

# **Request for Proposals/Qualifications Lead Risk Assessor and Lead Abatement Contractors**

## **For the Community Housing Impact and Preservation (CHIP) Program Pike County, Ohio**

The Pike County Community Housing Impact and Preservation (CHIP) Program is requesting proposals for local environmental consulting firms to conduct lead inspections and risk assessments on residential properties. This Request for Proposal (RFP) details the scope and nature of the services required and the format to be used for all proposals in response to this RFP.

All requests for clarification or additional information must be submitted in writing via email to the contact below.

Marenda Carter, Development Specialist  
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Waverly, Ohio 45690  
[marenda@pikecountydevelopment.com](mailto:marenda@pikecountydevelopment.com)  
740.947.4104 ext. 7

### **A. General Terms and Conditions**

1. Evaluation and selection of firms will be based on overall qualifications and quality of the response.
2. No modifications to a proposal are permitted after the due date except at the County Commissioners discretion. The proposal as submitted will be the best and final offer.
3. Meetings may be held with respondents to gather additional information and to clarify the proposals.
4. One firm will be selected to become an eligible Lead Risk Inspection and Assessment Services provider to best meet the needs and requirements of the CHIP program.
5. The initial contract term will be approximately three years and shall end on or before December 31, 2024.
6. Firms responding to this RFP will be considered for the following rolls:
  - Performance of Lead Risk Inspections and Assessments as described below.

## B. Respondent's Qualifications

Respondents should provide the following information as evidence of qualification:

1. General information:
  1. Firm name and background information.
  2. Name, title, certification, and contact information for the person with full authority to act on behalf of the responding firm.
  3. Name, title and certifications for all State certified Lead Risk Assessors/Inspectors employed by the firm. Any lead inspection/risk assessment must be performed by a state-certified lead risk assessor who is knowledgeable and experience in the HUD Guidelines protocol.
  4. If the work will be completed by a team, please establish clear lines of responsibility within the team upon which the county can rely during implementation of the contract.
  5. Please indicate if the responding firm is a registered small business enterprise or a women's business enterprise.
2. Experience:
  1. Please describe the expertise and qualifications of the firm, and any personnel who would be assigned projects, including supervisors, if selected.
  2. Provide three (3) examples of lead inspections and risk evaluations performed by the firm in compliance with 24 CFR Part 35, U. S. Department of Housing and Urban Development's Lead-Based Paint Poisoning Prevention in Certain Residential Structures; 40 CFR Part 745.

## C. Scope of Services:

Pike County anticipated Lead Inspections and Risk Assessments of homes that qualify for participation in the CHIP Housing Program. It is expected that work will continue through the end of 2024.

The selected firm(s) will be expected to perform the services, comply with the guidelines and provide the documentation outlined below, collectively “the Services”.

- **Services** - Complete Lead Inspection Risk Assessment, which includes lead sampling, risk assessments and inspections for homes within the County, each a “Project” at a “Property”. Sampling may include paint sampling, and dust wipe, paint chip and soil samples, as applicable. Photo documentation is required for areas inaccessible to testing.
- One selected firm will be notified when each Project becomes available. The notified firm will have five (5) business days to schedule the Lead Risk Assessments, and then an additional five (5) days to conduct the inspection and submit a report to the Community Development Office. If the firm is unable other arrangements may be made in writing via mail or email.
- Facilitate laboratory analysis of tests and samples. All laboratory analysis must be performed by and EPA accredited laboratory.
- **Guidelines** – Inspections, testing, and sampling shall be performed in compliance with all applicable federal, state, and local laws, rules, regulations, and guidelines.
- All lead risk assessment and inspection activities must be conducted by persons qualified and licensed to perform the activities according to applicable federal, state, and local requirements.
- **Reporting** – Reports must be provided to the Community Development office, the housing specialist and the homeowner.
- **Insurance** – Respondents must have insurance coverage and must submit a copy with RFP.

**D. Proposal Format:**

**Please provide confidential proposals for Lead Inspection and Risk Assessment Services.** The proposal should include:

- a. A cover letter summarizing applicant’s interest in providing services.
- b. Firm qualifications

- c. Proposed scope of work
- d. Fee schedule defining exact charges per completed and hourly rate for additional services required. For other additional services (example: per unit size up to 1,500 sq.ft. or 1,501 to 2,500 sq.ft., per sample and per visit) if applicable.

E. Schedule

- a. RFP Released: February 18<sup>th</sup> 2022
- b. Deadline for Questions: February 25<sup>th</sup> 2022  
Questions should be submitted via email to:  
[marenda@pikecountydevelopment.com](mailto:marenda@pikecountydevelopment.com) and  
[strennen2020@yahoo.com](mailto:strennen2020@yahoo.com)
- c. Due Date: **March 2<sup>nd</sup> 2022 by 4:00 P.M.**  
All proposals must be submitted **electronically** and sent to:

Marenda Carter  
740.947.4104 ext. 7  
[marenda@pikecountydevelopment.com](mailto:marenda@pikecountydevelopment.com)