

**REQUEST FOR PROPOSAL (RFP)**

**FY 26 LEAD BASED PAINT TESTING AND RISK ASSESSMENT SERVICE PROVIDERS**

**CITY OF CHARLOTTE**

**HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT**

**HOUSING SERVICES**

**DATE ISSUED: September 17, 2025**

**TABLE OF CONTENTS**

[Request For PROPOSAL (RFP) Instructions 3](#_Toc1527661002)

[1.1 Public Notice and Project Overview 3](#_Toc760869348)

[RFP Schedule and Proposal Submission 4](#_Toc930396131)

[1.2 Evaluation Criteria & Process 4](#_Toc459457436)

[1.3 Proposal Format & Contents 5](#_Toc601268945)

[Representations, Conditions, And Other Requirements 5](#_Toc133599987)

[2.1Communications 5](#_Toc173284737)

[2.2Duties and Obligations of Agencies in the RFP Process 5](#_Toc693652557)

[2.3Addenda 6](#_Toc405552609)

[2.4No Collusion, Bribery, Lobbying or Conflict of Interest 6](#_Toc990151319)

[2.5Public Records 6](#_Toc1342544144)

[2.6Cost of Proposal Preparation 6](#_Toc1142924542)

[2.7Advertising 7](#_Toc295968171)

[2.8Vendor Registration with City of Charlotte 7](#_Toc1497369789)

[2.9Financial Capacity; Insurance Requirements 7](#_Toc142140497)

[2.10Ownership of Work Products 7](#_Toc1848714433)

[2.11City Rights and Reservations 7](#_Toc91142396)

[2.12Contract 8](#_Toc1074955547)

[Scope of Work 8](#_Toc1996218101)

[3.1 Lead Based Paint Testing and Risk Assessment 8](#_Toc960652871)

[3.2 Limited Survey for Asbestos Containing Materials 11](#_Toc511946500)

[Language Access Plan 13](#_Toc687368470)

[FORM A -Proposal Cover Sheet 16](#_Toc1825809639)

[FORM B – Price Schedule And Invoice Procedure Acknowledgement 17](#_Toc1828421638)

[FORM C-Experience And Qualifications 18](#_Toc1104247933)

[FORM D- FY 2026 YEAR UNIT COST PROPOSAL 19](#_Toc995511103)

[FORM E- Section 3 Subcontractor/Supplier Commitment 20](#_Toc300749553)

[FORM F- Unresolved Claims or Disputes with the City 21](#_Toc2079318732)

[FORM G- Commercial Non-Discrimination Certification 22](#_Toc36722621)

[Form H- Additional Notes 24](#_Toc1066666659)

[FORM I- Additional Certifications 25](#_Toc1055300308)

Request For PROPOSAL (RFP) Instructions

1.1 Public Notice and Project Overview

The Housing Services Division, part of the City of Charlotte’s Housing and Neighborhood Services Department, administers The Lead Based Paint Hazard Control Program and a range of affordable housing programs that support families residing in Charlotte. Guided by A Home For All—(<https://unitedwaygreaterclt.org/a-home-for-all/>) a community-wide initiative aimed at addressing homelessness and housing instability—the City collaborates with nonprofits, housing developers, and other community partners to tackle a broad spectrum of housing challenges and ensure every individual and family has access to stable, affordable housing.

**Lead-Based Paint**

The City of Charlotte (City) plans to contract with one or more service providers (Service Providers) to provide lead testing and assessments at approximately 180 homes, and lead hazard control activities at approximately 100 homes over a three (3) year period Specific services (Services) under this RFP will include lead testing, X-ray fluorescence (XRF) analysis, risk assessment, abatement design, submittal document review, and clearance and maintenance plans.

**Asbestos Containing Materials**

The City of Charlotte (City) plans to contract with one or more Service Providers to provide limited asbestos inspections at approximately 75 homes, and asbestos clearance services at 25 homes over a three (3) year period.

Contract(s) will be for an initial one (1) year period and may be renewed, at the City's option, for two (2) additional one-year periods.

