



**Detroit Land Bank Authority**  
**RFQ – Part 1 of 2: Standard Bid Clauses**

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### 1. INTRODUCTION

#### A. Overview

The Detroit Land Bank Authority (DLBA) requests quotes from qualified firms to provide the goods/services outlined in this bid. Please carefully read all parts of this bid, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFQ Template – Part 1 of 2: Standard RFQ Clauses
- RFQ Template – Part 2 of 2: RFQ Specific Clauses
- All required documents listed on the Bid Overview page in BidSync

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQ document.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the DLBA or any Respondents. The DLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the DLBA be liable to Respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No Respondent shall be entitled to repayment from the DLBA for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the DLBA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

The DLBA follows the Detroit Land Bank Authority Policies and Procedures for Procurement process.

For further information regarding this RFQ, please contact Tamara Moorer at:

*Detroit Land Bank Authority*  
*500 Griswold, Ste. 1200 Detroit,*  
*MI 48226*  
*Phone: Office: 313-974-6869*  
*Email: [nonhhfprocure@detroitlandbank.org](mailto:nonhhfprocure@detroitlandbank.org).*



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### **B. Time of Completion**

Any contract awarded pursuant to this RFQ solicitation shall provide services within a mutually agreed upon expedited timeframe.

### **C. Term of Contract**

The term of the contract and renewal options are indicated on the bid cover page. If a contract is awarded as a result of this RFQ, the term and renewal options will also be memorialized in the contract.

## **2. PROJECT MANAGEMENT**

The selected Respondent will carry out this project under the direction and control of the DLBA.

The selected Respondent may be one of several Respondents that will provide services to the DLBA in this area and the number of persons and/or entities each selected Respondent will be requested to serve will depend on the business needs of the DLBA and the ability of the selected Respondent to manage the work requested. This may be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

## **3. BID PRESENTATION**

DLBA will request that Respondents that meet the criteria specified in this RFQ meet with a DLBA committee to demonstrate their services and address questions upon request.

## **4. SUBMITTAL REQUIREMENTS**

RFQ responses must be submitted via BidSync by the deadline indicated on the bid Cover Page. Respondents must have an active BidSync profile to submit a response. There is no cost associated with creating a BidSync profile. **Responses not submitted by the due date will not be considered.** Respondents' BidSync profile and company information contained in Respondents' bid must match in order to be considered. (Ex: Company A may not submit a response under its BidSync profile for Company B even if ownership is the same.) Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The DLBA reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

### **A. Letter of Interest**



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Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e., Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ “Principals” shall mean persons possessing an ownership interest in the Respondent organization.
  - If the Respondent is a partially-owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

### **B. Threshold Requirements**

The following documents must be submitted and acceptable before the DLBA and its RFQ Review Committee will review the Experience and Capacity Bid:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements, last 2 months of bank statements or bond letter with the Bid response. This information will assist the DLBA in determining the Respondent’s financial condition. The DLBA is seeking this information to ensure that the Respondents have the financial stability and wherewithal to assure good faith performance.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the DLBA. In addition, all Respondents shall further disclose arrangement(s) to derive additional compensation from various investment and reinvestment products, including financial contracts.



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### **C. Main Bid**

Please provide the following information:

1. Describe relevant experience
2. Statement of Qualifications
3. A competitive pricing Bid (Pricing Bid template in RFP Template Part II document).

### **5. REJECTION OF BIDS**

The DLBA expressly reserves the right to reject any, and all Bids, waive any non-conformity, re-advertise for Bids, to withhold the award for any reason the DLBA determines, and/or to take any other appropriate action that is in the best interest of the DLBA.

### **6. SELECTION PROCESS**

The Review Committee comprised of DLBA staff and others deemed appropriate by the DLBA Board will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Bids that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the Respondent with the lowest price. Instead, contract(s) shall be awarded to Respondent(s) whose bid is the most responsible, in accordance with criteria set forth in the RFQ. This RFQ may result in a pool of qualified Respondents selected based on pricing and other criteria as defined within this RFQ.

The DLBA is an equal opportunity employer. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: disability; religion; race; color; national origin; age; sex; gender identity or expression; sexual orientation; age; pregnancy; childbirth or related medical condition; height; weight; marital status; genetic information; veteran status, uniform service member status or any other protected class under federal, state, or local law. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **7. QUESTIONS DEADLINE**

Questions regarding this RFQ should be submitted via BidSync. The last date to submit questions regarding the RFQ is noted on the BidSync Cover Page.



