



REQUEST FOR PROPOSAL (RFP)

Pre-Rehabilitation Lead-Based Paint Risk Assessments and Post-Rehabilitation Clearances

1 Project Summary

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as “INHS”), is seeking proposals from qualified companies to perform lead-based paint risk assessments, soil sampling, dust-wipe sampling and clearance examinations for government funded purchase and rehabilitation projects.

Project Description: the project will consist of single-family homes built prior to 1978 throughout Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties.

2 Qualifications

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 EPA/HUD as 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.

The firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have extensive experience in all aspects of site and facility testing and inspection on similar projects.

Qualifications shall include:

1. A minimum of 5 years continuing experience in providing testing and inspection services.
2. Capability and experience in providing on-site inspections of similar facilities.
3. Capability and experience in providing materials sampling and testing as required for the project and in accordance with HUD requirements.
4. Required licenses and certifications to provide the specified services.
5. Experience in working with entities in the quality control of similar facilities.

3 Scope of Services

1. Lead-based paint risk assessments for pre-78 houses selected for various purchase and rehabilitation programs in the INHS service area.
2. Lead-based paint clearance testing for all projects where assessment has been completed and lead-based paint was found to be present. Some projects will require Federal whole house clearance and other projects may require a more limited clearance based on the specifications.





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, EPA/HUD and as 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 and local regulations

Minimum Report Requirements. The risk assessment report shall comply with the minimum requirements established by HUD/ 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.
- 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 and a photograph of Front ¾ view of main house and the Homeowner Phone Number. The risk assessment must also include page numbers and photographs of each specified and highlighted areas containing lead.

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.

4 Project Schedule

The anticipated duration of the contract is anticipated to be three years and is anticipated to begin immediately upon award of the contract.

5 Proposals Submission and Selection

Proposals Due: **4:00 PM, June 1, 2026.**





Selection Process: Selection will be based on qualifications, firm experience as well as cost effective delivery of required services and consideration will be given to the turnaround time from request to completed Risk Assessment or Completion. The most weight will be on cost and turnaround time. Additional weight will be given to WMBE firms.

6 Submittal Requirements

1. General qualification of firm.
2. At least three references demonstrating firm and inspectors experience with projects of similar size, scope and duration.
3. Unit Prices.
 - a. Unit prices for the following services shall be included in the proposal:
 - i. Develop and provide a Complete EPA/HUD LBP Risk Assessment Report for each housing unit as per the stated order.

With the assumed amount of 100 XRF shots per report so as to include all painted surfaces as previously stated.

Following the Agency's request.
 - ii. Develop and provide a Complete NYS Compliant risk assessment for each housing unit as per request. Additional guidance will be provided by funding source.
 - iii. Develop and provide Complete EPA/HUD or NYS LBP Final Clearance Report for each completed housing unit Project per the stated order.

Following the Agency's request.
4. Testing facilities to be used and type of accreditation.
5. The maximum number of days from initial request to provide completed assessment report shall be no more than 7 days, and the maximum number of days to reinspect shall be no more than 7 days from the clearance request. Preference may be given to firms who can provide quicker turn around if requested.
6. Sample of completed lead inspections/ risk assessments within the past six (6) months
7. Sample of completed clearances within the past six (6) months
8. Because our service area is quite large and individual projects within this scope of work may vary, we understand that there may be additional charges in some cases. Please indicate under





what circumstances you would add mileage or other fees and provide your standard unit charge for each.

9. MWBE or SDVOB -If the firm is a New York State-certified MWBE or SDVOB firm, provide documentation evidencing registration. If the firm is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the firm.

7 General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of INHS when received.
3. Any specific questions regarding the Request for Proposal should be directed to Delia Yarrow, at (607) 288-3229 or dyarrow@ithacanhs.org. It is the responsibility of each firm responding to the RFP confirm the Project Manager and that INHS has accurate contact information for the firm/project manager.

