

# Village of Hamburg, IL

## ASBESTOS BID SPECIFICATIONS

### REQUEST FOR PROPOSALS

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#### ASBESTOS INSPECTION

The Village of Hamburg (“Grantee”) is seeking proposals from qualified contractors and/or firms to perform the following services:

1. Perform inspection and testing for the presence of asbestos containing materials
2. If necessary, development of abatement specifications and management of an abatement contractor for the removal of asbestos containing materials.

The Grantee has been awarded funds associated with the Hazard Mitigation Assistance Program through the Illinois Department of Natural Resources to acquire flood-prone properties and to demolish and clear any remaining structures, converting the subject properties to permanent “green space.”

The properties currently targeted for demolition are listed in [ATTACHMENT A](#), hereof; however, some properties may not continue through to demolition based on the actions of the respective property owners and therefore may not require the services requested herein. Moreover, the properties may not be available for inspection all on the same day. Each property may have to be inspected separately.

#### **SCOPE OF SERVICES**

The awarded contractor (“Contractor”) shall perform the following services:

##### **INSPECTION SERVICES**

1. Conduct building inspections (by licensed inspector) for structures for the purpose of identifying asbestos containing materials (ACM). Inspections and Inspection reports must be completed and submitted to the Village of Hamburg within 45 days after receiving notice from the Village that the property is ready for inspection.
2. Perform bulk sampling of suspected asbestos containing materials, if required, in accordance with applicable State and Federal Regulations.
3. Prepare and submit inspection reports for each inspected property including, at a minimum, the following information:
  - a. Address and Pin # of each property inspected
  - b. A brief description of the property
  - c. Name and license # of inspector
  - d. A summary of the inspection process
  - e. An itemized list of suspect building materials collected, if any, including material description, precise location, and quantities of material, extent of material, condition, and friability.

- f. A copy of the laboratory report for all materials collected, if performed.
- g. A summary of the results of the laboratory report, i.e., was asbestos found and if so, where was it found, type and estimated percentage of asbestos, etc.

## **PROPOSAL PREPARATION AND SUBMITTAL REQUIREMENTS**

### **EXAMINATION OF THE RFP**

It is the responsibility of all prospective proposers to carefully read this entire RFP which contains provisions applicable to successful completion and submission of a proposal. If you discover any ambiguity, inconsistency, error or omission in the RFP, you must notify the following point of contact in writing:

**Keisha Morris**  
**Village Clerk**  
Village of Hamburg  
PO Box 98 Hamburg, IL 62045  
(618) 232-1500 or e-mail:  
[hamburgclerk@frontier.com](mailto:hamburgclerk@frontier.com)

Only interpretations or corrections made in writing by the Grantee regarding this RFP are binding. The Respondent shall not rely upon any interpretation or corrections given by any other method.

### **INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS & PROPOSALS**

1. **DEADLINE**: Submittals must be received in the office of the Grantee no later than **4:00 PM on Monday, August 02, 2021** via email. The Respondent shall assume full responsibility for delivery of its submittal to the Grantee and shall assume the risk of late delivery or non-delivery regardless of the manner he/she chooses. Late submissions will not be accepted or considered.
2. **RESPONDENT AUTHORIZATION**: Submissions must be signed by a representative of the Respondent organization authorized to submit and establish fees on behalf of the Respondent and bind the Respondent to the terms and conditions of this RFP.
3. **BY MAIL**: An original proposal, including the required qualifications and technical information, must be submitted in a sealed envelope. Envelopes should bear the following:

**Village of Hamburg**  
**Attn: Village Clerk**  
PO Box 98  
Hamburg, IL 62045

4. Alternatively, your proposal may be submitted via e-mail, in PDF format to the project manager listed using the following e-mail address: [hamburgclerk@frontier.com](mailto:hamburgclerk@frontier.com)
5. Whether proposals are submitted electronically or on paper, all submittals must be received **no later than 4:00 PM on Monday, August 02, 2021**. Any proposal received after the submittal deadline will not be reviewed.

## **RFP COSTS**

All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the Grantee. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

## **DISCLOSURE OF PROPOSAL CONTENTS**

All responses to this RFP become the property of the Grantee and shall be subject to disclosure under the Freedom of Information Act.