The scope of work will be funded through CDBG, HOME, OHLCHH Grant, or local funding depending on the project.

Consideration will be given only to proposals from Service Providers that are properly licensed, experienced in the class of work, and that can refer to similar projects that have been successfully completed. Service Providers will be responsible for securing all applicable federal, state, and local permits. Participation by Section 3 firms, either as prime Service Providers or subcontractors, is encouraged.

Please submit all questions and requests to the Contracts Administrator listed below by 5:00 pm EST on September 26, 2025. Each question or request for clarification must provide clear reference to the section, page, and item in question. Requests received after the deadline may not be considered.  For questions or additional information, please contact:

For questions related to this RFP, contact:

Starr Webb-Allen

Housing Services Senior Operations Manager

City of Charlotte

600 East Trade Street, Charlotte, NC 28202

Direct: 704.336.2683

Email: starr.webballen@charlottenc.gov

All inquiries and questions answered will be posted the City’s website.

RFP Schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

|  |  |
| --- | --- |
| Advertisement of RFP: | September 17, 2025 |
| **DUE DATE & TIME FOR PROPOSALS:** | October 15, 2025 |
| Selection Announcement: | October 20, 2025 (anticipated) |

Submit proposals via the portal at:

<https://charlottenc.seamlessdocs.com/f/housingsubmission> . It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered.

1.2 Evaluation Criteria & Process

The City will review and rate each proposal based on the following criteria:

* Overall agency experience working with the identified population
* Responses to narrative questions
* Proposed program budget and outcomes

The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each Proposal. City reserves the right to obtain clarification or additional information from any agency regarding its Proposal.

The City reserves the sole right to select the most qualified agency(s) based on the best overall value that is most advantageous to the City.

The City reserves the sole right to renew contracts awarded from this RFP for a period of four additional fiscal years. This decision will be made annually at the discretion of the City.

Agencies that submit proposals will be notified of the selection results. The final recommendation of any selected agency is subject to approval by the City Council or City officials.

1.3 Proposal Format & Contents

Interested agencies must submit a completed application that includes each of the required Forms **A** thru **I** provided with this RFP and the related required documents listed below. Submit proposals via the portal at:

<https://charlottenc.seamlessdocs.com/f/housingsubmission>

|  |
| --- |
| **Required Document List** |
|  |
| * Form A: Proposal Cover Sheet\* |
| * Form B: Experience and Qualifications\* |
| * Form C: Acknowledgement of Pricing Schedule and Invoicing \* * Form D: FY 26 Unit Cost Proposal * Form E: Section 3 Subcontractor/Supplier Commitment\* * Form F: Unresolved Claims or Disputes with the City\* * Form G: Commercial Non-Discrimination Certification\* * Form H: Additional Notes * Form I: Additional Certifications |
| * Current and past year Agency Audit   (Note: Agencies exempt from federal threshold requirements (as defined in 2 CFR Part 200) may submit financial statements in lieu of an annual audit. Financial Statements should include your agency’s: balance sheet, income statement and cash flow statement. |
| * Form 990 (nonprofit agencies only) |
|  |
|  |
| \*Indicates a city-provided form or format |

Representations, Conditions, And Other Requirements

2.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the City staff identified in Section 1.1 this RFP. With the exception of communications with the designated City staff for this RFP, prospective agencies and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the agency’s proposal for consideration.

2.2 Duties and Obligations of Agencies in the RFP Process

Interested agencies are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Agencies must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Agencies are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 Addenda

In order to clarify or modify any part of this RFP, addenda may be issued and posted at the City’s official website at <https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals.> Any requests for information or clarification shall be submitted in writing to the City staff identified in Section 1.1 this RFP by the deadline for questions.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing agency submitting a separate response to this RFP and is in all respects fair and without collusion or fraud. Furthermore, the agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

2.5 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each agency must take the following precautions: (a) any trade secrets submitted by the agency should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each agency agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the agency has designated as a trade secret. Any agency that designates its entire proposal as a trade secret may be disqualified from consideration.

