
**PRE-REHABILITATION RISK ASSESSMENT
Request For Proposal (RFP)
Memo Cover Sheet**

To:
From:
Date:
RE:

The City of Coolsville is accepting bids to perform a risk assessment for 1234 Main Street. Please find attached the Request for Proposal and information on the dwelling unit.

Please note that in order for the City to consider your bid to perform a risk assessment for this property, the proposal must include all items listed in the RFP. All submitted reports and documents must meet stated requirements.

Sealed bids must include technical and cost information and be submitted to Bruce Smith by 5 pm October 14, at 25 Glory Road, Coolsville, State, 12345. Any questions regarding this RFP should be directed to Bruce Smith, Rehab Specialist at (555) 333-2222.

Risk Assessment Proposal Requirements

1. **Background.** The purpose of this Request for Proposal (RFP) is to provide the Housing Agency (“Agency”) and property owners with information to help them manage and control lead-based paint hazards efficiently and effectively during rehabilitation activities, with particular attention to the requirements of the rule on federally-owned and assisted housing (24 CFR 35). This RFP is a request for a pre-rehabilitation risk assessment (or paint testing of surfaces to be disturbed, if applicable; collectively “evaluations”). Attached is the following information on the property to be evaluated, as applicable:
 - a. Property Name
 - b. Property Address
 - c. Number of Buildings, if available
 - d. Number of Units
 - e. Building Address(es), if available
 - f. Name of Owner
 - g. Owner’s Address
 - h. Name of Owner’s Management Agent
 - i. Address of Owner’s Management Agent
 - j. Building Construction
 - k. Year of Construction
 - l. A listing of all painted surfaces to be disturbed during the planned renovation. This list includes all interior and exterior surfaces of the dwelling, all common areas, if present, and all outbuildings and fences.
- a. **Personnel.** All work must be performed by firms certified to perform risk assessments and by individuals certified and/or licensed to perform risk assessments by the State (or EPA, if applicable) where the services are to be provided. If an X-ray fluorescence (XRF) instrument is used, all risk assessors must possess current training, certification and licensing in the use of the XRF equipment under appropriate federal, state or local authority. The Agency reserves the right to restrict the assignment of any individual, for any reasonable cause, as a risk assessor under the contract or any subcontracts.
- b. **Scope of Work.** The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the lead evaluation services as defined in this RFP. These services must be in accordance with applicable work practice standards of the state (or EPA, if applicable) where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the lead evaluation is conducted, including, but not limited to:

U.S. Department of Housing and Urban Development (HUD): 24 CFR 35

U.S. Occupational Safety and Health Administration: 29 CFR 1926

U.S. Environmental Protection Agency (EPA): 40 CFR 745

State regulations

Local regulations

- c. Lead-Based Paint Hazards. The purposes of the risk assessment are: 1) to identify conditions that may result in adverse human health effects from the following sources: deteriorated lead-based paint (LBP), interior dust-lead hazards, soil lead hazards, chewable surfaces, friction surfaces and impact surfaces, as defined by HUD and EPA; 2) to test paint on surfaces that will be disturbed during the renovation.
 - d. The Risk Assessment Process. The risk assessment shall include the following activities: occupant interviews, testing for lead content of all coatings on surfaces to be disturbed during the renovation, lead hazard identification of deteriorated paint, friction, impact and chewable surfaces, and dust and soil sampling. The risk assessment shall be completed within _____ days of the approval to begin work. The report must be submitted _____ days after completion of field work. Invoices will not be paid until the complete report is received and accepted by the Agency.
6. Interviewing Occupants and Owner. The risk assessor shall acquire whatever signed permission releases are needed to enter the dwelling and conduct the lead risk assessment. The risk assessor shall use the resident questionnaire from the HUD Guidelines and shall, at a minimum, collect the following information: age of the building, identify the numbers of occupants and their ages, with specific note being made of children under age six, women of childbearing age and other persons to be considered at risk from the hazards of lead. The risk assessor should interview the owner, if possible, to identify occupant use patterns and past and proposed maintenance and renovation activities.
 7. Laboratory Requirements. All laboratories selected for use in the lead-based paint hazards and evaluation reports shall hold all accreditations, certifications and recognitions needed to conduct lead testing services as governed by regulatory agencies having jurisdiction over such work. At a minimum, the laboratory used by the contractor shall be recognized by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) for the analyses performed under this contract, and shall, for work under this contract, use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided with the offeror's bid submittal.
 8. Identification of Lead-Based Paint. The risk assessor shall sample all components/surfaces to be disturbed during the renovation, as well as any surface that is deteriorated or hazardous. If a component is not to be disturbed and is not a hazard, it should not be sampled for lead content. Identification of LBP may be done by either XRF testing or by collecting samples of paint followed by laboratory analysis.
 - a. Portable XRF Testing. Any portable X-ray fluorescence (XRF) instrument used to test for lead in paint shall have a valid XRF Performance Characteristic Sheet