## **NEWS RELEASES, MEDIA ADVISORIES AND MEDIA INTERACTION**

The Respondent shall not discuss the RFP with any member of the media or issue news releases or media advisories pertaining to this request or the work to which it relates.

## **INDEPENDENT PRICE DETERMINATION**

Each submission shall include a signature page that includes the following certifications:

By submission of the Qualifications and Cost Pricing Information, the Respondent certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that:

1. The pricing information in the proposal has been arrived at independently, without consultation, communication or agreement with any other Respondent, or with any competitor for the purposes of restricting competition;
2. No attempt has been made, or will be made, by the Respondent to entice any other person or firm to submit, or not to submit, a proposal.

A submission will not be considered for award if the required certification is not included, and/or the language stipulated above has been modified or deleted.

## **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

The Grantee encourages the participation of businesses owned by Minorities, Females and Persons with Disabilities in the implementation and execution of all projects, either on a direct basis or through sub-contracting efforts.

## **SUBMISSION OF PROPOSALS**

Qualified Consultants are invited to submit written proposals to the Grantee for consideration. The minimum content of the proposal submission shall include:

1. Cover letter with a description of your firm's experience with CDBG and/or other HUD-funded projects and the firm's ability to comply with Federal, State, and local requirements.
2. Include a statement of the firm's insurance coverage, including general liability, professional liability, errors and omissions, automobile and workers' compensation carried by the firm. Describe any legal action brought against the firm in the past five (5) years and the resolution of the action.
3. Declare the firm's and its subcontractors' status as DBE or non-DBE. If the firm is claiming DBE status for itself or a subcontractor, valid certification must be included in the response. Neither the respondent nor a subcontractor will be considered a DBE without submitting valid certification. DBE requirements for this contract are consistent with State of Illinois DBE requirements.

4. Identify any subcontractors that will be used for this project and their role. Include the name, role and resumes of key subcontractor staff who will be assigned to this project.
5. Certify by submitting EPA Form 5700-49, Certification Regarding Debarment, Suspension and Other Responsibility Matters, that to the best of the firm's knowledge and belief it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
6. Pricing and Cost Estimates:
  - a. Provide the firm's cost for services associated with the following tasks:
    - (1) conduct an asbestos inspection
    - (2) perform bulk sampling of suspected ACM, if required
    - (3) prepare inspection report (in accordance with Scope of Services)
  - b. For tasks that lack a definable work product, provide fully-loaded hourly rates for responsible personnel
  - c. Provide a general Fee Schedule

## **AWARD OF CONTRACTS/REJECTION OF PROPOSALS**

The Grantee reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which the Grantee, acting in the sole and exclusive exercise of its discretion, deems to be in the Grantee's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

If a contract is issued, it will be awarded to the respondent deemed the most qualified and responsive as determined at the sole discretion of the Grantee, based on its review of the respondent's ability to provide the required services. The Grantee reserves the right to reject any and/or all proposals and waive any irregularity in proposals received, whenever such rejection or waiver is in the best interest of the Grantee. The respondent to whom the award is made will be notified at the earliest possible date. This contract will be awarded pursuant to Regulation 24 CFR 85.36(d) (3).

## **CONTRACT DEVELOPMENT**

If a proposal is accepted, the Grantee intends to enter into a contractual agreement with the selected respondent. Contract discussion and negotiation will follow the award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

The Contract shall not be considered executed unless signed by the authorizing representative of the Grantee. It is anticipated that the initial contract will be for a term of one (1) year. The contract may be extended beyond the original term by agreement of both parties.

## **COMPLIANCE WITH APPLICABLE LAWS**

The selected firm agrees to be bound by applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the audit contract.

# ATTACHMENT A

## TARGETED PROPERTIES

Property Address	PIN
0 Water St (PO Box 100)	07-05-35-201-146
3 Water St	07-05-35-100-023
5 Water St	07-05-35-201-147
234 N. Water St.	07-05-35-100-103
410 Water St	07-05-35-100-025
400 N. Washington Rd.	07-05-35-201-151
406 N. Washington Rd.	07-05-35-201-152