



**Greater Washington  
Urban League**

*Empowering Communities.  
Changing Lives.*

## **GREATER WASHINGTON URBAN LEAGUE**

**REQUEST FOR QUALIFICATIONS (RFQ):  
CONTRACTORS FOR LEAD REDUCTION PROGRAM  
RFQ#7911**



**Request for Qualification (RFQ) Cover Page**

<b>RFQ Solicitation Issue Date: August 16, 2021</b>			
<b>RFQ Solicitation Closing Date: Continuous</b>		<b>RFQ Solicitation Closing Time: N/A</b>	
<b>Issued By: Greater Washington Urban League (GWUL)</b>			
<b>Address: 2901 14th Street, NW, Washington, DC 20009</b>			
<b>Telephone Number: (202) 450-2323</b>			
GWUL is a non-profit agency in the District of Columbia founded in 1938 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be based on the DOEE Price List. Separate unit and total prices must be shown if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received in the Weatherization Division Procurement Section of the Greater Washington Urban League, 2901 14 <sup>th</sup> Street NW, Washington, DC 20009.			
Hard Copy Response: Submit one copy of the response to the RFQ to GWUL at 2901 14 <sup>th</sup> Street, NW; Attn: Weatherization; Washington, DC 20009 or email the response to <a href="mailto:lmcrawford@gwul.org">lmcrawford@gwul.org</a> . Please reference "Request for Procurement Qualifications: Contractors for Energy Efficiency & Conservation Program" in the subject line.			
For questions/information, please email Lisa Mae Crawford, Construction Project Management Administrator at <a href="mailto:lmcrawford@gwul.org">lmcrawford@gwul.org</a> referencing "Request for Procurement Qualifications: Contractors for Energy Efficiency & Conservation Program" in the subject line.			
GWUL reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal(s) deemed best for the organization, and/or request new proposal(s), if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed to by GWUL by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Individual or Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized</b>	<b>Date</b>



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## **I. PURPOSE**

The Greater Washington Urban League (GWUL) is seeking qualified companies to provide lead reduction services in accordance with terms and conditions set forth in this RFQ, and any other term and condition in any contract subsequently awarded. Proposals shall be selected and determined through GWUL's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of the mission of GWUL

GWUL expects to select multiple contractors that propose to provide all contracting services specified in this RFQ.

## **II. CONTRACT PERIOD AND RENEWALS**

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months. The contract may be renewed for two (2) option years of twelve (12) months each depending on satisfactory performance evaluation.

## **III. GREATER WASHINGTON URBAN LEAGUE (GWUL) BACKGROUND**

The Greater Washington Urban League is a *501(c) (3)* non-profit community service organization that has guided individuals on the road to self-sufficiency for more than 75 years. Our mission is to increase the economic and political empowerment of blacks and other minorities and to help all Americans share equally in the responsibilities and rewards of full citizenship.

GWUL operates various programs and offers many supportive and instructional services including:

- Home Purchase Assistance Program
- Housing Counseling services that help alleviate predatory lending
- Emergency Rental Assistance
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing community-based tax preparation services
- Housing Counseling services that help alleviate predatory lending
- Job placement and career development services



## IV. SCOPE OF WORK

The organization that provides requested services shall be known as "Contractor" and such Contractor shall perform and render services as an independent contractor and not as an agent, representative, or employee of GWUL, and shall include the provision of advice and assistance to GWUL including, but not limited to the following areas, to provide:

- Lead Inspection Risk Assessment and Scope of Work.
- Abatement, Encapsulation, and Interim Controls.
- Occupant Protection and Relocation.
- Clearance Procedures.
- Healthy Homes Remediation.

## V. PROPOSAL REQUIREMENTS

### A. General Requirements

1. To be considered for selection, proposers must submit a complete response to this RFQ in a sealed envelope or package or via email using the information included herein. No other distribution of the proposals shall be made by the proposer. Email submission to [lmcrawford@gwul.org](mailto:lmcrawford@gwul.org) is acceptable and is highly desirable method of submission.
2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. **All license(s) and required certifications must be current.** Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by GWUL.
3. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ so that GWUL may properly evaluate bidder's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5"X 11" paper in 12-point font minimum type. Proposals should not be double-sided.
5. Hard copies of the proposal should be bound or contained in a single volume where practical. All attachments and any additional documentation submitted with the proposal should be contained in that single volume.
6. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to GWUL.



## **B. Special Requirements**

- 1) All pages of the proposal should be numbered, and the following are typical documents and/or items that a successful bidder will be required to provide to GWUL, and should be addressed in the bidder's proposal in the following order:
  - a. Complete RFQ cover page and Vendor Identification form included as an attachment (Appendix A) to the RFQ.
  - b. Current business license to operate in the District of Columbia.
  - c. Current certificate of insurance evidencing coverage of the minimum required in this RFQ.
  - d. Environmental Protection Agency (EPA) Lead Safe Certification.
  - e. Satisfactory evidence of the capacity of the proposer to successfully complete requested measures of single and multi-family work orders in a timely manner.
  - f. Current Lead-related EPA or DOEE accredited training required certifications in the following:
    - DOEE certifications for lead abatement supervisor on the project
    - DOEE certification for lead abatement workers on project
    - EPA renovation firm certification
    - DOEE business entity certification
    - Lead Safe and Healthy Housing Division (LSHHD) certification.
    - Fraud, Waste and Abuse
  - f. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
  - g. License or certification in Mold and Moisture, Asbestos Removal, and Renovation Repair and Paint.
  - h. A written narrative statement to include: (1) Experience in providing the service(s) described herein; (2) Name of partners, if any; (3) A description that the proposer understands GWUL's requirements; and (4) A detailed proposal identifying the RFQ requirements.
  - i. Table of Contents which cross-references the RFQ requirements. Information which the proposer desires to present that does not fall within any of the requirements of the RFQ should be attached at the end of the proposal and designated as additional material.
  - j. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFQ requirements are specifically addressed.