(PCS). Any portable XRF instrument used shall be used in accordance with its XRF PCS. [**Optional:** The requirements of American Society for Testing and Materials standard PS 95 Standard Provisional Practice for Quality Systems for Conducting In Situ Measurements of Lead Content in Paint or Other Coatings Using Field-Portable X-Ray Fluorescence (XRF) Devices, shall be used.]

- b. Paint Sample Collection Specifications. Lead determination of coatings not applicable for X-ray fluorescence (XRF) testing (highly curved, ornate or restricted space locations) shall be tested by sample collection followed by laboratory analysis. For collected paint samples, the contractor shall insure that all area dimensions are collected and recorded in inches (or centimeters) to the nearest 1/16th of an inch. [**Optional:** The requirements of American Society for Testing and Materials Standard E 1729 Standard Practice for Field Collection of Dried Paint Samples for Lead Determination by Atomic Spectrometry Techniques, or its HUD-approved equivalent, shall be used for paint sample collection.] For each submitted sample, the contractor shall provide the laboratory with the collection dimensions in inches (or centimeters) to the nearest 1/16th of an inch, and obtain the results from the laboratory required for reporting. Areas from which samples are collected must be repaired after samples are collected (e.g., fill void created by sample collection and prime paint area.)
- c. Component Sampling within each Room or Area.
 - i. Windows. When testing windows, at a minimum, the following window surfaces shall be tested: Exterior sash, jamb, casing and trough; Interior sash, casing and sill.
 - ii. Doors. When testing doors, at a minimum, the following surfaces shall be tested: jamb, both sides of the door itself and door casing.
 - iii. Component Sampling Locations. All testing shall include the following identification items: the room or area, component or portion of component tested, exact location of each component tested and the substrate. For example, Living Room/upper window sash/second window from wall B/wood. Substrates shall be identified as one of the following types: brick, concrete, drywall, metal, plaster, or wood. Other substrate types shall be assigned the closest among the designated types based on density, porosity, and other physical factors, with the report annotated with the actual substrate type.
- d. Wallpaper shall be assumed to cover paint and shall be tested.
- e. The risk assessor shall regard parts of the building components as separate testing combinations if visual indication or evidence exists that the different parts have separate and/or distinct painting histories.

