

The City of Arkansas City

118 W Central Ave. Arkansas City KS 67005

6 July 2021

File Number 3011.107.1

From: City of Arkansas City

To:

Subject: Request for Proposal for Inspector/Risk assessor/ Lead Inspector

The City of Arkansas City is soliciting your interest in submitting a Request for Proposals for Housing Quality Standard (HQS) inspection/risk assessor services. The City of Arkansas City will be making application for a FY-2022 Community Development Block Grant (CDBG) funds for a housing project. This project is estimated for completion on or before 30 August 2023. The City is requesting that the selected firm assist the City of Arkansas City in completing the (HQS) inspections and complete all the necessary Risk Assessments, if the project is funded. If you are interested, please respond to the City of City Clerk, City of Arkansas City, 118 W Central Ave. Arkansas City KS 67005 or by email at lshook@arkansascityks.gov; and must be **received by 1 pm on 20 July 2021**, at which time the sealed "Requests for Proposal" will be opened and read aloud.

The response from your firm shall include the following:

- 1. Verify the firm has qualified personnel who can be assigned to the project.*
- 2. Past experience with CDBG and capabilities of the firm.*
- 3. Ability and willingness of firm to assist the City/County with this project.*
- 4. Bid amount*
- 5. Other pertinent information.*

"Requests for Proposal" are to be sealed and on the face of the envelope should be clearly marked "**CDBG Inspector/Risk Assessor Inspection Proposals**" on the outside. A personal interview may be requested by the City of Arkansas City to be held during the selection processes. The administrator will be selected at the City Commission meeting on 20 July 2021. The City of Arkansas City Commission will complete its rating that evening and select an administrator. Firms not responding with a proposal on or before 1pm on 20 July 2021 will not be considered for the project. The City reserves the right to reject any or all proposals. The factors to be considered and the method to be utilized in the evaluation of the proposal and selection of the inspector are set forth in the Addendum (enclosed).

City Manager
City of Arkansas City

ADDENDUM
REQUEST FOR PROPOSALS FOR HOUSING INSPECTOR/RISK ASSESSOR

Below are the basic services required of the HQS Inspector:

- Provide Housing Quality Standard Inspection
- Write up scope of work for each housing rehabilitation/demolition
- Cost Estimating
- Knowledge for rehabilitation standards and approve building and electrical codes
- Building construction experience
- Lead Based Paint knowledge

Below are the basic services required of the Risk Assessor:

- Experience in writing risk assessment
- Knowledge of HUD 1012/1013 lead-based paint regulations
- Ability to submit reports in required time frames
- Use of an XRF lead-based paint analyzer

This is not an all-inclusive list.

Below are the detailed services required of the Risk Assessment:

- 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 state. If an x-ray fluorescence (XRF) instrument is used, the risk assessor must possess current training, certification, and licensing in the use of the XRF equipment under appropriate federal, state, or local authority.

- The inspector shall provide all necessary facilities, materials, supplies, equipment, supervision, personnel, and other items and services to perform the lead evaluation services as defined in this RFP. 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 the more restrictive of, 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 1910, 1926

U.S. Environmental Protection Agency (EPA): 40 CFR 260-266, 745

U.S. Department of Transportation: 49 CFR 171-177

State regulations

Local regulations

- The purposes of the risk assessment are: 1) to identify conditions that may result in adverse human health effects from the following sources: deteriorated lead-based paint (LBP), interior/exterior dust-lead hazards, soil lead hazards, chewable surfaces, friction surfaces, and impact surfaces as defined by HUD and EPA; and 2) to test paint on surfaces that will be disturbed during the renovation.

- The risk assessment shall include the following activities: occupant interviews, testing for lead content of all surfaces to be disturbed during the renovation, lead hazard identification of deteriorated paint, friction, impact and chewable surfaces, and dust and soil sampling. The risk assessment shall be completed within 20 days of being notified by City/County. The report must be submitted 15 days after completion of fieldwork. Invoices will not be paid until the complete report is received and accepted.
- The risk assessor shall be cautious and considerate when requesting any information, especially any information that may be considered confidential or personal.
- All laboratories selected for use in the lead-based paint hazards and evaluation reports shall hold all accreditations, certifications, and recognitions needed to conduct lead testing services as governed by regulatory agencies having jurisdiction over such work. At a minimum, the laboratory used by the contractor shall be recognized by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) for the analyses performed under this contract, and shall, for work under this contract, use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided with the bid submittal.
- The risk assessor shall sample all components/surfaces to be disturbed during the renovation as well as any surface that is deteriorated or hazardous. If a component is not to be disturbed and is not a hazard, it should not be sampled for lead content. Identification of LBP may be done by either XRF testing or by collecting samples of paint followed by laboratory analysis.
- The risk assessment report shall comply with the minimum requirements established by the state. The risk assessment report shall contain at least the following: Notice of Evaluation Results, 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. In addition, it must include all treatment options for each hazard identified, clearly identified as being either interim control or abatement, list of all surfaces tested and/or sampled, identification of all lead based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort, and sketches or drawings of property with floor plan detailing all sample locations.
- To be considered responsive, each bid must include technical and cost proposal data, as well as copies of the following documents:
 - a. Copies of firm's certification to perform risk assessments of this site.
 - b. Copies of individual's state/EPA certification/license to perform risk assessments.
 - c. Copies of and documentation of successful completion of XRF manufacturer's training for each individual performing risk assessment services.
 - d. Copy of analytical laboratory EPA accreditation, and licensing, if applicable.

e. Copy of risk assessment firm's radiation safety license or registration issued by the state where services are to be provided, or the U.S. Nuclear Regulatory Commission.

- Unit prices for at least the following services shall be provided and included in the proposal. When requested by the community, the risk assessor shall provide the additional services at the unit costs submitted:

- a. Additional site visits, per visit;

- b. Additional paint, soil, dust, or water samples, per sample type; and,

- c. Additional XRF paint testing, per structure.