2.6 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any agency responding to this RFP. Agencies submitting a proposal in response to this RFP agree that the materials and submittals are prepared at the agency’s own expense with the express understanding that the agency cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each agency shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or agency responding to this RFP.

2.7 Advertising

In submitting an RFP, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.8 Vendor Registration with City of Charlotte

The selected agency and subcontractors must be registered in the City’s Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements

The selected agency must have the financial capacity to undertake the work and assume associated liability. The selected agency will be required to provide certificates of insurance evidencing coverage include: automobile liability in the minimum amount of $1,000,000; commercial general liability in the minimum amount of $1,000,000; workers’ compensation insurance minimum of $100,000 per accident limit; $500,000.00 disease per policy limit, $100,000 disease each employee limit; Directors & Officers Liability in them minimum of $1,000,000; and Fidelity Bond Insurance $50,000.

2.10 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected agency pursuant to any contract under this RFP (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.11 City Rights and Reservations

The City expects to select one or more agencies but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any agency/team for any additional information, including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFP as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFP, to cancel the RFP, to re-advertise for new RFP responses either with identical or revised specifications, or to accept any RFP response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFP shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified agency(s) on the basis of best overall proposal most advantageous to the City. The City of Charlotte is therefore not bound to accept a proposal on the basis of lowest price. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City’s best interest.

2.12 Contract

The contents of this RFP and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte’s perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful agency’s submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

**Scope of Work**

**3.1 Lead Based Paint Testing and Risk Assessment**

LeadSafe Charlotte, a City program, provides grants to assist low-income homeowners in addressing unsafe lead paint conditions that pose a potential health hazard to young children. The Program is designed to assist owners of single-family dwellings.

Dwellings are all within the city limits of Charlotte and are usually single-family homes. By definition, single family dwellings contain up to four (4) units. Dwellings typically contain eight (8) rooms, with the exterior being counted as one room. Restrooms are considered a room; closets are not.

Prices for multi-unit dwellings will be individually negotiated with the Service Provider. Unit pricing is valid up to four (4) units. Pricing for dwellings with more than four (4) units will be negotiated on a case-by-case basis.

**Access to Locations**

The Contractor is responsible for obtaining access to the properties. Most of the properties are occupied. Some of the properties may be locked and secured. It is the responsibility of the Contractor to coordinate access to locked and secured properties with the homeowner and the Project Manager. Thus, successful completion of an inspection may require more than one site visit to a property.

**Lead Based Paint Testing**

The Service Provider shall be required to perform all testing for lead-based paint utilizing XRF testing instruments. Where XRF testing is not feasible due to a surface being narrow or curved, where greater accuracy is desired, paint samples may be collected and sent to a laboratory for analysis. Residential housing units and all applicable areas are to be tested. HUD Guidelines for performing Lead-Based Paint Survey shall be used. **The City requires testing of all interior and exterior doors and frames, all window sashes, sills, frame and trim.** It is the responsibility of the Service Provider to access all interior and exterior window and associated components. The City will make every effort to inform the homeowner of their requirements to remove storm windows prior to testing. If the Service Provider's XRF is such that it cannot test exterior windows due to storm windows, contact **Alexis McDaniels** to implement a solution.

**Risk Assessment**

Risk Assessment shall, at a minimum, be performed in accordance with HUD Guidelines and concurrently with the inspection. **Dust wipes are required in EVERY room a child MAY occupy.** The Risk Assessor will work closely with the Inspector to arrive at logical conclusions and a reasonable scope of work for the project and the project budget.

The Service Provider shall provide design specifications and a variety of lead hazard reductions for all components found to be lead containing and hazards.

The Inspection and Risk Assessment Report will be one combined document. Inspection and Risk Assessment reports will be completed and provided to the City within one (1) week of the initial inspection unless special circumstances are reported, documented, and agreed upon. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the Inspection and Risk Assessment.

**Clearance**

"Clearance" of each unit will be completed in accordance with HUD guidelines. In most cases, two (2) site visits will be required for each unit. One visit will likely include dust wipe samples, the other will likely be for visual clearance at job wrap up. There may be some slight variation, i.e., some units may only require one site visit, and on occasion, three site visits may be necessary. "Clearance" of the job also includes on-site review of project scope of work, review of proper control procedures, proper waste storage, proper posting of permits, and ensuring compliance with local, state, and federal laws governing the project.

