

## **REQUEST FOR PROPOSAL**

### **Lead Based Paint Testing and Consulting Services**

The City of Torrington has received funding from the State of Connecticut, Department of Housing to administer their 2015 Small Cities Housing Rehabilitation Loan Program.

The City of Torrington is requesting proposals from qualified firms or individuals for Lead Based Paint Testing and related preparation of Lead Paint Management Plans and or Abatement Plans and general consulting services at various residential locations to be determined within the City of Torrington.

Proposal packages are available at the City of Torrington Mayors Office, Monday – Wednesday 8:30 a.m. - 4:00 p.m., Thursday 8:30 a.m. – 6:30 p.m. and Friday 8:30 a.m. – 12:30 p.m., or at the State of Conn. Dept. of Admin. Services (DAS) website, [www.das.ct.gov](http://www.das.ct.gov), State Contracting Portal, City of Torrington, Solicitation Number 144-SC-15-LBP

For more information, contact Peter Testa at phone: 203-573-1188 x 213 or email: [peter@lwagnerassociates.com](mailto:peter@lwagnerassociates.com).

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Respondents must submit a statement of their qualifications including fee proposal on the form provided and sample copies of their work to L. Wagner & Associates, Attention: Peter Testa, 51 Lakeside Boulevard East, Waterbury, CT 06708. Proposals are due no later than September 25, 2015. No proposals will be considered if received after said deadline.

Proposals must include the following:

1. A detailed statement of the firm's experience, qualifications and knowledge of the Federal and State regulations including CFR 24, Part 35.
2. Names, licenses, and certifications of all individuals to be assigned to the project.
3. A sample copy of test results, type of instrument XRF tests will be taken with, drawings, abatement/management plans, and sample of specifications previously completed must be submitted with the proposal for review.
4. A proposed time schedule with approximate response time, from request of services to performing XRF testing to submission of results. In order to effectively manage the program, the Town would like to receive results within 2 weeks. Results that take longer may not be acceptable to the program guidelines.
5. Prior to issuance of a contract, the proposer will be required to submit original certificate of insurance certificate showing Professional Liability, Errors and Omissions, Workman's Compensation if applicable, and Automobile Liability.
6. A copy of the firm's Affirmative Action Policy or Plan and, if applicable, it's State Department of Administrative Services Small/Minority/Female Business Certification.

For any questions or additional information, please contact Mr. Peter Testa, Director, Rehabilitation Services, 51 Lakeside Boulevard East, Waterbury, CT 06708 at [peter@lwagnerassociates.com](mailto:peter@lwagnerassociates.com) or 203-573-1188 x 213, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

AN EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION  
WBE / MBE ARE ENCOURAGED TO APPLY.

## **Lead Based Paint Testing and Consulting Services**

### **SCOPE OF SERVICES**

This Request for Proposal (RFP) is being issued to secure the professional services for lead based paint testing and consultant services.

Selected consultant will provide advice and recommendations on lead hazard reduction projects. The need for consultation may arise out of (1) lead hazard assessment, inspection, and specification development activities, (2) the need for a preliminary lead hazard control for a specific property, (3) the application of recently developed approaches to lead hazard, (4) revised interim controls and standard treatments that may be implemented.

For consultation services at lead hazard control projects selected consultants shall be licensed by the Department of Public Health (DPH) as a lead consultant contractor and assign a DPH certified lead planner-project designer to provide the services. The assigned designer must have extensive knowledge and experience in lead hazard control techniques.

