

Request for Proposals  
for  
Lead Based Paint Testing and  
Risk Assessment Services, Radon Testing, and Mold Inspections

Proposal Format

Proposals due by 3:00 pm, Tuesday December 7, 2021

to:

Susquehanna County Housing/Redevelopment Authority

33 Public Ave.

Montrose, PA 18801

570-278-5401

**REQUEST FOR PROPOSALS**  
Environmental Consulting & Inspection Services

Notice is hereby given that pursuant to a fair and open process, Susquehanna County Housing/Redevelopment Authority, on behalf of Susquehanna County, is seeking proposals from qualified individuals or firms to provide environmental consulting, inspection, and testing relative to Lead Based Paint, Asbestos, Radon and Mold for housing related projects throughout Susquehanna County.

Questions regarding the RFP should be directed to the Susquehanna County Housing/Redevelopment Authority (SCHRA) office, 570-278-5401. Sealed submissions will be received by the Susquehanna County Housing/Redevelopment Authority at its office located at 33 Public Avenue until 3:00 pm Tuesday December 7, 2021. Details of the proposal content are contained in the Request for Proposals Packet which can be obtained by contacting 570-278-5401 or [schra@epix.net](mailto:schra@epix.net).

Proposals should be prepared in accordance with instructions included in the RFP and will be evaluated by the Housing/Redevelopment Authority as stated in the evaluation factors for award in the RFP. The Susquehanna County Housing/Redevelopment Authority reserves the right to accept or reject any and all proposals. Susquehanna County encourages responses from eligible MBE, WBE, and Section 3 residents and businesses.

Susquehanna County  
Housing/Redevelopment  
Authority

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33 Public Avenue  
Montrose, PA 18801

Phone: 570-278-4096  
Fax: 570-278-9469  
TDD: 800-654-5984

**EXECUTIVE DIRECTOR**  
Karen Allen

**DIRECTORS**  
Joseph Matis  
Paul Lukus  
Jerry Cronk  
Elaine Andusko  
Tom Chamberlain

**A. NATURE OF REQUEST FOR PROPOSALS**

The Susquehanna County Housing/Redevelopment Authority(SCHRA) wishes to obtain the services of a qualified professional environmental testing firms to provide Lead Risk Assessments, Lead Paint Clearances, Radon Testing and laboratory certification for Properties receiving assistance through federal and state funded programs including the Community Development Block Grant Program. The bidder should also be familiar with the components of a Housing Rehabilitation Program. Housing rehab grants are not expected to exceed \$24,999 per home resulting in interim controls and safe work practices.

**B. BACKGROUND**

Susquehanna County is a grantee of funding from various Federal and State funds used primarily for owner occupied housing rehabilitation. The County has designated the Susquehanna County Housing/Redevelopment Authority(SCHRA) to Administer and Manage these grant programs on their behalf. The purpose of these requested services is to ensure that SCHRA complies with EPA and HUD lead based paint regulations and to ensure the health, welfare and safety of occupants. The bidder shall be guided by these objectives when expressing a written opinion. The Susquehanna County Housing/Redevelopment Authority will primarily utilize these services for the County-wide Scattered site, Housing Rehabilitation program and anticipates completing approximately 10-15 rehabs per year. Average property is a 2 story , 1500-2000 sf home built circa 1900.

**C. TERMS**

The Susquehanna County Housing/Redevelopment Authority will contract with the Environmental Testing Firm to provide Environmental Testing for Lead Based Paint, Radon and Mold assessment on all properties being assisted that were constructed prior to 1978 or as required by the funding source. The contract will be for (3)three years, providing that federal funding remains available and program activities continue.



#### **D. STATEMENT OF WORK**

The selected consultant will be required to provide the following services:

##### ***LEAD BASED PAINT:***

1. When so requested and assigned, in writing by SCHRA, the firm shall perform a lead based paint inspection of each property and shall make appropriate tests to determine whether or not there is evidence of lead based paint in the unit and Perform a risk assessment, including XRF testing of all interior and exterior surfaces, and collecting dust wipes following HUD mandated procedures. Samples must be submitted to an EPA accredited lead analytical laboratory and the dust samples must pass a dust wipe test for lead content as per protocol in the HUD Regulations (24 CFR Part 35Subpart J). SCHRA Shall provide owners name, property address, and contact information to consultant and will be responsibility of consultant to arrange for an inspection date and time.
2. Provide SCHRA with a written risk assessment within 15 days, for each individual property including the laboratory results of testing, components found to have tested positive for lead, and recommendations for lead paint hazard reduction using interim controls.
3. After completion of construction at a property, Consultant will collect clearance (post-hazard reduction) sampling within 24 hours. Verbal clearance results will be reported to SCHRA immediately upon receipt from the laboratory with a faxed or emailed report within 24 hours.