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### 8. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week. •

**Website:** [www.lighthouse-services.com/detroitlandbank](http://www.lighthouse-services.com/detroitlandbank)

• **Telephone:**

- English speaking USA and Canada: 844-446-0004 ○
- Spanish speaking North America: 800-216-1288

- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (MUST include “Detroit Land Bank” in report)
- **Fax:** (215) 689-3885 (MUST include “Detroit Land Bank” in report)

5.

### 9. SUBMITTAL DUE DATE

*Responses to this RFQ are due by the time and date indicated on the BidSync Cover Page. Responses to this RFQ must be submitted via BidSync. Please email any questions to [nonhhfprocure@detroitlandbank.org](mailto:nonhhfprocure@detroitlandbank.org).*



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**EXHIBIT A: RFQ SUBMITTAL REQUIREMENTS CHECKLIST**

*Please provide this Checklist with response to RFQ*

- Letter of Interest
- Certification Form Note (Exhibit B)
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- Asbestos Survey License
- Evidence of Financial Stability (most recent financial statements, last 2 months of bank statements or bond letter)
- References
- Conflict of Interest Statement & Supporting Documentation:
- Description of Company
- Capacity of Company
- Pricing Bid (See RFQ Part II)
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFQ Submittal Requirements Checklist



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**EXHIBIT B: CERTIFICATION FORM NOTE**

*THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL  
CERTIFICATION*

*The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFQ submittal to the Detroit Land Bank Authority is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.*

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*(Name of Respondent)*

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*(Signature of Authorized Representative)*

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*(Typed Name of Authorized Representative)*

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*(Title)*

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*(Date)*





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### GOODS OR SERVICES REQUIREMENTS

#### *A. Background*

The Detroit Land Bank Authority (“DLBA”) on behalf of the Property Rehabilitation Programs requests bids from qualified Hazardous Materials Survey/Testing Contractors (Respondents) to provide Hazardous Material Survey and Testing (collectively “Services” or “Scope of Work”) for homes selected for renovation.

Property Rehabilitation Programs renovates vacant, blighted residential properties across the City of Detroit by investing in diverse housing stock at diverse price points. These programs are one-of-a-kind designed to create opportunities for homeownership in Detroit's neighborhoods, reduce residential blight, and increase mortgage financing in Detroit neighborhoods where appraisal gaps often exist.

This RFQ is soliciting all-inclusive proposals from qualified Respondents to provide hazardous materials testing/survey for residential properties being renovated by the DLBA's Property Rehabilitation Programs. This will be a 1-year, as needed, contract with a 1-year renewal option.

The intent of this RFQ is to identify and enter into an agreement with multiple qualified firms.

#### *B. Minimum Qualifications*

**Personnel.** Respondents must employ qualified personnel to perform or execute any and all aspects of these Services. Personnel must possess all necessary accreditations, licenses, endorsements, or certifications as required by any and all applicable federal, state and local laws, regulations, rules, or industry standards. Personnel must also possess the necessary experience to efficiently, effectively, and safely perform or execute these Services as required by any and all applicable federal, state and local laws, regulations, rules, or industry standards.

Upon request, Respondents must provide the DLBA with copies of accreditations, licenses, endorsements, certifications, or work history of any person assigned to perform any aspect of these Services.

**Industry Knowledge.** Respondents must possess extensive knowledge of any and all applicable federal, state, and local laws, regulations, and authorities related to the survey and inspection of facilities for asbestos-containing materials and other hazardous/regulated materials. This includes, but is not limited to, AHERA, NESHAP, MIOSHA, OSHA, NIOSH, NREPA, and RCRA.

**Professional Relationships.** Respondents must possess a strong, positive, and professional relationship with the appropriate regulatory authorities, particularly the



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Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the Michigan Occupational Safety and Health Administration (MIOSHA).

The awarded Respondent must notify EGLE and the DLBA as directed of any new accredited Asbestos Inspector who will perform any aspect of these Services. The awarded Respondent must provide the name, accreditation number, mailing address, phone number, and e-mail address of the Asbestos Inspector.

