

INVITATION FOR PROPOSALS

IFP NO. IFP-2024-001

PROJECTS: AL152000001-12
3500 West Circle {Central Office}
Northport, AL 35476

DATE: July 19, 2024

INTRODUCTION

The Northport Housing Authority (NHA) will accept sealed proposals from general or specialized trade Contractors to perform a comprehensive Sample and Laboratory Testing/ Assessment for Asbestos containing materials using a PLM (Polarized Light Microscopy) method coupled with dispersion staining. The Contractor will be required to obtain samples of suspected materials (collected by his/her firm) using the appropriate techniques and equipment to minimize the release of asbestos fibers into the air during the sampling period (upon entrance/existing a selection of apartments located within the Authority's Portfolio. {A detailed list of the specific developments and requirements are located in the Proposal Specification Packet) The Authority shall accept Proposals **ONLY** from Contractors who have successfully completed at least three similar assignments on time for a satisfied Federal, State, County or City Governmental Agency, and are **Alabama Safe State Certified** . All Potential Proposer shall contact the Chief Executive Officer/Executive Director of the Authority at RubyNBurton@northporthousingauthority.org. Sealed Proposals will be received until **4:00 P.M. CST on Monday, August 05, 2024,** at the Central Office of the Authority, 3500 West Circle, Suite 39,

Northport, AL 35476 and/or emailed to the email address listed above. All Proposals will be opened publicly and read aloud at **05:30 P.M. on Tuesday, August 06, 2024, during the regular scheduled Commission Board Meeting.**

All work shall be completed within a specified, mutually agreed scheduled {by the U.S. Department of Housing and Urban Development, the Authority and the Contractor} and as indicated on the “Notice to proceed”.

All Proposals must be sealed and marked with the IFP and Project numbers on the bottom left corner of the envelope and **HAND DELIVERED** to the Central Office of the Authority, 3500 West Circle, Suite 39, Northport, AL 35476, or emailed to the email Address listed above and labeled/ subjected “Asbestos Testing/Abatement . Attention Ruby N. Burton, Chief Executive Officer/Executive Director, no later than the date and time specified above. Any Proposal that is not sealed or marked accordingly may be rejected.

The Authority’s Website
July 20, 2024

SCOPE OF SERVICES

The Scope of Services for a comprehensive testing all items containing hazardous levels of asbestos must include, but is not necessarily limited to the following; 1) Conduct a visual inspection of all accessible interior and exterior spaces for the presence of Asbestos containing Materials (ACM.) 2) Collect and record data about the location and condition of each homogeneous suspect ACM in all spaces within the scope of work. 3) The ACM inspection procedures will follow project applicable sections of the American Society for Testing and Materials (ASTM) Standard E2356-18 Standard Practice for Comprehensive Building Asbestos Surveys. 4) Collect representative samples of each suspect homogenous building material and analyze each sample using the standard EPA method for identification of asbestos fibers in bulk materials by Polarized Light Microscopy (PLM.) Polarized light microscopy (PLM) utilizing various material preparatory procedures along with dispersion staining techniques for asbestos identification in accordance with EPA method EPA/600/R-93/116 July 1993. Analysis will be performed at a NVLAP accredited laboratory. Resolution of inconsistent and/or borderline results will be analyzed by Transmission Electron Microscopy (TEM) analysis. 5) Prepare a report that includes: all testing data; photographs of select conditions relevant to identified ACM (if necessary, to adequately convey ACM descriptions,) a drawing of the building indicating testing locations, and a narrative describing the inspection procedures, findings and recommendations. Contractors must perform another evaluation once the abatement of all asbestos items are completed for final clearance. The

Contractor must take additional measures to ensure no remnants of hazardous asbestos fibers remain on the surfaces once the abatement process is fully completed. Contractor shall provide temporary toilet facilities and temporary electrical services as required. Contractor shall remove all old materials and waste daily from the site. All materials removed through demolition shall be the responsibility of the Contractor (Owner shall not be liable for disposal of materials). Contractor shall take care to avoid damage to owner's property, tenant property and all utilities on site. Damage caused by Contractor's vehicles or personnel shall be repaired/corrected immediately. Contractor shall follow any/all daily instruction's as provided by the Owner's representative. Plans may be obtained via visiting the main office of the Northport Housing Authority, 3500 West Circle, Northport, AL 35476, or email upon request.

PROPOSAL REQUIREMENTS

All Proposals in excess of \$100,000, a certified check or bid bond payable to the Northport Housing Authority in an amount not less than five (5) percent of the amount of the bid, but in no event more than \$10,000 must accompany the Proposal . Performance and Payment Bonds and evidence of insurance required in the proposal documents will be required prior to signing the contract.

Contractors must be willing to comply with Section Three Requirements for new employment, training and contracting opportunities as outlined in Title 24, CFR 135. Prior to issuance of the plans and Specifications, all Contractors must provide evidence that he/she are properly licensed for the classification of the work specified in this IFP. Evidence should be in the form of a copy of current license clearly indicating all classification and must be in good standing with the State Licensing Board for

General Contractors.

All Proposals in amounts exceeding that established by the State Licensing Board for General Contractors must be licensed under the provisions of Title 34, Chapter 8, Code of Alabama, 1975. The Proposer shall show such evidence by clearly displaying his current license number on the outside of the sealed envelope in which the Proposal is delivered. General Contractors who obtain specifications and wish to withdraw from the Proposal list may do so by written request at any time prior to the scheduled closing time of the receipt of Proposal. No Proposal may be withdrawn after scheduled closing for receipt of the proposal for a period of sixty (60) days. The Owner reserves the right to reject any or all Proposals and to waive informalities or irregularities if, in the Owner's judgment, the best interests of the Owner will thereby be served.