Clearance inspections will be provided within twenty-four (24) hours of contact with the Service Provider. Written documentation of the site visit and the results of the clearance, including when laboratory analysis is expected, as well as the Service Provider of Contact, will be provided upon every site visit. If clearance personnel will not be available on certain days or during certain times, the City shall be notified at least 24 hours in advance. If the Service Provider fails to respond to a call for clearance within the timeframe indicated, a charge of $50 will be assessed against the Service Provider. For every additional four (4) business hours following, an additional $50 penalty will be assessed up to the price of the clearance inspection.

Verbal clearance results will be reported immediately to the City upon receipt from the laboratory by the Service Provider. The Service Provider will fax or email a scanned standard form of clearance notification to the City within twenty-four (24) hours of verbal reporting. This fax will include a cover page indicating "pass or fail", the components tested, and a copy of the faxed lab report. The City, in turn, will provide this information to the property resident.

Clearance Reports shall be provided within two (2) weeks of final completion of clearance. Clearance Reports shall include pre-job and post-job submittals. If the post-job submittals have not been received within the two (2) week period, the report may be delayed until the submittals are received, however, the Service Provider must notify the City and the Certified Lead Contractor, in writing, of the deficiencies. No payments will be made until reports are provided and/or documentation is provided that the contractors have been notified of the deficiencies. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the clearance phase. Laboratory turnaround on clearance samples is preferred to be twelve (12) hours but will be a maximum of 24 hours.

**Maintenance Plan**

In addition to the final Clearance Report, the Service Provider will provide a short, clear, concise, and easy to read "final" report for the project informing the homeowner exactly what lead painted surfaces still remain in the home and standardized ways to maintain these surfaces properly. The Maintenance Plan will include general information that is standard from report to report, as well as individual evaluation of each unit.

Maintenance Plans shall be provided within two (2) weeks of final completion of clearance. Maintenance Plans shall include a map of the location. No payments will be made until reports are provided. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the Maintenance Plan.

**Risk Assessment/Inspection Reporting**

The following key points and items must be included in this report:

* 1. Report summary pinpointing hazards identified with XRF and Wipes;
  2. Recommended Response Actions: Includes **3 response choices; all choices shall be valid choices, for example, do not include "clean, prep and paint" if the surface is not paintable. If only one or two choices are feasible, indicate "no other options feasible."**
  3. Field Data including: Notes from inspection; Sketch of house; and

Summary of paint test results, organized by room or component, and including at a minimum location of sample, component, substrate, color, condition of material, and test results;

* Resident Questionnaire (standard);
* Building Condition Form (standard);
* Paint Condition Form (standard);
* Field Sampling Form for Dust wipes (standard);
* Field Sampling Form for Soil testing (standard);
* Laboratory Reports; and
* Signature of Inspector, Risk Assessor and Reviewer, with accreditation numbers.

**Final Clearance Report**

The following key points and items must be included in this report:

* Report summary discussing what was done by line item at the residence;
* Any addenda to the Risk Assessment;
* Statement indicating all work was completed in accordance with the scope;
* Summary of results of all clearance visits;
* Lead Hazard Control Visual Clearance Form (standard);
* Lead Hazard Control Clearance Dust Sampling form (standard);
* Laboratory reports; and,
* Signature of Risk Assessor and Reviewer, with accreditation numbers.

**Maintenance Plan**

The following key points and items must be included in this report:

* Summary of lead paint remaining at the residence including sketch;
* Maintenance recommendations for each component or area; • Standard language for lead safe work practices; and
* Signatures of preparers.

**Ad-Hoc Reports and Annual Reports**

Throughout the Contract term, the City may request additional reports from the Service Provider as needed.

3.2 Limited Survey for Asbestos Containing Materials

On occasion, suspect asbestos containing materials (ACM) are identified during initial housing inspection activities. The City seeks limited sampling and requires clearance if ACM materials are removed.

