response evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will not be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all responses, in whole or in part, to award any item, group of items, or total response, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. BID PROTEST PROCEDURE – N/A

8. CITY OF MERIDEN, LOCAL PREFERENCE – N/A

9. EXTENSION OF AGREEMENT

Thirty (30) days prior to the expiration of the resulting contract, the parties may, by mutual agreement, extend the contract for up to three (3), one (1) year contracts. Any extension must be in writing, executed by both parties.

10. TIME – N/A

11. SCHEDULE OF WORK

The Contractor shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the Contractor shall work full-time until completion of the Contract.

12. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the response price. Upon request, exemption certificates will be furnished to the successful bidder.

13. FAIR EMPLOYMENT PRACTICES

The Contractor shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of

employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

14. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND CONTRACTOR

The Agreement for the work will be written on the Agreement between City of Meriden and Contractor, wherein the basis of payment is a stipulated sum.

15. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

16. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this response as if those terms were fully set forth in such contract or agreement.

Responders are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Responders are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

RESPONDERS SHOULD NOTE THAT RESPONSES, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

17. NON-COLLUSION RESPONSE STATEMENT

Each responder submitting a response to the City of Meriden for any portion of the work contemplated by the documents on which responding is based shall execute and attach thereto the sworn Non-Collusive Response Statement, to the effect that the responder has not colluded with any other person, firm, or corporation in the submission of the response.

18. AWARD IN CASE OF A TIE – N/A

19. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

20. PERMITS

The Contractor shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The Contractor may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

21. RFP PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the bid price.

The City of Meriden, unless stated otherwise in the bidding documents or Contract, will make payment to the Contractor not less than thirty (30) days following completion of services.

22. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the Contractor shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the Contractor or release Contractor from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

23. INSURANCE

The successful bidder shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

24. CITY HALL CLOSING

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, bids will be due at the same time on the next business day that City Hall is open.

25. PAYMENT REQUISITIONS & CERTIFIED PAYROLL – N/A

CITY OF MERIDEN, CONNECTICUT

RFP023-28 – Construction Services for Meriden HUD/Neighborhood Preservation Program

NON-COLLUSIVE RESPONDERS STATEMENT/AFFIDAVIT

The undersigned responder, having been duly sworn, does hereby depose and says:

1. The response has been arrived at by the responder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Request for Proposal.
2. The contents of the response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder or its surety on any bond furnished with the response, and will not be communicated to any such person prior to the official opening of the Request for Proposal.
3. The undersigned responder is duly authorized to bind the business entity identified below.

The undersigned responder further certifies, under oath, that this statement is executed for the purposes of inducing the City of Meriden to consider the response and make an award in accordance therewith.

\_\_\_\_\_  
Signature of Responder

\_\_\_\_\_  
Print Legal Name of Responder

\_\_\_\_\_  
Relationship to Business Entity Below

\_\_\_\_\_  
Business Entity Name, Address, Telephone Number, and Email Address

STATE OF CONNECTICUT                    )  
  ) ss:  
COUNTY OF                                    )

Duly sworn and subscribed to before me  
this \_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
Commissioner of the Superior Court

**CITY OF MERIDEN, CT**  
**REQUEST FOR PROPOSAL**

**RFP023-28 – Lead Inspection Services for Meriden HUD/NPP**

The City of Meriden reserves the right to reject any or all Requests for Proposal. This invitation does not commit the City of Meriden to accept any Requests for Proposal and does not obligate the City for any cost associated with the preparation of the same.

**General Information:**

The Inspector needs to demonstrate that they/their firm is licensed and authorized by the State of Connecticut.

The Inspector must meet City of Meriden's Standard Insurance Requirements.

The Inspector will be responsible for all communications, correspondence and compliance with the City of Meriden Building & Engineering Departments, Department of Economic Development and any other groups, committees, departments and all others as deemed necessary by the City.

**Proposal Submission Format:**

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Firm's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

1. Title Page. This should include your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
2. Executive Summary: Provide a brief history of you/your firm, company structure, and identify key qualities or services provided that distinguishes yourself from other lead inspectors.
3. Scope of Services: Identify specific services that will be provided by you (The Inspector) and any other recommended services in addition to those identified herein for consideration and possible incorporation.
4. List the name and address of any consulting firm(s) that may be used you with a brief description and your prior association with them.
5. Provide three references that will be able to verify the quality of the your services, technical ability, with title, position, their relationship to the project, and telephone numbers.
6. All candidates must be available for interview. (if requested)
7. Candidates are advised that the selection of Contractors by the City will be made in full compliance with the Freedom of Information laws and regulations.

**Criteria for Evaluating Proposal Submissions:**

Proposal submissions will be evaluated based on the following criteria:

1. The inspectors qualifications, experience, and demonstrated expertise with similar projects in general and the ability to provide services in a timely manner.
2. Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.
3. Quality of references from previous clients. .
4. Quality and completeness of the proposal submission document. The City reserves its right to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in its best interests.



**Addenda:**

Information is available on the City of Meriden website ([www.meridenct.gov](http://www.meridenct.gov)) and the State of Connecticut Department of Administrative Services website (<https://portal.ct.gov/DAS/CTSource>). It is strongly suggested that you check for any addenda a minimum of seventy-two hours in advance of the proposal deadline.

**Summaries:**

Summaries will be available any time after 5:00 PM on the day of the proposal opening on the City of Meriden website.

**Form of Proposal:**

The objectives of this request for proposal are to identify the individual/organizations best qualified to perform the services and to identify the most practical proposals. All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

1. Title Page. This should include you/your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
2. Executive Summary: Provide a brief history of yourself/your firm and identify the key acquired proficiencies in the practice of inspections.
3. Provide a brief description of similar projects in which you/key personnel may have worked together as a team. Include previous assignment information such as title, length of time on job, references and contact information
4. Describe your inspections approach and how your schedule/availability will be organized and utilized for the initial inspection phase.
5. Provide three references that will be able to verify the quality of your inspection services and technical ability, with title, position, their relationship to the project, and telephone numbers.



**Response Form for RFP023-48 – Construction Services for Meriden HUD/Neighborhood Preservation Program**

(Please Note: These pages do not count toward your submission total of 20 pages)

<b><u>Name:</u></b>
<b><u>Address:</u></b>
<b><u>Telephone:</u></b>
<b><u>Email:</u></b>
<b><u>Federal Tax ID:</u></b>

In submitting this proposal, the undersigned declares that this is made without any connection with any persons making another bid or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project and the desired end result, and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he / she will furnish and provide all the necessary services and other items of whatever nature, and to do and perform all the services necessary, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Consultant and the City.

**Certification:**

<b>Authorized Agent of Firm (Name &amp; Title):</b>
<b>Signature/Date:</b>

The above signatory acknowledges receipt of the following addenda issued during the proposal period and understands that they are a part of the proposal documents (if applicable):

<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>
<b>Addendum #</b>	<b>Dated:</b>

**\*End of Request for Qualifications Document\***

## CITY OF MERIDEN, CONNECTICUT

### INSURANCE REQUIREMENTS

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Meriden as an **Additional Insured on a primary and non-contributory basis** to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Umbrella/Excess shall state that it follows form over General Liability, Auto Liability and Workers Compensation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000
Errors & Omissions	Each Occurrence	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.