### *C. Scope of Work*

#### 1. **Pre-Survey/Inspection Due Diligence**

- a. **Document/Records Review.** The awarded Respondent must review any readily-available site and/or building records or documents (including maps, plats, images, drawings, specifications or blueprints) to become familiar with the physical layout of and improvements on the assigned site(s) and the construction of the structure(s). The awarded Respondent will be provided with and must thoroughly review the Rehabilitation Scope of Work(s), throughout the survey process to assess the potential for the disturbance of any and all hazardous or asbestos-containing materials during the renovation process.
  
- b. **Engagement with Regulatory Authorities.** Prior to the survey and inspection of all properties identified in the Notice to Proceed, the awarded Respondent must engage the EGLE (particularly the Air Quality Division) and MIOSHA on behalf of the DLBA and its Authorized Representative to identify and resolve any concerns/issues expressed by the regulatory authorities. The awarded Respondent must notify the regulatory authorities of the areas/neighborhoods in which the Respondent will work. After engaging with representatives of the regulatory authorities, the awarded Respondent must provide the DLBA or its Authorized Representative with a brief summary of the engagement via e-mail to the designated point(s) of contact. The e-mail shall identify the following:
  - i. the date(s) of the engagement;
  - ii. the method of engagement (i.e. conference call, e-mails, or in-person meeting);
  - iii. the staff person(s) from the regulatory authorities;
  - iv. the issues/concerns discussed; and
  - v. any strategies/plans to address those issues/concerns



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1. **Hazardous/Regulated Materials Survey and Inspection.** In accordance with any and all applicable federal, state and local laws, regulations, authorities and protocols, the awarded Respondent shall survey and inspect the assigned site(s) to:
  - identify, quantify and locate (presumed or suspected) asbestos-containing materials and other hazardous/regulated materials;
  - sample and analyze suspect asbestos-containing materials; and

**Area of Survey and Inspection.** To the greatest degree possible, the awarded Respondent must survey and inspect:

- entire area of the assigned site(s) as defined by the property/parcel boundaries
  - the interior and exterior of all structures on the site(s)
  - any improvements or appurtenances on the site(s).
2. **Report.** Prepare a written report of the:
    - a) results of the survey(s) and inspection(s) of the assigned site(s); and
    - b) recommended methods for the proper removal and disposal of asbestos-containing materials and other hazardous/regulated materials.
  3. **Estimate Costs for Abatement.** Estimate costs for the abatement of asbestos-containing materials and other hazardous/regulated materials identified on the assigned site(s).
  4. **Post-Abatement Inspection and Verification.** Inspect the assigned site(s) and verify that all safely accessible asbestos-containing materials and other hazardous/regulated materials have been abated/removed from the assigned site(s).
  5. **Limited or No Accessibility.** The awarded Respondent must use any reasonable means (i.e., extension ladder, crowbar, bolt cutters, etc.) to access, survey, inspect and sample the assigned site(s). The awarded Respondent must clearly identify any areas which are inaccessible due to compromised or collapsed structural members or building components (i.e., roof, floor, wall, stairway, etc.). The awarded Respondent must ensure that these areas are clearly marked and documented (read: photograph) in the Report. The awarded Respondent must immediately contact the DLBA or its Authorized Representative via e-mail if there are inaccessible areas resulting from any of the following conditions:



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occupied structure, excessive debris, locked/barricaded door, flooded basement or crawlspace. A third-party contractor will work to alleviate these conditions in order to facilitate the survey and inspection.

6. **Incorrect or Unknown Address/Property.** If the awarded Respondent is unclear as to an assigned site, then the Respondent must hold the survey and inspection of that site and immediately contact the DLBA for clarification. The awarded Respondent may only proceed with the survey and inspection after the assigned site is clarified by the DLBA. The awarded Respondent is solely responsible for the survey and inspection of the site(s), as assigned on an as-needed basis. If the awarded Respondent surveys or inspects the wrong site(s) without asking for clarification from the DLBA, then the Respondent shall not be entitled to any compensation for any Services performed at the wrong site(s). The DLBA will not receive, process or approve any Change Order or additional fee for any additional surveys or inspections for this reason.
  