All asbestos inspection work must be performed by persons certified to perform asbestos inspections by the State of North Carolina Health Hazards Control Unit (HHCU). The inspection will be conducted in general accordance with standards for conducting asbestos inspection activities.

**Testing**

The Service Provider shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the asbestos inspection services as defined in this RFP. These services must be in accordance with applicable work practice standards of the HHCU. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

Limited Surveys shall include a two (2) hour site visit and include sample collection at the discretion of the Inspector and include a "positive stop" analysis strategy. Sample analysis shall include a twenty-four (24) hour turn around, including a written report of the findings and design if applicable. Sample analysis will be paid per sample.

Limited Inspection reports will be completed and provided to the City within one (1) week of the initial inspection unless special circumstances are reported, documented, and agreed upon. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the Inspection.

**Clearance**

Air Monitoring "Clearance" of each unit will be completed in accordance with HHCU by an Accredited Air Monitor. "Clearance" of the job also includes on-site review of project scope of work, review of proper control procedures, proper waste storage, proper posting of permits, and ensuring compliance with local, state and federal laws governing the project.

Clearance inspections will be provided within twenty-four (24) hours of contact with the Service Provider. Written documentation of the site visit and the results of the clearance, including when laboratory analysis is expected, as well as the Service Provider of Contact, will be provided upon every site visit. If clearance personnel will not be available on certain days or during certain times, the City shall be notified at least 24 hours in advance. If the Service Provider fails to respond to a call for clearance within the timeframe indicated, a charge of $50 will be assessed against the Service Provider. For every additional four (4) business hours following, an additional $50 penalty will be assessed up to the price of the clearance inspection.

Verbal clearance results will be reported immediately to the City upon receipt from the laboratory by the Service Provider. The Service Provider will fax or email a scanned standard form of clearance notification to the City within twenty-four (24) hours of verbal reporting. This fax will include a cover page indicating "pass or fail", the components tested, and a copy of the faxed lab report. The City, in turn, will provide this information to the property resident.

Clearance Reports shall be provided within 2 weeks of final completion of clearance. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the clearance phase. Laboratory turnaround on clearance samples is preferred to be twelve (12) hours but will be a maximum of twenty-four (24) hours.

**Maintenance Plan**

In addition to the final Clearance Report, the Service Provider will provide a short, clear, concise, and easy to read "final" report for the project informing the homeowner exactly what lead painted surfaces still remain in the home and standardized ways to maintain these surfaces properly. The Maintenance Plan will include general information that is standard from report to report, as well as individual evaluation of each unit.

Maintenance Plans shall be provided within two (2) weeks of final completion of clearance. Maintenance Plans shall include a map of the location. No payments will be made until reports are provided. Failure to provide reports in a timely manner will result in a penalty of $25/day until the reports are provided, up to the cost of the Maintenance Plan.

**Inspection Reporting**

* + - * Report summary pinpointing identified asbestos containing materials;
      * Recommended Response Actions: Includes 3 response choices. If only one or two choices are feasible, indicate "no other options feasible."
      * Field Data including:

Notes from inspection; sketch of house; and Summary of test results, organized by room or component, and including at a minimum location of sample, component, substrate, color, condition of material, and test results;

Laboratory Reports; and signatures of Inspector and Reviewer.

**Final Clearance Report**

The following key points and items must be included in this report:

* + - * Report summary discussing what was done by line item at the residence;
      * Statement indicating all work was completed in accordance with the scope;
      * Summary of results of all clearance visits;
      * Laboratory reports;
      * Pre-job and post-job submittals provided by abatement contractor, including permits, credentials, occupant protection plan, and other documents; and

**Maintenance Plan**

The following key points and items must be included in this report:

* + - * Summary of identified remaining ACM at the residence including sketch;
      * Maintenance recommendations for each component or area;
      * Signatures of preparers.

**Ad-Hoc Reports and Annual Reports**

Throughout the Contract term, the City may request additional reports from the Service Provider as needed.