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9. Identification of Dust Lead Hazards, Friction, Impact and Chewable Surfaces and Dust Wipe Sampling. The risk assessment shall include identification of all lead hazards as defined by HUD and EPA. Dust sampling will be performed in accordance with the work practice standards of the state (or EPA, if applicable) in which the services are performed and in rooms where the greatest potential risk is expected. [**Optional:** The requirements of American Society for Testing and Materials Standard E 1728, Standard Practice for Field Collection of Settled Dust Samples Using Wipe Sampling Methods for Lead Determination By Atomic Spectrometry Techniques.] Dust samples shall be collected from floors and sills in all sampled living areas. The exact locations of each dust sample collected and each hazard identified shall be clearly identified. The presence of a dust-lead hazard in a dwelling unit or common area must be determined by comparing the hazard standard to the weighted arithmetic mean of all single-surface and composite dust sub-samples taken from the same component type in a dwelling unit or common area. Quality control samples must be taken and submitted for analysis with samples from each structure.
10. Identification of Soil Lead Hazards and Sampling of Areas of Bare Soil. Soil samples shall be taken any time the risk assessor identifies bare soil. Risk assessor must collect a minimum of two samples from play and non-play areas, with the option of an additional composite sample from the drip line/perimeter of the building. The risk assessor shall separately identify children's play areas and non-play areas, if applicable. [**Optional:** Soil samples shall be collected in accordance with the requirements of ASTM Standard E-1727, Field Collection of Soil Samples for Lead Determination by Atomic Spectrometry Techniques.]
11. Hazard Control Options. All hazard control options provided by the risk assessor must be technically feasible and specifically suited to the identified surface(s) or hazard. The control options must take into account the surfaces to be disturbed during the renovation, the condition of the property and the location and severity of hazards. Rough cost estimates shall be provided for all hazard control options. Risk assessors shall be advised that hazard control options provided by the risk assessors will be evaluated in the context of the Agency's requirements under the Lead Safe Housing Rule (24 CFR Part 35). [**Optional:** For projects where the amount of federal rehabilitation assistance is \$5,000-\$25,000, the Agency is required only to perform interim controls. For projects where the amount of federal rehabilitation assistance exceeds \$25,000, the Agency is required to abate all identified lead hazards (not all LBP).] Each hazard control option must be clearly identified as either being either interim control or abatement, according to applicable State, and/or HUD/EPA requirements. If abatement is performed, firms must be certified/licensed, in accordance with State and/or EPA requirements. (**Optional:** The risk assessor must also identify the type of training and/or certification/licensing necessary in the State where the services are provided for each person performing any lead hazard control option.)
12. Minimum Report Requirements. The risk assessment report shall comply with the minimum requirements established by the state (or EPA) where the services are provided. The risk assessment report shall contain at least the following:
- a. Notice of Evaluation Results. Completed copy of Notice of Evaluation Results suitable for distribution by the agency to the occupants.

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- b. Summary of Risk Assessment. An executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results. The summary must be in the basic format found at 24 CFR Part 35, Appendix B and include the names of all risk assessors performing services, the date the site was visited and samples collected. The summary must include all identified lead-based paint and/or lead-based paint hazards and their locations. In addition, it must include all treatment options for each hazard identified, clearly identified as either being either interim control or abatement.

If paint testing is performed, the summary will include the information found at 24 CFR Part 35, Appendix A. It will also contain a list of all surfaces tested, with the unique test identification number (ID) for each testing combination and the results, the location description of the testing combination where any XRF measurement or paint sample was collected, the XRF and/or laboratory analysis measurement value with units of measure, i.e., for paint, mg/sq.cm, and the lead classification result for the surface as positive or negative.

- c. Data Collected. The risk assessor shall provide all interview questionnaires, sampling forms and field notes, all XRF results, raw data, analytical laboratory results, and all miscellaneous photographs or documents relating to the on-site visit, assessments and all paint, dust and soil samples collected.
- d. List of all surfaces tested and/or sampled.
- e. Identification of all lead-based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort.
- f. Sketches or drawings of property with floor plan detailing all sample locations.

If the report is not clearly written and understood by the Agency, the Agency reserves the right to request clarifications and revisions by the risk assessor, at no additional cost to the agency.

13. Required Submittals. To be considered responsive, each bid must include technical and cost proposals, as well as copies of the following documents:

- a. Copies of firm's certification to perform risk assessments of this site.
- b. Copies of risk assessor's State/EPA certification/license.
- c. Documentation of successful completion of XRF manufacturer's training for each individual performing risk assessment services.
- d. Copy of analytical laboratory EPA recognition (e.g. NLLAP or ELLAP), and licensing, if applicable.
- e. Copy of risk assessment firm's radiation safety license or registration issued by the State where services are to be provided, or the U.S. Nuclear Regulatory Commission.

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- f. Risk assessors shall have prior experience performing risk assessment projects and shall submit three references documenting past experience by providing: name, agency and contact telephone number.
 - g. Current resume (1-2 pages) for each risk assessor proposed to be used. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience for persons providing risk assessment services.

14. **[Optional: Unit Prices]**

Unit prices for the following services shall be including in the proposal. If requested by the Agency, risk assessors shall provide additional services at the unit costs submitted:

- a. Site visit following Agency's receipt of risk assessment report
- b. Additional paint, soil and dust sampling
- c. Additional paint testing