

City of Memphis

Division of Housing and Community Development

Office of Healthy Homes

Healthy Homes Production Program (HHP)
and
Residential Repair and Rehab Assistance Program
(RRRAP)



Request for Proposals for Healthy Homes Assessment and Remediation Contractors and Inspectors

PROPOSAL NUMBER: 2025 HHP- 001
DATE ISSUED: November 3, 2025

**RFP Proposal- Open Submittal period of performance for these activities is 42 months.
(FY 2025- 2028)**

Request for Proposal (RFP) & Statement of Qualifications (SOQ)

Healthy Homes Production Program Contractors and Inspectors

- **Proposal Number:** 2025-001-HHP
 - **Date Issued:** November 3, 2025
 - **Period of Performance:** 42 Months (FY 2025–2028)
 - **Open Submission Deadline:** Rolling Basis through Project Closeout (estimated 8/31/2028)
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1. INTRODUCTION

The **City of Memphis – Division of Housing and Community Development (HCD)** is soliciting proposals and statements of qualifications from qualified firms, agencies, and contractors to perform comprehensive housing rehabilitation services, mitigating environmental hazards, and energy-efficient upgrades to participate in two HUD-funded programs: **Healthy Homes Production Program (HHP)** and **Residential Repair and Rehab Assistance Program (RRRAP)**.

This comprehensive effort focuses on reducing environmental hazards and maintaining residential properties of low to moderate income families within the Memphis city limits and Shelby County. Nonprofit organizations, governmental agencies, quasi-governmental entities, and for-profit companies with experience in **lead hazard control, healthy homes assessments, remediation, home repairs, and environmental testing** are invited to submit.

This solicitation is **open and rolling**, and responses will be reviewed and accepted throughout the performance period. The City reserves the right to amend or cancel the RFP/SOQ at any time and will not reimburse applicants for costs associated with their submissions.

2. PROGRAM OVERVIEW

The **Healthy Homes Production Program** is funded by the **U.S. Department of Housing and Urban Development (HUD)** through the Office of Lead Hazard Control and Healthy Homes. A total of **\$2 million** is available for environmental hazard interventions in eligible homes. Key goals include:

- **Lead-based paint hazard control**
- **Mold and moisture mitigation**
- **Weatherization and energy-efficient improvements**
- **Pest and rodent management**
- **Carbon monoxide and combustion safety**

- **Radon testing and mitigation**
- **Fall and injury prevention**
- **General home safety and healthy homes interventions**

All interventions must align with HUD's 8 Healthy Homes principles, applicable federal/state/local regulations, and best practices as outlined in:

- **HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing**
- **HUD Healthy Homes Program Guidance Manual**
- **City of Memphis weatherization and remediation protocols**

The Residential Repair and Rehab Assistance Program is also funded by the **U.S. Department of Housing and Urban Development (HUD)** through the Community Development Block Grant (CDBG). The main objective of this program is to assist low to moderate-income households in maintaining safe, sanitary, and decent housing within the Memphis city limits.

3. The 8 Healthy Homes Principles are integrated into HUD's Healthy Homes initiatives and serve as a national standard for improving housing conditions and preventing health hazards in residential environments.

The 8 Healthy Homes Principles

1. Keep it Dry

Prevent water intrusion and moisture buildup to avoid mold, mildew, and pest infestations.

2. Keep it Clean

Maintain cleanliness to reduce exposure to dust, allergens, pests, and toxic substances.

3. Keep it Safe

Minimize the risk of injury by fixing tripping hazards, installing smoke detectors, and ensuring safe stairways and railings.

4. Keep it Well-Ventilated

Ensure proper airflow and ventilation to reduce indoor air pollutants and control moisture levels. Use of air duct sealant and

5. Keep it Pest-Free

Use Integrated Pest Management (IPM) to prevent and control pests without harmful chemicals.

6. Keep it Contaminant-Free

Reduce exposure to toxic chemicals such as lead, asbestos, radon, and carbon monoxide.

7. Keep it Maintained

Regular upkeep prevents small problems from becoming major health and safety hazards.

8. Keep it Thermally Controlled

Maintain a comfortable and safe indoor temperature to prevent heat- or cold-related illnesses.