**NOTE:** Please provide a line-item cost to return to the site in the event of a failed clearance by the Accredited Contractor. The City will be responsible for the payment of this fee and in turn will bill the Contractor.

**Prior to contract award, a sample Lead Risk Assessment/Inspection, Clearance Report, and Maintenance Plan and an Asbestos Inspection and Clearance Report will be requested.**

**This request for qualifications assumes that the primary agency will subcontract all construction activities and all fees for that service are included in the fees provided. If the Service Provider has a different model or will complete the work using internal resources, this cost must be described and submitted on Form H.**

Language Access Plan

Agencies are required to create a Language Access Plan tailored to the program administering and the Limited English Proficiency (LEP) population serving within 30 days of execution of contract and aligns with the City of Charlotte Language Access Plan.

**CONTINUE ON TO APPLICATION SUBMISSION DOCUMENTS BELOW**

Text

AI-generated content may be incorrect.

**Lead Based Paint Testing and Risk Assessment**

**FY2026 Safe Home Programs**

Due date: **October 15, 2025**

**Instructions:** This document establishes a uniform approach for Service Providers when responding to city funding opportunities for affordable housing. To ensure a smooth and efficient evaluation process, kindly adhere to the following guidelines:

**Response Format:** Provide your answers using the spacing and format provided. If additional documentation is requested, please refer to it and upload it as Attachment X.

**Completeness of Response**: Fully respond to each question. If a question does not pertain to your

**Formatting:** Maintain the original formatting and page breaks in your submission. This structure helps staff evaluate your response with greater accuracy.

Following these instructions can help streamline the evaluation process for your affordable housing funding opportunity proposal.

FORM A -Proposal Cover Sheet

|  |  |
| --- | --- |
| ***Company Full Legal Name:*** | Response Here |
| ***Contact Person for RFP Process:*** | Response Here |
| ***Address:*** | Response Here |
| ***City/State/Zip:*** | Response Here |
| ***Telephone Number:*** | Response Here |
| ***Fax Number:*** | Response Here |
| ***Email Address:*** | Response Here |
| ***City Vendor Number*** | Response Here |
| ***Director or President*** | Response Here |
| ***Incorporation Date*** | Response Here |
| ***Federal Tax ID/ Social Security Number*** | Response Here |
| ***Estimated Current Fiscal Year Budget:*** | Response Here |
| ***Current number of staff*** | Response Here |
| The person executing the Proposal, on behalf of the Service Provider, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Service Provider has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Service Provider has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Service Provider intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.  Submission of a response to this RFP constitutes certification that the Service Provider and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.  NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.  The information contained in this Proposal package, including all forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. I certify that have given true, accurate and complete information in this Proposal to the best of my knowledge. | |
| ***Represented and Warranted By***  ***(Authorized Signature):*** | Response Here |
| *Date:* | Response Here |

FORM B – Price Schedule And Invoice Procedure Acknowledgement

**Payment**

The City will reimburse the Subrecipient for CDBG activities up to the agreed upon contract amount. The Subrecipient may submit invoices monthly to include CDBG-eligible costs for reimbursement. Documentation for CDBG invoices must be complete and accurate before payment. As a condition of payment, the Subrecipient must attach the following documents to all CDBG invoices:

* Cover sheet, on Company Letterhead that lists all documents included therein
* Invoice date
* Contract number
* Property address
* Program Name (Lead-Based Program or Rehab, whichever applies)
* Vendor number (VMS)
* Total amount requested
* Itemized expense listing
* Invoices and their proof of payment
* Release of Liens
* Certificate of occupancy (if applicable)
* Release of Liens of Subcontractor
* Homeowner’s Statement of Satisfaction

**Eligible Expenses**

The City will reimburse the Subrecipient for properly procured and pre–approved expenses including the hard costs necessary to repair housing units in accordance with Minimum Housing Code Requirements. Reimbursement for the following eligible actual expenses include:

* Contracted expenses from licensed trades.
* Ancillary construction-related costs such as temporary restrooms, on-site storage, or other related costs approved by the City. No invoice mark ups are allowed.