7. **Assignment of Exterior Area and Functional Space Designations.** After a review of any available site and building records, the contemplated areas of rehabilitation as outlined in the Rehabilitation Scope of Work(s), and an initial survey of the site, the awarded Respondent must assign Exterior Area Designations to cover all areas of the site and assign Functional Space Designations to cover all areas of the structure(s) on the site. The Respondent must field mark each Functional Space with its Functional Space Designation with a non-neon or oil-based paint.
  - a. The Exterior Area Designations should generally relate to a side of the principal structure on the site (i.e., Front Exterior Area, Rear Exterior Area, Side Exterior Area, etc.)
  
  - b. Per 40 CFR 763.83, a “Functional Space” means a room, group of rooms, or homogeneous area. “Functional Space” may include a basement, attic, hallway or closet. Every area of a structure should be covered by a Functional Space Designation.
  
8. **Photographs of the Site, Structures and Functional Spaces.** To the greatest extent possible, the awarded Respondent must take color photographs which capture the entirety of a site. This includes all Exterior Areas, all sides of any structure on a site and all Functional Spaces within a structure – specifically those areas where rehabilitation is contemplated as set forth in Rehabilitation Scope of Work(s). The Respondent must take at least one (1) color photograph of each side of the façade of every structure located on a site, and the Respondent must take at least one (1) color photograph of each Exterior Area and each Functional Space on an assigned site. The Respondent must ensure that each photograph provides as much context as possible. If an awarded Respondent believes that



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certain Exterior Areas or Functional Spaces are inaccessible, then the Respondent must take at least one (1) color photograph which clearly documents the impediment to accessibility. The Respondent must ensure that every photograph is clear. The Respondent must provide new, color photographs if the DLBA or its Authorized Representative believes that the current photographs are blurry, fuzzy or otherwise unclear. Neither the DLBA nor the Authorized Representative will receive, process or approve any Change Order or additional fee for any new or additional photographs.

9. **General Survey and Inspection Methodology.** The awarded Respondent must conduct a thorough, exploratory survey of the site(s), structure(s) and building components for presumed or suspected asbestos-containing materials and other hazardous/regulated materials. The Respondent must utilize destructive methods to gain access to enclosed interior and exterior walls, ceilings, floors, attics or other areas. Furthermore, the Respondent must inspect mechanical systems (HVAC) and the roof system if safely accessible.

Property Rehabilitation Programs assumes all structures within each program are built prior to 1978 and therefore all structures require lead-safe practices regardless of the activity taking place by a contractor. As a result, this Scope of Work does not require testing for lead at the survey phase, however, a lead clearance test may be requested by this Scope of Work after the renovation work has been performed.

10. If items need to be tested in vacant homes, where electricity may come into play, it is up to the awarded Respondent to determine if the electricity is active or not. If the Respondent does not have the capacity to do this, they must notify Property Rehabilitation Programs prior to going on-site. If an additional trip is needed, due to not knowing if the electrical is active, the Respondent may be liable for the trip fee. Property Rehabilitation Programs will be responsible for shutting off electricity.

### 11. **Survey and Inspection – Asbestos-Containing Materials.**

- a. **Overview.** Pursuant to 40 CFR 61.145, the awarded Respondent must:
- i. Identify and quantify presumed or suspect friable asbestos-containing materials and suspect Category I and Category II non-friable asbestos-containing materials;
  - ii. Locate presumed or suspected friable asbestos-containing materials and suspect Category I and Category II non-friable asbestos-containing material using the Exterior Area and Functional Space Designations (See Section 4.c. and 4.d.) for each site;



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- iii. Sample suspect friable asbestos-containing materials and suspect Category I and Category II non-friable asbestos-containing materials in accordance with the protocols below..

12. **Inventory of asbestos-containing materials by homogeneous area.** The awarded Respondent must identify each homogeneous area by uniform appearance (i.e., color or texture) and other characteristics. The Respondent must locate the material by Exterior Area or Functional Space Designation. The Respondent must quantify the amount of the material. “N/A” or “Throughout” or any similar term is an unacceptable response for quantification and will result in rejection of the report. The Respondent must classify the homogeneous area as Surfacing Material, Thermal System Insulation or Miscellaneous Material. The Respondent must categorize each material as friable, Category I non-friable, or Category II non-friable.

