

**Delaware County  
Office of Housing and Community Development (OHCD)  
And  
Delaware County Health Department (DCHD)**

**Lead Paint Reduction Program**

**REQUEST FOR PROPOSALS (RFP)**

Provision of lead-based paint risk assessment and management services for the County of Delaware's Lead Reduction Program (LRP) using Lead Hazard Control Grant (LHCG) and local Affordable Housing Funds (AHF) funds on pre-1978 housing units. The County expects services to be completed at no less than thirty-five (35) residences including owner-occupied and multi-family units over the next four years.

**A. *Proposal must be:***

Bid proposals will be received electronically via PennBid Program (<https://pennbid.bonfirehub.com>) by Wednesday, April 9, 2025, at Noon at which time responses will be opened with results displayed publicly on PennBid.

Submissions will be accepted through PennBid only. See <https://delcopa.gov/purchasing/invitbid.html> for more information on PennBid.

Applicants shall respond to all components of this Request for Proposal including:

1. Complete with cost of services for the following items on a per-unit basis. Please provide separate pricing for single-family and multifamily units, if applicable.
  - a. Perform a lead-based paint risk assessment including paint testing with XRF Sampling of Unit (including technician) Compilation of risk assessment report including completion of lead hazard reduction work specifications.
  - b. Procurement of a Certified Lead Abatement Contractor by obtaining 3 qualified bids, holding a pre-bid meeting (when warranted) and providing recommendations of awarding work to a qualified bidder.
  - c. Monitoring of lead hazard removal/hazard reduction work as required.
  - d. Clearance testing of unit and production of report summarizing such activities.

All testing, sampling and laboratory analysis for lead must comply with the Title X Section 1101, and conform to HUD Guidelines, the EPA lead hazard standards at 40 CFR part 745 OLHCHH Program Policy 2017-01, and federal, state, or tribal regulations developed as part of the appropriate contractor certification program. All laboratory analysis conducted on paint chips, soil and/or dust samples must be performed by an environmental laboratory recognized by the EPA under the National Lead Accreditation Program pursuant to the Toxic Substances Control Act.

2. Complete with per sample lab fees at the following turn around times – 12, 24, and 48 hours.
3. Completed Appendix II - Political Contribution Disclosure Form.
4. Narrative responses to the requirements specified in Section B. Selection Criteria and Section C. Scope of Work.

## **B. Selection of Criteria**

The County of Delaware recognizes that procuring professional services is unique from procuring materials, equipment, supplies or labor. The cost of professional services, although an important factor, will not be the sole consideration. Strong weight will be given to other factors, which include but are not limited to:

1. Overall qualification of the firm.
2. Overall qualifications of individual/s within the firm who are most responsible for carrying out the service.
3. Specific qualifications of the firm relative to the proposed Scope of Work.
4. Specific qualifications of individual/s within the firm most responsible for carrying out the service relative to the proposed Scope of Work.
5. Cost reasonableness.
6. References: Provide at least three clients for whom each of the services called for in the Scope of Services were performed in the last three years. If any of these services have not been provided for at least three clients, a reference should be submitted with an indication that a specific service was NOT provided.
7. Licenses and professional designations, applicable for the service being provided.
8. Ability to provide the service in a timely manner; please list other projects or jobs which the assigned staff members will be working on concurrently; and list office location from which the service will be provided.
9. Liability insurance; if any; and
10. Section 3, Minority and/or Female-headed ownership.

## **C. Scope of Work:**

The firm shall perform all the necessary services provided under contract in connection with the execution of certain activities under the County of Delaware's LRP using AHF and LHCG funds. The general responsibilities involve the provision of lead-based paint hazard assessment, specification writing, monitoring and clearance services for the LRP in strict adherence with the federal lead-based paint regulations, using AHF and LHCG funds.

The individual/s within the firm most responsible for carrying out the service shall meet all requirements established in Title X Section 1101, and conform to HUD Guidelines, the EPA lead hazard standards at 40 CFR part 745 OLHCHH Program Policy 2017-01, and federal, state, or tribal regulations developed as part of the appropriate contractor certification program. The firm needs to be certified by the PA Department of Labor and Industry Bureau of Occupational and Industrial Safety and the U.S. EPA.

The specific work and duties to be performed hereunder shall be as follows on all pre-1978 units where the non-emergency rehabilitation work disturbs a painted surface:

- Perform and compile a risk assessment for lead based paint hazards. The firm shall perform a lead hazard evaluation within seven (7) business days of the request.
- Forward copies of the risk assessment or paint testing report to OHCD/DCHD within fifteen calendar days of the lead hazard evaluation.

- Prepare the lead-based paint hazard removal specifications that define the interim controls to be performed by the qualified contractor.
- **Procurement** – Perform appropriate services for the procurement of certified Pennsylvania lead abatement contractors in accordance with all Federal Requirements or as required. The County will handle the contract signing.
- Ensure all required lead safe standards are adhered to during remediation.
- Complete clearance testing upon notice from contractor that reduction work is complete and compile a report documenting that the unit is free of lead dust (See 24 CFR 35.1340).
- Notify DCHD of the results of the clearance testing within three (3) days and forward copies of the clearance report to DCHD within fifteen (15) calendar days of the date of clearance.

The County will perform the following duties:

- Provide EPA Lead Hazard Pamphlet, Lead Hazard Reduction Notice, and Lead Hazard Evaluation Notice to homeowners and collect signed receipt.

**D. Time of Performance:**

The firm will commence work upon execution of the contract and initiate procedures for the necessary meetings and activities with respect to the undertakings. The length of the contract shall be one year and shall permit the County to extend the contract for an additional three years.

**E. Other Requirements:**

The project is financed by a grant from the US Housing and Urban Development Office of Lead Hazard Control and Healthy Homes allocation local AHF revenue. The Selection Committee reserves the right to reject any and all proposals, to negotiate separately with competing contractors, and/or to make no award. The Committee has the right to amend the Scope of Work or RFP process or terminate the process at any time with notice to the contractors.