INVOICE SUBMITTAL: The Subrecipient shall email the invoice to:

City of Charlotte Accounts Payable

Attn: Starr Webb-Allen

600 East 4th St.

Charlotte, NC 28202

Starr.webballen@charlottenc.gov

The City will not be responsible for payment of interest and charges, penalties, or late fees for either partial or final payments. Documentation for invoices must be complete and accurate before payment. Invoices will be processed within thirty (30) days of submission or within thirty (30) days of receiving a corrected invoice.

|  |  |  |
| --- | --- | --- |
| ***Represented and Warranted By***  ***(Authorized Signature):*** | Response Here | *Date:* Response Here |

FORM C-Experience And Qualifications

This Form Must Be Completed With Your Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY TEAM MEMBERS** | **Key Team Member 1** | **Key Team**  **Member 2** | **Key Team**  **Member 3** |
| ***Personal Information*** |  |  |  |
| Name | : Response Here | : Response Here | : Response Here |
| General Contractor Licensed in North Carolina? Indicate Yes, No, or N/A | : Response Here | : Response Here | : Response Here |
| Proposed Role/Function | : Response Here | : Response Here | : Response Here |
| Office Location for this project | : Response Here | : Response Here | : Response Here |
| Number of Years with Current Firm | : Response Here | : Response Here | : Response Here |
| NC HHCU Certified Project Designer LBP/ACM | : Response Here | : Response Here | : Response Here |
| NC HHCU Certified Risk Assessor LBP/ACM | : Response Here | : Response Here | : Response Here |
| NC HHCU Certified Inspector LBP/ACM | : Response Here | : Response Here | : Response Here |
| NC HHCU Certified Air Monitor LBP/ACM | : Response Here | : Response Here | : Response Here |
| Certified Industrial Hygienist | : Response Here | : Response Here | : Response Here |
| Expertise - Indicate Number of Projects cleared LBP/ACM | : Response Here | : Response Here | : Response Here |
| North Carolina Firm Certification Number | : Response Here | : Response Here | : Response Here |

**Copies of all licenses and certifications will be required upon contract award.**

**CONTINUE TO FORM D BELOW**

FORM D- FY 2026 YEAR UNIT COST PROPOSAL

Provide pricing based on the requirements and terms set out in this RFP. Pricing must be all-inclusive and cover every aspect of the project. Costs must be in United States dollars, rounded to the nearest quarter dollar. If there are additional costs associated with the Services, please add to this chart. This Price Proposal must reflect all costs for which the City will be responsible.

|  |  |
| --- | --- |
| **Proposed Pricing Per Unit- Lead-Based Paint** | **Cost** |
| Testing | : Response Here |
| Risk Assessment/Design (includes initial scope recommendations} | : Response Here |
| Document Review and Approval (pre- and post-jobs and invoices} | : Response Here |
| Clearance Services (includes reporting} | : Response Here |
| Maintenance Plan Prep | : Response Here |
| **TOTAL PER UNIT** | : Response Here |
| Return Site Visit for a Failed Clearance | : Response Here |
| **Other Costs- List:** | : Response Here |

|  |  |
| --- | --- |
| **Proposed Pricing Per Unit- Asbestos** | **Cost** |
| Testing | : Response Here |
| Risk Assessment/Design (includes initial scope recommendations} | : Response Here |
| Document Review and Approval (pre- and post-jobs and invoices} | : Response Here |
| Clearance Services (includes reporting} | : Response Here |
| Maintenance Plan Prep | : Response Here |
| **TOTAL PER UNIT** | : Response Here |
| Return Site Visit for a Failed Clearance | : Response Here |
| **Other Costs- List:** | : Response Here |

FORM E- Section 3 Subcontractor/Supplier Commitment

Supply information for all **Subcontractors** and **Suppliers** whose services will be utilized on the project being bid by your firm. If you are a Section 3 business concern, please list yourself as the Section 3 contractor in number (1).