13. **Sampling Methodology.** Based upon homogeneous area, the awarded Respondent must sample all suspected friable asbestos-containing materials and all suspect Category I and Category II non-friable asbestos-containing materials. The Respondent must field mark (“X” or circle) each sampling location with fluorescent spray paint. The Respondent must sample materials as follows:

**Surfacing Material**

Sprayed-on, troweled-on or otherwise applied to surfaces, such as friable acoustical plaster on ceilings and fireproofing materials on structural members or other materials on surfaces for acoustical, fireproofing, or other purposes.

Size of the Sampling Area	Minimum # of Samples
Less than 1,000 square feet	3
1,000 to 5,000 square feet	5
Greater than 5,000 square feet	7

**Thermal System Insulation (TSI)**

Material that is applied to pipes, fittings, boilers, breeching, tanks, ducts or other interior structural components to prevent heat lost or gain or water condensation or for other purposes.

Type of TSI Material	Minimum # of Samples
TSI General	3
Less than 6 linear feet or square feet of patch	1
Elbows, fittings, and cementitious materials	3

**Miscellaneous Material**

A building material on structural components, structural members or fixtures, such as non-friable hard-wall and ceiling plaster, floor and ceiling tiles, and does not include surfacing material or thermal system insulation.



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Type of Miscellaneous Material	Minimum # of Samples
Any	2

14. **Exceptions to the Sampling Methodology.** The awarded Respondent is not required to sample the following homogeneous areas/materials:
- a. Vermiculite is to be presumed positive for asbestos per U.S. EPA recommendation since there is no accepted analytical method. Therefore, the sampling of vermiculite is not required. If vermiculite is determined to be a component of a material (via Polarized Light Microscopy; i.e., wall plaster with vermiculite), then the Respondent must presume the material as asbestos-containing, and point-counting is unnecessary.
  - b. Homogeneous areas or materials for which the use of mechanized or power equipment (i.e., aerial lift) is needed. However, this exception does not absolve the Respondent of the sampling requirements for materials (i.e., roofing or window caulking, which may be safely accessed by any reasonable.
15. **Note on Regulatory Requirements and Best Practices for Sampling.** This Scope of Work is intended to result in the most inclusive and thorough sampling practices in order to satisfy the NESHAP requirements. For example, this Scope of Services does not recognize any exemptions or limitations on sampling contained in 40 CFR 763. When in doubt, the awarded Respondent must utilize the most inclusive and thorough sampling methods possible for all suspect materials whether friable or non-friable. This includes materials such as cinder blocks, mortar, brick and/or cement foundation if any of these materials are suspected of asbestos content.
16. **Submittal of Samples to a Laboratory.** Through a clearly documented chain of custody, the awarded Respondent must submit all bulk samples collected during the inspection to a laboratory accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) for Polarized Light Microscopy (PLM) analysis and dispersion staining.
17. **Analysis of Samples.** The awarded Respondent must ensure that the PLM analysis follows U.S. EPA Test Method for the Determination of Asbestos in Bulk Building Materials (EPA 600-R-93-116) and the National Institute of Standards and Technology (NIST) Handbook for Bulk Asbestos Analysis (150-3). The Respondent must direct the laboratory to analyze samples and provide results of the analysis within three (3) business days of receipt unless otherwise indicated in this Scope of Work . The Respondent must direct the laboratory to use the point-counting analytical method on all samples of asbestos-containing





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materials which test between a trace amount and one percent (1%) asbestos content. To minimize costs, the Respondent must direct the laboratory to analyze samples from the same homogeneous area using a “first positive stop” methodology.

**18. Hazardous/Regulated Materials Survey and Inspection Report.** The awarded Respondent must prepare a single report for each site which presents the results of and the methodologies for the survey and inspection. The Inspection report must be completed within fifteen (15) days of receiving the Notice to Proceed from DLBA

a. Cover Page. Every report must have a cover page which contains:

- i. the title of the report “Hazardous/Regulated Materials Survey and Inspection Report”;
- ii. the address of the site by street number, street name and ZIP Code;
- iii. “Prepared for” the DLBA with the DLBA’s primary address
- iv. a picture of the front of the structure from the primary street;
- v. the company name of the Environmental Consultant which conducted the survey and inspection and prepared the report;
- vi. the primary business address and phone number of the Environmental Consultant;
- vii. the name(s), license number(s) and signature(s) of the person(s) who performed the survey and inspection and the name(s) and signature(s) of the person(s) who reviewed and approved the report;
- viii. the date that the report was completed and provided to the DLBA or its Authorized Representative.

