

**QUOTE FOR SMALL PURCHASE (QSP)**

**Mold Inspection and Assessment**

**“On An As Needed Basis”**

**QSP No # 2019-MIA**

**Issued: December 19, 2018**

**Proposals Due: February 18, 2019**

**NO LATER THAN 2:00 P.M.**

**HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH**

**211 N. Ridgewood Avenue**

**Daytona Beach, FL 32114**

# HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH

## Request for Proposals

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#### PURPOSE

##### Purpose

The Housing Authority of the City of Daytona Beach (Authority) is seeking a qualified environmental firm to conduct a pre-renovation environmental survey for the presence of Mold at the above addresses. The survey is required to satisfy all requirements of a pre-renovation survey, in accordance with Cal-OSHA Rule Title 8 CCR 1529 & 1532.1, NESHAP/SCAQMD Rule 1403 as it pertains to this renovation project only.

#### **1. BACKGROUND**

It is the current goal of the Housing Authority to stabilize the structure, repair life-safety items, make vacant units rent-ready and rent to eligible households. The first step of the process is this report, which will then help dictate the scope of work to be completed.

## 2. PROJECT SITE DESCRIPTION

### PROPERTY \_\_\_\_\_

Size: 96-units

Yr. Built: 1940 per Physical Needs Assessment (The property was constructed as military housing and deeded to SHA in 1952.)

Occupancy: 3 vacant units, 95 occupied unit

The Housing Authority seeks to have a comprehensive survey done on an as needed basis in preparation for varying levels of rehabilitation in individual apartment units.

**For the purposes of this report/survey it should be assumed that substantial renovation will not occur in all units.**

### PROPERTY \_\_\_\_\_

Size: 80-units

Yr. Built: 1971 per Physical Needs Assessment

Occupancy: 6 vacant units, 74 occupied unit

The Housing Authority seeks to have a comprehensive survey done on an as needed basis in preparation for varying levels of rehabilitation in individual apartment units.

**For the purposes of this report/survey it should be assumed that substantial renovation will not occur in all units.**

### PROPERTY \_\_\_\_\_

Size: 100 units

Yr. Built: 1970 per Physical Needs Assessment

Occupancy: 17 vacant units, 83 occupied unit

The Housing Authority seeks to have a comprehensive survey done on an as needed basis in preparation for varying levels of rehabilitation in individual apartment units.

**For the purposes of this report/survey it should be assumed that substantial renovation will not occur in all units.**

PROPERTY\_\_\_\_\_

Size: 96-units

Yr. Built: 1970 per Physical Needs Assessment

Occupancy: 8 vacant units, 42 occupied unit

The Housing Authority seeks to have a comprehensive survey **done on an as needed basis** in preparation for varying levels of rehabilitation in individual apartment units.

**For the purposes of this report/survey it should be assumed that substantial renovation will not occur in all units.**

PROPERTY\_\_\_\_\_

Size: 50-units

Yr. Built: 1970 per Physical Needs Assessment

Occupancy: 8 vacant units, 42 occupied unit

The Housing Authority seeks to have a comprehensive survey **done on an as needed basis** in preparation for varying levels of rehabilitation in individual apartment units.

**For the purposes of this report/survey it should be assumed that substantial renovation will not occur in all units.**

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### 3. MINIMUM SCOPE OF SERVICES TO BE PROVIDED

The Housing Authority of the City of Daytona Beach the project site and building. There is an on-site property manager. The on-site manager will arrange access to the units with 24 hr notice prior to entry, vacant units do not require 24 hr notice for entry.

#### Mold Assessment

- Inspection and sampling of up to 10% of total units per site and collect mold air and mold surface tape lift samples of inspected areas, utilizing industry standard sampling protocols **on an as needed basis.**
- Visual assessment for water damage/mold growth at all other accessible units **on an as needed basis.**
- Non-viable analysis of suspect mold samples by an AIHA accredited laboratory, **on an as needed basis.**
- Collection of temperature and relative humidity readings, **on an as needed basis.**
- Collection of moisture in building materials readings, **on an as needed basis.**
- Digital photographs, **on an as needed basis.**
- Floor plan depicting sample locations, **on an as needed basis.**
- Report preparation findings, including sample results and recommendations for remedial actions, **on an as needed basis.**
  - Provide pricing for – Sample analysis based on 5-day turn-around
  - Provide pricing for – Sample analysis based on 24-hour turn-around

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#### 4. PROPOSAL REQUIREMENTS

The Department requires each firm to submit Proposals clearly addressing all of the requirements outlined in this RFP. The detail of the Proposal shall be limited to ten (10) pages and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Résumés and company qualification brochure data may be included over and above the 10-pages , provided they are located in an Appendix at the back of the Proposal.