**PROJECT:** RFQ FY2026 Lead Hazard Control and Asbestos Testing and Clearance

**BIDDERS NAME** : Response Here

$ : Response Here. AMOUNT OF BID

*$* : Response Here. TOTAL DOLLAR VALUE OF **Section 3** SUBCONTRACTS

|  |
| --- |
| **Firm 1: ☐Subcontractor ☐Supplier**   * **Firm Name:**  Response Here * **Address:** Response Here * **Owner/Contact Name:** Response Here * **Phone Number:** Response Here * **Subcontractor or Supplier:** Response Here * **Work to be Performed:** Response Here * **Amount to be Paid:** Response Here * **% of Total Bid Amount:** Response Here   **Firm 2: ☐Subcontractor ☐Supplier**   * **Firm Name:** Response Here * **Address:** Response Here * **Owner/Contact Name:** Response Here * **Phone Number:** Response Here * **Subcontractor or Supplier:** Response Here * **Work to be Performed:** Response Here * **Amount to be Paid:** Response Here * **% of Total Bid Amount:** Response Here   **Firm 3: ☐Subcontractor ☐Supplier**   * **Firm Name:** Response Here * **Address:** Response Here * **Owner/Contact Name:** Response Here * **Phone Number:** Response Here * **Subcontractor or Supplier:**  Response Here * **Work to be Performed:**  Response Here * **Amount to be Paid:** Response Here * **% of Total Bid Amount:**  Response Here |

*$* Response Here TOTAL DOLLAR VALUE OF **ALL** SUBCONTRACTS INCLUDING Section 3

FORM F- Unresolved Claims or Disputes with the City

Discuss any unresolved claims or disputes with the City as outline

: Response Here

FORM G- Commercial Non-Discrimination Certification

**Project:**  RFQ FY2026 Lead Based Paint and Asbestos Testing and Clearance

**Proposer:** : Response Here

The undersigned Proposer hereby certifies and agrees that the following information is correct:

1. In preparing its bid, the Proposer has considered all bids submitted from qualified, potential sub consultants and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any sub consultant, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid submitted with this certification and terminate any contract awarded based on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Proposer agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of sub consultants and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid and to terminate any contract awarded on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies that are allowed thereunder.
5. As part of its bid, the Proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Proposer in a legal or administrative proceeding alleging that the Proposer discriminated against its sub consultants, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid to the City, the Proposer agrees to comply with the City's Commercial Non­ Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: Click or tap here to enter text. Title: Click or tap here to enter text.

SIGNATURE OF AUTHORIZED OFFICIAL

**CONTINUE TO FORM H**

Form H- Additional Notes

**This space may be used to further explain any answers above or if additional space is needed.**

Click or tap here to enter text.

FORM I- Additional Certifications

**Please select all that apply to the Agency:**

**(Note: Missing items 4-17 will not affect application review. However, items will be required prior to entering contract or use of funds if awarded funding through this RFP.)**

☐ 1. Agency is a 501c3 or unit of government.

☐ 2. Agency can meet all reporting requirements under HOME-TBRA.

☐ 3. Agency has no overdue tax debts.

☐ 4. Agency will hold minimum insurance requirements.

☐ 5. Agency has Financial Policy and Procurement Standards.

☐ 6. Agency has a current Conflict of Interest Policy that meets HUD requirements.

☐ 7. Agency has an Anti-Discrimination Policy.

☐ 8. Agency has a Drug-Free Workplace Policy.

☐ 9. Agency has an Environmental Tobacco Smoke-Free Policy.

☐ 10. Agency has an Equal Access Policy.

☐ 11. Agency has a Fair Housing Policy.

☐ 12. Agency has a Termination of Assistance Policy for Program Participants.

☐ 13. Agency has a Confidential and Record Retention Policy.

☐ 14. Active registration listed in SAM.gov system.

15. Agency has program policies including but not limited to program selection process, security

deposit assistance, shared/roommate housing, etc.

**Please acknowledge each statement and sign.**

Information provided in this proposal requesting Tenant Based Rental Assistance is true and accurate to the best of my knowledge. I acknowledge that if funding is awarded to my agency HUD HOME funding rules and regulations are applicable to the use of this funding.

Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director or Designee Signature

Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date