Executive Summary. Every report must begin with an Executive Summary.

b. Site Drawing. Immediately following the Executive Summary, the report shall present a Site Drawing which identifies the orientation of the site and



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identifies each Exterior Area and Functional Space as designated during the survey and inspection. The Site Drawing shall identify any inaccessible areas on the site. For suspected asbestos-containing materials, the Site Drawing shall identify the location, sample #, and the analytical result. For other hazardous/regulated materials, the Site Drawing shall identify the location and brief description of materials found at the site.

- c. Photographs of the Site, Structure(s), and Functional Spaces. Immediately following the Site Drawing, the report shall present the photographs of the subject site. To the greatest extent possible, the photographs shall capture the entirety of the site. This includes all Exterior Areas, all sides of any structure on a site, and all Functional Spaces within the structure(s). The photographs shall be organized and labeled so as to clearly present the conditions of the site to the Rehabilitation and Abatement Contractor.
- d. Recommendations for Removal and Disposal. In accordance with all applicable laws, regulations, protocols and best practices, the report shall include recommendations for the removal and disposal of asbestos-containing materials and any other hazardous/regulated materials identified on site.
- e. Complete Chain of Custody Documents. The report shall include complete chain of custody forms which document the sample transport process and the submittal of all samples to the laboratory.
- f. Laboratory Qualification and Certification. The report shall include a statement of qualification of the laboratory which conducted the analyses and a copy of its NVLAP certification.
- g. Sampling Methodology, Laboratory Testing Methodology and Quality Assurance & Control. The report shall include a description of the sampling methodology, laboratory methodology and all measures of quality assurance and control.
- h. Compliance with Any and All Federal, State and Local Laws, Authorities and Regulations. The report shall include any other information required under all applicable laws, authorities or regulations which may not be covered under this Section of the Scope of Work.
- i. Report Submittal. The awarded Respondent must upload an electronic (.pdf) copy of the report to a cloud-based file sharing platform and input the link to view this file on the DLBA's Salesforce platform. Neither the DLBA nor its Authorized Representative will accept a scanned document.



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19. **Estimated Costs for Removal and Disposal.** Immediately following completion of the report, the awarded Respondent must prepare a cost estimate for the removal and disposal of all regulated asbestos-containing materials and all other hazardous/regulated materials identified on the assigned site(s). Using the cost schedule provided by the DLBA or its Authorized Representative, the Respondent must express this value as a range which represents reasonable costs for the removal and disposal of all materials identified on site.
20. **Pre-Abatement Site Review.** The assigned Rehabilitation and/or Abatement Contractor may request a pre-abatement review of the assigned site(s) in order to clarify or better understand the results of the survey and inspection. Within four (4) business days of request by the assigned Contractor, the awarded Respondent must meet the assigned Contractor on site to review and discuss the report. This requirement is limited to one (1) mobilization and review per site. Neither the DLBA nor the Authorized Representative will receive, process or approve any Change Order or additional fee for the Pre-Abatement Site Review.
21. **Post-Abatement Inspection and Verification.** The Post-Abatement Inspection and Verification must be completed within ten (10) days from being notified of completion by the Abatement Contractor.
22. **Abatement Verification Statement.** Within two (2) business days of the Post-Abatement Inspection, the awarded Respondent must provide a signed statement for each site. The statement shall verify the following information:
- i. DLBA RFQ Number
  - ii. Property Address
  - iii. Parcel ID
  - iv. Date of Post-Abatement Inspection
  - v. Date of original report
  - vi. Date of revised report (if applicable)
  - vii. Company Name, License Number and Expiration Date, Phone Number, Email Address and Name of the Accredited Asbestos Inspector
  - viii. Company Name, License Number and Expiration Date, Phone Number, Email Address and Point of Contact of the Abatement Contractor
  - ix. Attach the pages of the original AND revised (if applicable) report that summarize the results of the inspection(s)
  - x. Any remaining materials must be documented via photo and labeled by material and location when provided to the assigned Rehabilitation or Abatement Contractor
  - xi. Indicate whether the entire structure(s) is/are unsafe to abate or is/are in imminent danger of collapse



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- xii. Indicate whether the property PASSED/FAILED the inspection and IS/IS NOT cleared for Rehabilitation
- xiii. Signed and dated by the Inspector completing the verification

The awarded Respondent must provide an electronic (.pdf) copy of the signed statement to the Abatement Contractor.