**Combined Lead Inspection/Risk Assessment with Specifications for Lead Hazard Control (Lead Abatement and/or Interim Controls and Standard Treatments):**

Selected consultants shall provide combined lead inspections/risk assessments of residential dwellings including associated common areas, exterior areas, and premises. A full detailed XRF lead-based paint inspection of all dwelling units, common areas, and exterior areas shall be included combined with a risk assessment of those areas and the premises. Soil samples will be collected as indicated by state and federal regulations and protocols. Dust wipe samples will be collected to identify areas where interim measures are warranted. Combined lead inspections/risk assessments shall be performed in compliance with published HUD guidelines, the HUD Lead Safe Housing Rule at 24 CFR Part 35 Subpart J, Federal EPA regulations at 40 CFR Part 745.227, and the Regulations of Connecticut State Agencies (RCSA) sections 19a-III-1 to 19a-III-11. All samples that are collected shall be analyzed in a laboratory recognized by the NLLAP.

The written lead inspection/risk assessment report shall include (1) a comprehensive lead inspection report, (2) a lead management plan, (3) a lead risk assessment analysis, and (4) a lead hazard control plan (scope of work) that identifies on a room/area basis each component that is a lead hazard and the actions that are required to control each hazard. Lead abatement shall be specified where required by regulation. Interim controls and standard treatments shall be specified where permitted by regulation; however, more permanent controls utilizing abatement methods may be specified when warranted. (4) schematic layout (floor plan) of each dwelling unit inspected shall be provided.

The report shall identify requirements for lead abatement, interim controls, standard treatments, lead-safe work practices, waste disposal, clearance testing, relocation, and disclosure, noting any special circumstances and considerations. A section of the report shall provide specifications for lead hazard control methods and standard treatments. The report shall clearly identify lead hazard control actions in order for a contractor to cost out the items and submit a bid to perform work. The report shall also contain a lead management plan that is based upon the lead inspection and the lead hazard control plan. The consultant shall update the lead management plan after property clearance, when required due to changes in the scope of work during project execution. The report must be mailed to the property owner, local health department, and L.

Wagner & Associates within fourteen (14) business days of the lead inspection/risk assessment.

The selected consultant shall be DPH licensed as a lead consultant contractor and assign staff who are DPH certified for lead inspection, lead inspection risk assessment, and lead planner-project design to perform the appropriate inspection, risk assessment, and design services that are required (this may be one person who holds multiple certifications).

Cost proposals are requested on a "per dwelling" basis, and shall combine the risk assessment with management plan or risk assessment with abatement plan.

Cost proposals for laboratory analysis of dust wipe and soil samples are requested on a per test basis including shipping "at cost".

Complete the fee schedule shown below and return it with your proposal.

FEE SCHEDULE

Risk Assessment with  
Management Plan

Single Unit	\$
2 Family	\$
3 Family	\$

Risk Assessment With  
Abatement Plan

Single Unit	\$
2 Family	\$
3 Family	\$

Additional Fees

Dust Wipes per wipe, including shipping	\$
Soil Samples per sample including shipping	\$
Other: Explain	\$
Other: Explain	\$

### Small, Minority, Women-Owned and/or Section 3 Business Concern Representation

The bidder represents and certifies as part of its bid that it;

(a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b)  is,  is not a women-owned business. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c)  is,  is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Black Americans        | <input type="checkbox"/> Asian Pacific Americans | <input type="checkbox"/> Hispanic Americans       |
| <input type="checkbox"/> Asian Indian Americans | <input type="checkbox"/> Native Americans        | <input type="checkbox"/> Hasidic Jewish Americans |

(d)  is,  is not a bonafide Section 3 Company. "Section 3 company," as used in this provision, means that it meets the following definition:

1. 51% or more of the ownership of this company is owned by Section 3 residents, as defined by HUD.
2. Currently, at least 30% of the employees of the company are Section 3 residents, as defined by HUD.
3. At least 30% of the employees of the company were Section 3 residents, as defined by HUD, within three years of the date of first employment with this company.
4. I commit to subcontract at least 25% of the total value of this contract to Section 3 subcontractors, as these companies are defined above, and to provide the necessary evidence to substantiate this, prior to the award of contract.

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

FEIN or SSAN#: \_\_\_\_\_ Lead Consultant License # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Include copies of general liability/errors and omissions insurance and licenses.