##### ***RADON:***

1. All radon testing services, laboratory certification, and if required, mitigation requirements as regulated by the PA Department of Environmental Protection (DEP).
2. All testing services, laboratory certification, and mitigation activities to be performed must be conducted by individuals or entities having the appropriate certification(s) as administered by DEP.
3. Provide SCHRA with a written assessment including the results of testing and written mitigation recommendations and requirements as regulated by the PA Department of Environmental Protection (DEP).
4. If, as a result of the testing, there is a presence of Radon at or above the 4pCi/l level, remediation and mitigation will be performed by an individual or entity with the appropriate certification and constructed in compliance with the PA DEP regulations. Consultant will collect clearance (post-mitigation) sampling, and provide SCHRA with the results within three (3) working days.

##### ***MOLD/AIR QUALITY:***

Visual inspection of the interior and exterior of the building for evidence of mold and moisture problems. If detected, document the extent and location of the problems and provide written recommendations for steps to be taken to reduce exposure by preventing and controlling excessive moisture. If testing and air samples are required, provide a written report including the results of the testing. All recommendations should be consistent with EPA and National Center for Healthy Housing guidelines.

***ADDITIONAL SERVICES*** -At the request of SCHRA, the selected consultant may also be required to render additional environmental testing services, for which the Consultant will be paid a fee which shall be negotiated between the upon request of a specific service by SCHRA and prior to the commencement of a specific service.

## **E. REQUIRED SUBMISSION**

Proposals provided to SCHRA for this project should include the following information:

1. Brief overview of Experience of the firm with the specific services requested. Two example reports of Interim Control Risk Assessments must be submitted.
2. A list of specific personnel who will be responsible for completing this proposal, as well as their qualifications and experience.
3. A cost proposal for completion of each task requested in Section D above, i.e. A per unit cost for the original risk assessment, testing and report, and a separate per unit cost for clearance testing and provision of a clearance report. Fees shall include all such services, all supplies, materials, and equipment used or furnished by the Consultant, and all expenses incurred by the Consultant per inspection. All expenses, including travel expense and subsistence, telephone conversations, clerical services, communications, documentation, correspondence, and any and all other miscellaneous work shall be included in the price per inspection. USE ATTACHMENT H
4. Amount of time that the firm has available to commit to the project, based on the current workload of the firm.
5. Firm's past performance with Susquehanna County Projects (if applicable).
6. References
7. Sample Reports- At least one sample Lead inspection, Risk assessment, clearance report should be included with submission.

## **F. SELECTION CRITERIA**

- All proposals will be evaluated individually on their technical merits prior to examining price. This includes experience and competence in this type of work.
- Knowledge of HUD/EPA Lead Based Paint Regulations and housing construction practices in general
- Price
- Capability and capacity to accomplish work within a reasonable time frame
- Past performance involving other SCHRA projects
- Minority Owned Business Firm
- Women Owned Business Firm

#### **G. PROPOSAL SUBMISSION**

Proposals for these services should be clearly marked and submitted to:

**Susquehanna County Housing/Redevelopment Authority**  
**33 Public Avenue**  
**Montrose, PA 18801**  
**570-278-5401**  
**Email: [schra@epix.net](mailto:schra@epix.net)**

**Proposals are due no later than 2:00 pm on Tuesday December 7, 2021 at the above address.** For further information, contact Bobbi Jo Turner, Grants Administrator at 570-278-5401. Susquehanna County Housing/Redevelopment Authority reserves the right to reject any and all proposals and/or to waive any informalities; To award this contract in separate phases and/or to separate firms if deemed in the best interests of the authority; or To make an award without further discussions.



**H. PRICE PROPOSAL FORM:**

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Employer I.D. # or Social Security #: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Company Information Number of Employees: \_\_\_\_\_ Years in Business: \_\_\_\_\_

Corporation: \_\_\_\_ Sole Proprietorship: \_\_\_\_ Partnership: \_\_\_\_ Other (specify): \_\_\_\_\_

Minority-owned Business? Yes \_\_\_\_ No \_\_\_\_  
Section 3 Business\*? Yes \_\_\_\_ No \_\_\_\_

Women-owned Business? Yes \_\_\_\_ No \_\_\_\_

**Price shall include analytical sampling and testing including soil samples, complete inspection report with findings and recommendations along with recommended actions as applicable to HUD Regulations. All laboratory fees, travel expenses and correspondence expenses will also be included in price.**

**Unit price for Lead Paint Testing of typical , 30 yr. old, 2000 SF single family home \$**\_\_\_\_\_

**Unit price for Risk Assessment in addition to lead paint testing- \$**\_\_\_\_\_  
(shall include paint testing, test wipes, report and full scope of work to correct hazards)

**Clearance Testing of single family home \$**\_\_\_\_\_

**Radon Testing \$**\_\_\_\_\_

**Mold/Air Quality \$**\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date