



# Saint Louis County

Public Health and Human Service Department – [www.stlouiscountymn.gov](http://www.stlouiscountymn.gov)

**Ann M. Busche**  
Director

July 18, 2013

## **Re: Requests for Proposals for Environmental Accessibility Provider**

Dear Provider:

There is currently a need within St Louis County for an Environment Accessibility Assessor for individuals requesting home and vehicle modification provided by Minnesota Medical Assistance waiver programs. The intended purpose of this request is for development of resources for use by St. Louis County clients.

Home and community-based services promote the optimal health, independence, safety and integration of a person who would otherwise require the level of care provided in a facility. Environmental accessibility adaptations are physical adaptations to a person's home and/or vehicle and equipment that:

- Are determined to be necessary to meet the needs of the person based on their assessment
- Are of direct and specific benefit due to the person's disability
- Enable the participant to function with greater independence

For more information on the need we are seeking to have addressed, and on formatting of the proposals, please see the following pages. Submissions must be received at the following mailing address no later than August 31, 2013.

Eric Blomstrom  
St. Louis County PHHS  
Government Services Center  
320 West 2<sup>nd</sup> St. Rm 411  
Duluth, MN 55802

You may contact me at **726-2143** or [blomstrom@stlouiscountymn.gov](mailto:blomstrom@stlouiscountymn.gov) with any questions.

Sincerely,

Eric Blomstrom  
Contract Services

**Human Services  
Government Services Center  
320 West Second Street  
Room 411  
Duluth, MN 55802-1495**

*"An Equal Opportunity Employer"*

**Phone: (218) 726-2000  
Fax: (218) 726-2163**

**Request for Proposals**  
**Process to Identify Core Purposes and Functions**  
**for**  
**St. Louis County**

**INTENT**

In order to improve the outcomes for participants in waiver programs who require environmental adaptations to remain in their homes, St. Louis County Public Health and Human Services is seeking qualified environmental assessors.

**SCOPE OF WORK**

The Environmental Accessibility Assessor will be an independent contractor, working with St. Louis County on a job-to-job basis. The Assessor will assist Agency staff in the bid selection process. They will also be available to act as a consultant to Agency staff if questions arise during a project. Upon project completion the Assessor will physically inspect projects to ensure that bid, code and ADA specifications have been met and communicate this to Agency staff along with recommendations to address any new concerns.

**Summary of essential functions**

- Ensure 2 bids received per project whenever possible.
- Advise Agency staff on bid-selection.
- Ensure bid meets the needs of client based upon knowledge of the home layout, client needs and all other information received.
- Consult with Agency and others if questions arise or there are changes in circumstance.
- Review and report to Agency staff on quality of work done, the meeting of bid and code specifications and overall satisfaction with the contractor during the construction process.

**Minimum Requirements**

- Occupational Therapist currently registered by the American Occupational Therapy Association with at least 1 year of experience with Home Modification evaluations or a Certified Aging in Place Specialist with at least 1 year of experience with Home Modification evaluation, or a certified Accessibility Specialist with at least 1 year of experience with Home modification evaluation, or a licensed contractor with one of the above certifications.
- For information on relevant certifications and statutes go to this [http://mn.gov/elicense/licenses/licensedetail.jsp?URI=tcm:29-2734&CT\\_URI=tcm:27-117-32](http://mn.gov/elicense/licenses/licensedetail.jsp?URI=tcm:29-2734&CT_URI=tcm:27-117-32)
- Liability Insurance at levels as required by St. Louis County policy and/or the Department of Human Services, whichever is applicable
- Familiarity with maintenance of and up-to-date knowledge of equipment and technology options available to meet individuals' disability needs
- Knowledge and ability to seek clarification on local building codes applicable to various locales throughout St. Louis County
- Driver's license, clean driving record and willing to submit to a background check.

**Preferred Qualifications/Experience**

- ADA Certification

- 5 years of experience working within local building codes on the installation of ramps and lifts along with various types of bathroom and other remodeling projects to meet the needs of disabled individuals following ADA guidelines

### **Abilities required**

- Adequate vision and physical dexterity to travel to project sites, evaluate bid and review projects upon completion
- Able to clearly communicate information to and between various parties including case managers, contractors, administrators and clients
- Ability to read/understand building codes in different communities

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by individuals performing this function. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **FUNDING**

Waiver funding will vary according to the complexity of the project. Hourly reimbursement is projected to be \$85.00 per hour for onsite work and for consultation with relevant parties up to six hours or \$510. Additional hours may be requested following consultation with and approval by the Agency staff. It is expected that the rate will capture the vendor's travel costs, administrative and other overhead costs. The contracted vendor will bill for services through the appropriate HCBS Waiver. Once eligibility is established, the contracted vendor will bill in accordance with the practices of that program.

### **TIMELINE**

The targeted date to begin contracting for services is October 1, 2013.

### **RESPONSE**

If your firm is interested in being considered to provide this service, please submit one (1) copy of your response, providing at a minimum the information requested below, by August 31, 2013.

At the top of your response please clearly indicate your proposal is one to serve **Environmental Accessibility Assessor**

#### **A. Organization**

1. Firm name and address
2. Type of organization – Corporation, Partnership or Individual, Health Care Agency, Contractor
3. Number of years in business

#### **B. Personnel**

Provide name, educational and experience background, and other qualifications of persons who would provide services indicated.

#### **C. Experience**

Provide a general description of your firm's relevant activities over the past three (3) years as well as specific information regarding prior services provided.

- D. Timeline  
Include estimated timetable to begin providing services.
- E. Relevant Certifications
- F. Certificate of Insurance

**SELECTION**

All responses will be reviewed by the Purchasing Agent, Administration, Public Health and Human Services Department and other appropriate County personnel. Prior to making the final selection, interviews may be scheduled. Recommendation to enter into an agreement will be submitted to the County Board of Commissioners for their approval. The first thirty applications received that meet the criteria, as outlined in this letter, will be selected meet with Agency staff and interviewed to determine potential fit as a provider of these services.

Any additional questions regarding this proposal should be directed to: Eric Blomstrom at St. Louis County Public Health and Human Services Department, 320 West Second Street, Duluth, MN 55802. Telephone: (218) 726-2143. [blomstrome@stlouiscountymn.gov](mailto:blomstrome@stlouiscountymn.gov)

**RECEIPT OF RESPONSE**

Your response must include one (1) copy and be received no later than August 31, 2013. Please address it to:

Eric Blomstrom  
St. Louis County Public Health and Human Services  
320 West Second Street, Room 411  
Duluth, MN 55802