The actual removal and disposal of asbestos-containing materials and other hazardous/regulated materials is not a part of this Scope of Work and shall be undertaken by one or more Contractors under a separate scope of services.

### *D. Contractor Commitment & Capacity*

#### **1. Identification of Asbestos Inspector(s)**

The awarded Respondent must identify asbestos inspectors accredited by the Michigan Occupation Safety and Health Administration (MIOSHA).

The rows titled “Asbestos Inspector – Survey” must name a person(s) able to perform the Hazardous – Regulated Materials Due Diligence Scope of Wervices.

The rows titled “Asbestos Inspector – PAV” must name a person(s) able to perform the PAV Scope of Wervices.

These inspectors should be identified in the section below, **Request for Service Description Quotes**

- 2. Request for Clarification.** The DLBA reserves the right to request clarification on any information or documentation included in the submittal. The Respondent must provide clarification within one (1) business day of request by The Property Rehabilitation Programs Team. Failure to respond to any request for clarification may result in a determination of non-responsiveness.

#### **3. Payment Terms**

All properly executed invoices submitted by the successful Respondent will be paid within a net 30 period.



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*E. EVALUATION CRITERIA – 100 MAXIMUM POINTS.*

**15 number of PTS – CAPACITY:** (Capacity to provide services outlined in the Scope of Work.)

**20 number of PTS – EXPERIENCE:** (Example: Demonstrated experience of completing similar projects.)

**25 number of PTS – PRICE:** (Example: for competitive pricing proposals. The top 1/3 with the lowest pricing will be awarded 25 PTS. The middle 1/3 of Respondents will be awarded 15 points. The bottom 1/3 of Respondents with the highest pricing will not be awarded points under this category.)

**15 number of PTS – DETROIT HEADQUARTERED BUSINESS:** for a Detroit-headquartered business. Only 5 points for those entities with a Detroit office.

**25 number of PTS – PROPOSAL SUBMISSION:**  
**Example:** (Quality/Completeness of Proposal Submission.)

**100 Points Total**

*F. Request for Service Description Quotes*

Please fill out the rates for the service descriptions below. To the degree possible, attach an individual fee to individual service types so that DLBA may elect to include/exclude certain services. To the degree necessary, attach an overall set (fixed) fee for the described bid.

This will act as the pricing Bid Template needed for the evaluation criteria.

**DLBA SERVICE DESCRIPTION AND INFORMATION**

<b>Inspector Type</b>	<b>Name</b>
Asbestos Inspector – Survey	
Asbestos Inspector – Survey	
Asbestos Inspector – Survey	
Asbestos Inspector – PAV	
Asbestos Inspector – PAV	
Asbestos Inspector – PAV	

<b>Service Description</b>	<b>Unit of Measure</b>	<b>Price 1 Home</b>	<b>Price 3 Homes</b>	<b>Price 5 Homes</b>	<b>Price 10 Homes</b>	<b>Price 15 Homes</b>
Pre-Renovation Asbestos Inspection and Report (All Inclusive Pricing)	Per Property					
Post Abatement Verification	Per Property					



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<b>Additional Services - Include all Optional Services</b>						
PCM Asbestos Clearance	Per Property					
Lead Clearance	Per Property					
PCM/Lead Clearance-Same Day	Per Property					
<b>Total Cost</b>						

The DLBA may request in-person presentations of the Respondent’s Bid. In evaluating responses to this RFQ, the DLBA will take into consideration the costs that are being proposed by the Respondent. Respondents shall provide notice to take exception to any requirements of this Request for Quote. Such exceptions may reflect negatively on the evaluation of the Bid.

If applicable, Evidence of local Detroit-based Business License, Paid City of Detroit Income Taxes for Respondent to documents Detroit business location and Headquartered business concern as the prime contractor for the RFP, Section 3 business concern, Disadvantaged Business Concern etc. *Note that if the bid is grant funded, local business preferences cannot be applied to scoring.*