Should the contractor have concerns about meeting any requirements of this RFP, the contractor shall include a clearly labeled subsection with individual Statements specifically identifying the concerns and exceptions.

Though the contractor may submit a Proposal organized according to its preference, it must be clear and concise. The Proposal must contain information covering the following:

##### A. Team Identification

Experience and Background – It is essential that the Authority understand the experience and capabilities of the firm as well as the technician who will be performing the sampling, analysis of samples and drafting the report and recommendations. Clearly state the name, address and phone number of the person who will serve as the contact during the selection process.

##### B. Relevant Project Experience and Background

1. Explain how the proposal will meet the Purpose of the project.
2. Provide a summary of experience in conducting similar assessments for Public Agency owned/financed projects.

##### C. Attachment A & B (attached to this RFP) Scope of Service and Cost Sheet for Each Apartment Complex, detailing:

- (a) Cost for providing a 5-day turnaround
- (b) Cost for providing a 24-hr turnaround

##### D. References

A minimum of three references must be provided. It is preferable if they relate to project where Federal (Department of Housing and Urban Development – HUD) dollars were used to fund the project.

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## **5. INSTRUCTIONS AND SCHEDULE FOR SUBMITTAL OF PROPOSALS**

All Proposals shall be signed and sealed by a duly authorized representative of the Company. The name and mailing address of the individual executing the Proposal must be provided.

The Authority shall not be liable for any pre-agreement expenses incurred by any company in relation to the preparation or submittal of Proposals. Pre-agreement expenses include, but are not limited to, expenses by company in: preparing a Proposal or related information in response to RFP; negotiations with Authority on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, Authority shall not be liable for expenses incurred as a result of Authority's rejection of any Proposals made in response to this RFP.

### **Submittal Method**

#### **Binder Copy:**

Procurement Dept.  
Suite 300  
211 N Ridgewood Av  
DAYTONA BEACH, FL 32114

### **LATE PROPOSALS WILL NOT BE CONSIDERED**

#### *Submittal Date:*

Proposals are to be submitted on or before **2:00 p.m., JANUARY 17, 2019**

The Housing Authority reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

## **6. EVALUATION PROCESS AND SELECTION CRITERIA**

The Authority will conduct the selection process. The Authority is the final decision-maker regarding this selection, and it reserves the right to reject any or all responses or to terminate development negotiations at any time. The Authority reserves the right to request clarification or additional information from individual respondents.

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The Authority will select a firm with the experience and technical competence necessary to complete the required testing and make necessary recommendations to allow the Housing Authority to comply with all environmental laws related to the safe renovation of the subject apartment units.

Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below:

- A. Ability to implement Project Purpose (15%)
- B. Demonstration of relevant project experience (25%)
- C. Cost (60%)

**SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS PROPOSAL, OR  
TO ACCESS TO THE PROJECT SITE IN ADVANCE OF SUBMITTING YOUR POPOSAL  
PLEASE CONTACT: PROCUREMENT DEPT. AT 386-253-5653 EXT 333  
OR VIA E-MAIL (PROCUREMENT@DBHAFL.ORG)**



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**Attachment A –Bid Sheet**  
**(Required: Complete 1 Sheet Per Property )**  
Fill in all Blanks

**NOT TO EXCEED PRICING:**

Mold Inspection:

- Mold Assessment conducted by a trained mold inspector. Visual assessments to be conducted in each unit accessed. Assume sampling at 10% OF TOTAL UNITS PER SITE on as needed basis.
  
- \_\_\_\_\_Surface Mold Samples
- \_\_\_\_\_Air Mold Samples
- Mold Assessment Report

**24-hour turn-around**           \$ \_\_\_\_\_  
**5-day turn-around**           \$ \_\_\_\_\_

**TOTAL NOT TO EXCEED PRICING 24-HR TURN-AROUND: \$** \_\_\_\_\_

**TOTAL NOT TO EXCEED PRICING 5-DAY TURN-AROUND: \$** \_\_\_\_\_