A Pre- Proposal Conference will be held (virtually) for this Job as outlined below. All Proposers are strongly encouraged to attend in order to prepare an accurate proposal submission:

DATE:	July 29, 2024
TIME:	10:00 A.M.
TELECONFERENCE:	844-291-4185
ACCESS CODE	689458

ACKNOWLEDGEMENT OF ADDENDUM

The Proposer shall acknowledge in his/her Proposal receipt of any addendums to this IFP by signing the document on the acknowledgement line of the addendum. Proposer's failure to acknowledge an addendum may result in rejection of the proposal.

PROPOSAL RETENTION

All Proposals are the property of and shall be retained by the Northport Housing Authority and therefore, will not be returned to the Proposer.

EQUAL OPPORTUNITY REQUIREMENTS

Each firm or individual shall certify compliance with all applicable equal opportunity requirements governing contracts. The proposal must include signed Northport Housing Authority Certification of Non Discrimination. {Minority and/or Women owned businesses are encouraged to respond} The Housing Authority of the City of Northport is an Equal Opportunity Employer.

CONTRACT AWARD

The Authority anticipates awarding a contract to the responsible and responsive Firm whose Proposal conforming to all the material terms and conditions of the IFP and is the lowest Proposer. The NHA reserves the right to award a contract of the same services to more than one Contractor in order to meet and/or maintain the requirements and/or time constraints of the U.S. Department of Housing and Urban Development.

Proposers must include with his/her Proposal, one (1) original and one (1) copy of the proposal, along with the following required documents and forms; {located within the Proposal Specification Packet} in addition to the requirements in the specifications contained within this solicitation:

1. **Proposal Form**
2. **Bid Bond (if applicable)**
3. **One copy of the Company's current business license or federal ID Number**
All forms must be signed in ink and notarized where applicable.
Beason Hammond Affidavit
AL160116 Residential Construction Wage Determination
HUD-2530 Previous Participation
HUD-2554 Supplemental Conditions of Contract for Construction
HUD-5369 Instructions to Bidders for Contracts
HUD-5369-A Representations and Certifications of Proposal
Non-Collusive Affidavit
Section 3 Clause
Section 3 Participation Election Form
NHA Certification of Non-Discrimination

All Proposals must be sealed and marked with the IFP number and Project Name on the bottom left corner of the envelope and **Hand Delivered** to the Northport Housing Authority's Central Office, 3500 West Circle, Suite 39, Northport, AL 35476, or emailed to the email address on page one and labeled/subjected "Asbestos Testing / Assessment Attention Ruby N. Burton, CPM, Chief Executive Officer /Executive Director, no later than the date and time specified above. Any Proposal that is not sealed and /or marked accordingly may be rejected.

INQUIRIES

All questions must be submitted in writing to the Authority at least ten (10) business days prior to the proposal due date. Questions submitted after the deadline will not be addressed. Questions may be submitted by e-mail to RubyNBurton@northporthousingauthority.org. Oral communication is discouraged and the Authority will not be bound by any oral answers or interpretations of the invitation for Proposals.

COMMENCEMENT, EXECUTION AND COMPLETION

The Contractor will be required to commence work under this contract within Five (5) days after its receipt of a written Notice-To-Proceed from the Northport Housing Authority.

COMPLETE AND ACCURATE SUBMISSION

A Proposer's failure to provide accurate information in response to this IFP may disqualify the Proposer from further participation in the IFP process. A sealed Proposal may be corrected, modified or withdrawn, provided that the correction, modification or request for withdrawal is made by the Proposer, in writing, and is received at the place and prior to the date and time designated in the IFP for final receipt of sealed proposals. After such date and time, the Proposer may not change any provision of its Proposal in a manner prejudicial to the interest of the Owner and/or fair competition.

RIGHTS AND REMEDIES

The rights and remedies of the Northport Housing Authority , as stated in the foregoing, shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

TERM OF SERVICE

The successful contractor shall complete the services required under this contract within the time schedule established in the "Notice To Proceed" issued by the NHA.

INSURANCE

Prior to the execution of the contract for services, the contractor shall provide proof of current Commercial General Liability Insurance (\$1,000,000.00 minimum), Workers Compensation and Employers Liability Insurance (\$1,000,000.00 minimum), as required by law. If awarded a contract, the contractor will agree to name NHA as an additional insured on all commercial or comprehensive general liability policies for the duration of the contract. Additionally, contractor shall state that a thirty day notice of prior cancellation or change will be provided to NHA.

GENERAL CONDITIONS

Proposer understands that the NHA reserves the right to reject any or all proposals and waive any informalities or irregularities. In the event of equal low bids, the NHA may consider making a selection by drawing lots.

NHA, in accordance with the executive orders 11625 and 12138, encourages participation by businesses owned and operated by minorities and women and Section 3 Business Concerns. It is the policy of NHA to use the best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. Proposers are expected to demonstrate diligence to achieve participation and utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement. The NHA has established an administrative goal of 20% of the award of contracts to Disadvantaged & Historically Underutilized Business.

Any dispute, claim or controversy arising out of or relating to this IFP, shall be settled by binding

arbitration in Tuscaloosa County, Alabama, administered by the National Arbitration Forum (NAF) under its code of procedure, currently in effect, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be one arbitrator, named in accordance with the procedure. The parties are waiving their right to seek remedies in court, including the right to jury trial. The arbitration will be conducted in accordance with the Federal Arbitration Act (FAA). The arbitrator shall decide the dispute in accordance with the substantive law of the State of Alabama.

NORTHPORT HOUSING AUTHORITY
RUBY N. BURTON, Chief Executive Officer/ EXECUTIVE DIRECTOR