SCOPE OF WORK

This RFP/SOQ covers two primary categories of work:

A. Healthy Homes Assessments

Certified or qualified professionals will perform home assessments using HUD-approved forms to evaluate hazards across the 8 healthy homes principles. This includes:

- Lead inspection and risk assessment (for homes built before 1978)
- Mold/dampness inspection
- Carbon monoxide and combustion testing
- Radon air and water testing
- Injury hazard identification (e.g., trip/fall, electrical safety)
- Weatherization opportunities

Preferred Certifications:

- Healthy Homes Evaluator (HHE)
- Lead-Based Paint worker and supervisor
- National Radon Safety Board (NRSB) Radon Measurement Professional
- EPA RRP Certification
- Building Performance Institute (BPI) Certifications
- RESNET Certified Professional

B. Hazard Remediation, Abatement, and Construction Work

Firms must be certified and licensed to perform interventions related to:

- Lead-based paint remediation
- Mold and moisture control
- Radon mitigation

- Weatherization
- General construction, roofing, plumbing, HVAC, and electrical repair
- Asbestos abatement/removal

Minimum Requirements:

- One (1) certified Lead Abatement Supervisor
- Three (3) certified Lead Abatement Workers
- Valid TN Department of Environment and Conservation (TDEC) certifications

4. PROFESSIONAL REQUIREMENTS

All responding entities must:

- Be certified and licensed by all applicable authorities (e.g., TDEC, EPA, TN Board for Licensing Contractors)
- Have active **SAM.gov registration** and not be debarred
- Carry adequate **insurance** (minimum \$1 million general liability) listing the City of Memphis as the certificate holder
- Comply with **Build America, Buy America Act (BABA)** requirements, when applicable
- Ensure adherence to **OSHA, EPA, and HUD** regulations

5. SELECTION PROCESS

Submissions will be reviewed on a rolling basis by a selection committee from HCD's Office of Healthy Homes. Selected vendors will be:

- Added to a **Qualified Firms List** or
- Invited to participate in a **master contract** and competitive bidding process

Selections will be based on the following **evaluation criteria**:

- Technical qualifications and certifications
- Relevant experience and past performance
- Capacity and availability
- Financial and operational stability

6. SUBMITTAL REQUIREMENTS

Required Documents (must be submitted electronically or hard copy):

A. General Documents

- Cover Letter (max 2 pages)
- Signed Certification Form (see section 10)
- Completed Vendor Response Form (see section 11)

B. Threshold Documentation

- TN Business License
- TN Contractor License/ Home Improvement License, (if applicable)
- Insurance Certificate
- EPA RRP Certification
- TDEC Lead Certifications (Firm, Supervisor, Worker)
- SAM.gov registration with CAGE Code
- DUNS Number

C. Supporting Materials

- Certificates of Good Standing
- Staff Resumes and Certifications
- References or Work Samples
- Financial Statements
- City of Memphis Vendor Registration
- Conflict of Interest Statement

8. SUBMISSION INSTRUCTIONS

Electronic Submission

Send complete electronic packages to:

Patricia.Shumake@memphistn.gov

Label your submission clearly with:

- Proposal Number: **2025-001-HHP**

- Title: **Healthy Homes**
 - Submitting Firm Name
 - Performance Period: **FY 2025–2028**
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9. QUESTIONS AND CONTACT INFORMATION

For inquiries about this RFP/SOQ, please contact:

- **Patricia Shumake**, Sr. Program Manager
Patricia.Shumake@memphistn.gov

10. CERTIFICATION FORM

(Include this signed form with your submission)

The undersigned hereby certifies, on behalf of the Respondent, that the information provided in this response to the City of Memphis Healthy Homes Production Program and Residential Repair and Rehab Assistance Program is accurate and complete. The Respondent has reviewed and agrees to all terms and conditions outlined in this Request for Proposal and Statement of Qualifications.

Respondent Name: _____

Authorized Signature: _____

Typed Name: _____

Title: _____

Date: _____

11. VENDOR RESPONSE FORM

Company Name: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Phone Number: _____

Email: _____

Website (if applicable): _____

Program You're Applying for (Check All That Apply)

- ☐ Healthy Homes Production Program
- ☐ Residential Repair and Rehab Assistance Program

Areas of Expertise (Check All That Apply)

- ☐ Home Hazard Assessment
- ☐ Lead Remediation and Abatement
- ☐ General Contracting
- ☐ Roofing
- ☐ Electrical
- ☐ Plumbing
- ☐ HVAC
- ☐ Radon Mitigation
- ☐ Asbestos Remediation
- ☐ Weatherization

Background & Experience

Briefly describe company history and relevant project experience:

Staffing and Certifications

Number of hazard assessment staff: _____

Number of remediation staff: _____

Certifications Held (Check all that apply):

- ☐ Healthy Home Evaluator (HHE)
- ☐ Lead Risk Assessor

- ☐ Radon Measurement
- ☐ EPA RRP
- ☐ Lead Abatement
- ☐ Mold Remediation
- ☐ Radon Mitigation
- ☐ General Contractor License
- ☐ Asbestos Abatement

Other: _____

Obstacles to Service Delivery?

Are you a registered City of Memphis vendor? ☐ Yes ☐ No

Initial to confirm understanding of applicable laws: _____

Initial to confirm compliance with BABA requirements: _____

Signature: _____

Date: _____
