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Date: Friday, March 1, 2013

To: Interested Agencies, Firms and Individuals

From: City of Urbana, Ohio
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Urbana, OH 43078
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Subject: Request for Qualifications and Proposal for Licensed Lead Risk Assessment Services

Urbana is seeking a qualified consultant/agency to provide lead-based paint risk assessment and clearance testing services for the City's FY 2013 CHIP Grant Program. Urbana is requesting a Statement of Qualifications and Proposal for Professional Services from qualified consulting firms, organizations, or individuals for the purpose of providing licensed lead risk assessment and certified clearance-testing services.

The City's CHIP program is expected to include Home Repair, Private-Owner Rehab and/or similar housing activities which may require lead risk assessments. It is not known how many units will need risk assessments and clearance testing at this time.

Urbana's goal is to have a Risk Assessor available to contact when needed to determine the presence of lead-based paint hazards and to establish appropriate Abatement and Interim Controls. It is estimated the construction work items will be between \$5,000 and \$35,000 per unit, and will require lead-safe Renovation, Remodeling and Rehabilitation and/or Abatement.

The successful proposal will address the following Scope of Services and Request for Proposal.

Scope of Services

1. Risk Assessment. The selected Consultant/Firm is to conduct lead risk assessments on Repair/Rehabilitation projects located throughout the City for households qualified for assistance through the CHIP program.
2. Client Education. The selected Consultant/Firm shall conduct all appropriate client education as required by state and federal law.

3. Specification Writing. The selected Consultant/Firm shall work with the City's housing inspector to develop work specifications for Rehabilitation projects, based on the findings of the risk assessment, that meet lead-safe Interim Controls and lead-safe Renovation, Remodeling and Rehabilitation and Abatement work practices. The City's housing inspector will determine what work items will be done. The Risk Assessor will determine where and what lead-safe practices are needed for the project and will prepare specs.
4. Clearance Testing. The selected Consultant/Firm shall be the City's designated clearance testing agency, and will provide all necessary clearance-testing services for projects undergoing Rehabilitation through the CHIP program. The selected Consultant/Firm is expected to have an established working relationship with and access to a laboratory licensed and approved by the Ohio Department of Health and be available to conduct clearance tests as needed.
5. Administration. The selected Consultant/Firm shall be responsible for the following administrative functions:
 - a) Representative. The Consultant/Firm shall be the City's designated agent in dealings with the Ohio Development Services Agency and the Ohio Department of Health regarding project related lead-based paint issues. This shall include representing the City in all aspects of lead-based paint risk assessment, specification writing, client education and clearance testing, reports to the Ohio Department of Health (as needed), and similar activities. The Consultant shall work for the City and shall report to the City's CHIP Administrator as often as needed and/or as requested in order to keep the CHIP Administrator informed and involved in all activities during the course of the project.
 - b) Documents. The Consultant/Firm shall be responsible for preparing all project related lead hazard documents, as required by state and federal law. The Consultant shall also be responsible for assisting in preparation and review of all documents pertaining to lead hazards that require or should involve the CHIP Administrator or City Administration's approval prior to submittal to the State or release to the public or news media. Three final sets per unit will be required.
 - c) Records. The Consultant/Firm shall be responsible for the establishment of a record keeping system for all aspects of lead risk assessments, specification writing, client education and lead clearance in accordance with rules and regulations. The Consultant/Firm shall be responsible for maintaining a reporting system, as required by the Ohio Department of Health.
6. Other Rules and Regulations. The Consultant/Firm shall be responsible for seeing that the City's obligations under State and Federal regulations are met. These will include, but not be limited to: 24 CFR Part 35; 29 CFR Parts 1910 and 1926; 40 CFR Part 745; TSCA and 40 CFR Part 261.4 (b)(1); the HUD – EPA Joint Letter, 2001; 2002, and in particular, Attachments 1 and 2; ORC 3742; OAC 3701; and *Addressing Lead-Based Paint Hazards During Rehabilitation, Remodeling, and Rehabilitation in Federally Owned and Assisted Housing*.

Request for Proposal

If you are interested in performing the work as specified above for Urbana, please provide the following:

1. A description of your firm/agency experience in providing lead hazard risk assessment and clearance assistance to Ohio communities/counties. Include a description of the firm, including number of years in existence and number of years the firm has actively been providing lead risk assessment and clearance services to clients. Pertinent training information may be included.
2. A list of CHIP clients with appropriate contact persons.
3. Evidence of current Ohio lead licensure and certifications. Include current registration information on XRF equipment, if appropriate.
4. Evidence of access to and a working relationship with a laboratory licensed and approved by the Ohio Department of Health.
5. Evidence of insurance for lead risk assessment and clearance work.
6. Resumes of the principal of the firm/agency and those persons who would be performing the specified services. Include a table of organization.
7. Availability of the persons listed and approximate turn around time between being contacted by housing inspector to look at a house to doing the risk assessment to providing the findings to the housing inspector.
8. Scope of Services and Proposal.
9. Consultant fee range information including per unit costs for risk assessment, client education, specification writing and clearance testing, based on an hourly rate schedule and/or general fee schedule per items of work to be performed. The Consultant will be reimbursed on a per unit basis. Provide a breakdown of fees for a "Home Repair" (usually one or two items are repaired) and a full home rehab.

Please return Statements of Qualifications and Proposal to Urbana's CHIP Grant Administrator, Amy Schocken at CDC of Ohio, P.O. Box 06247, Columbus, OH 43206 (614) 445-8373.

ALL RESPONSES MUST BE RECEIVED BY: 4:00 P.M. – MARCH 18, 2013.