## VI. EVALUATION CRITERIA

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated below and conform to the objectives and requirements of the RFQ. An evaluation team will evaluate the merit of quotes received in accordance with criteria outlined in this RFQ. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. GWUL reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all respondents. Further, GWUL reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of GWUL.
3. Proposals will be evaluated on the following criteria:
  - a. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
  - b. Qualifications and experience: The proposer's past experience and performance on comparable engagements.

## VII. GENERAL TERMS AND CONDITIONS

Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:

- i. Certification that it nor its principals are debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76; and
- ii. Certification regarding Lobbying under Title 31, US Code, Section 1352.
- iii. Compliance with provision of the Davis-Bacon Act of 1931, if applicable.
- iv. Licenses: By submitting a proposal, bidder certifies that it has procured, and shall maintain in full force, all permits, and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal, and local laws, ordinances and regulations that affect in any manner bidder's fulfillment of the contract.
- v. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of GWUL for the purpose of obtaining this or any other agreement, purchase order or contract from GWUL and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.



- vi. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFQ on the grounds of actual or perceived sex, race, color, creed, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by GWUL which may result in ineligibility for further GWUL contracts. The proposer shall at all times in the proposal and contract process comply with all applicable GWUL, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
- vii. **Right to Audit:** GWUL shall have the right to audit all invoices submitted by the proposer.
- viii. **Informal Communications:** From the date of receipt of this RFQ by each proposer until a binding contractual agreement exists with the selected contractor or when GWUL rejects the proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at GWUL except for contact for information, comments, etc., and they shall be in writing, preferably via email.
- ix. **Formal Communications:** From the date of receipt of this RFQ by each proposer, until a binding contractual agreement exists with the selected proposer, or when GWUL rejects the proposals, all communications between GWUL and the proposers will be in writing, preferably via emails.
- x. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
- xi. Pursuant to Federal Acquisition Regulations and GWUL's procurement policy, GWUL may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
- xii. **State and Local Taxes:** GWUL is exempt from State and federal taxes.
- xiii. **Indemnification:** Contractor shall indemnify, protect, defend and hold harmless GWUL, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by contractor or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by GWUL as necessary to satisfy any outstanding claim which GWUL may have against the contractor.





- xiv. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
- a. Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
  - b. Workers' Compensation Insurance providing statutory limits for the District of Columbia; Employer's Liability Insurance with a minimum of \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
  - c. Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - d. Crime Insurance (3<sup>rd</sup> Party Indemnity) with a minimum of \$5,000 per occurrence.
  - e. Environmental Liability/Contractors Pollution Insurance with a minimum of \$5,000,000 per occurrence.
  - f. Cyber Liability Insurance with a minimum of \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
  - g. Sexual/Physical Abuse and Molestation with a minimum \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
  - h. Commercial Umbrella or Excess Liability with minimum limits equal to the greater of (i) the limits set forth in Grantee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 aggregate.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

- xv. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be provided by Lisa Mae Crawford, Construction Project Management Administrator, at [lmcrawford@gwul.org](mailto:lmcrawford@gwul.org).
- xvi. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFQ. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
- xvii. By submitting a proposal, the proposer represents that:
- xviii. Proposer has read and understands the RFQ and submits the response in accordance therewith.
- xix. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- xx. The proposer has all required licenses and insurance.



**VENDOR IDENTIFICATION** (must be completed and returned with proposal)

**Appendix A**

<b>Company Name:</b>			
<b>Doing Business As (DBA):</b>			
<b>Company Federal ID:</b>			
<b>Address:</b>			
<b>Remit to Address:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			
<b>Email:</b>			
<b>Web address:</b>			
<b>Main Contact:</b>			
<b>Person responsible for response (if different):</b>			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>



**INSURANCE REVIEW DOCUMENTATION (4/20)**

**Date:**

Name	Agency	Phone	Email

RFP complete?	Contract price	Contract Term	New or existing contract?
	If the procurement process is not complete and/or the price is in negotiation, please state an estimated price		

**Stage of Process:**

**Name (if known) or Type of contractor/vendor:**

**Why is the work being performed?**

**Please provide a brief description of the services and/or goods the contractor will provide:**

Will the contractor’s services involve children, seniors, or the disabled? If the answer is “yes”, please provide a brief description of how the contractor’s performance may affect children, seniors or the disabled.

Will location of contract performance be adjacent to or near a body of water or railroad facilities?

Will location of contract performance be in a District school, library, playground, or family housing, other District owned or leased facility?

Will contract performance have an environmental impact or potentially affect the environment?

Will contract performance involve the consumption of alcohol, use of fireworks, or other explosive devices?

Will contract performance affect computer networks or the transfer of personal, financial, or other sensitive information via computer networks? If “yes”, please explain.

Will sub-contractors be engaged? Y/N If yes – outline their responsibilities

**Additional comments:**