

REQUEST FOR PROPOSALS (RFP)

**Lead-Based Paint
Inspection and Analytical Services**

Issue Date: Friday, January 17, 2020

Proposal Due Date: Friday, February 14, 2020 at 3:00 p.m. ET

I General

The United States Department of Housing and Urban Development (HUD) has adopted regulations concerning the manner in which lead-based paint must be addressed in projects that it funds. The home rehabilitation programs of the Urban Redevelopment Authority of Pittsburgh (URA) supported with HUD funds must comply with these regulations.

All home rehabilitation projects must be performed in a lead safe manner. Homeowners must be provided with a level of assurance in knowing that the work performed meets the lead criteria established by HUD. The URA will be responsible to delineate the area of lead-based paint contamination and to have testing for clearance inspection performed. To meet this requirement, pre- and post-construction inspections, sampling and testing need to be performed and documented for each project. The URA intends to hire two (2) environmental consultants to provide these services on its behalf.

II Schedule

Selection of the consultants is anticipated to occur in March of 2020 with work to commence soon thereafter.

III Scope of Services

The selected consultants will be required to provide, on an as-needed basis, trained and certified personnel and equipment to conduct Risk Assessment inspections for the presence of lead-based paint prior to renovations and to perform the Final Clearance Dust Wipe Sampling and Analytical Services after completion of the LBP abatement portion of the project. The Risk Assessment, sampling, methodology, final clearance sampling/testing, and all reporting must be performed in accordance with current USEPA and HUD regulations and guidelines.

IV Proposal Requirements

The environmental consultant shall submit a proposal that includes a Technical Section and a Fee Section bound in one (1) document.

The Technical Section shall address the following specific issues and provide the following:

1. A description of the organization and staffing available to perform this type of work and the background of staff available for the work
2. A brief narrative describing the consultant's experience in lead-based paint sampling and analysis, especially in occupied housing situations
3. A description of contents of the Risk Assessment report, sampling and analytical methodology that the consultant will use
4. A description of the Final Clearance Dust Wipe Sampling and Analytical Methodology that the consultant will use.
5. A narrative for minority and women-owned business enterprise (MWBE) participation on the project; For the purpose of this RFP, the URA has set forth a goal of 18 percent (18%) minority and 7 percent (7%) women participation.

An MWBE narrative needs to be included with the respondent's proposal. See Exhibit I for MWBE Narrative Requirements. MWBE participation can be satisfied by:

- Ownership/Partnership of firm
- Use of minority or women-owned business as vendors for legal, printing, office supplies, travel, etc.
- Subcontracting with firms owned and controlled by minorities and/or women; If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal.

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The respondent's narrative should also indicate whether the respondent's firm is an MWBE and include an overview of the firm's strategy toward MWBE participation, in general.

Any questions about MWBE requirements should be directed to mwbe@ura.org, or by contacting Lisa Moses, MWBE program coordinator, at 412-255-6566.

The Fee section shall break down the services as follows:

1. A Lump Sum fee per building to provide a Risk Assessment that will include: EPA-accredited and PADLI-certified lead inspectors, site surveillance and XRF on-site LBP analyzer, travel time and mileage, project management, report preparation, review and presentation within five (5) business days
2. A per hour cost of an EPA and PADLI-certified lead inspector to collect samples and perform field functions as required
3. A per sample cost for final clearance dust wipe samples that are collected and analyzed with a next day turn around
4. A per sample cost for lead wipe samples, lead air samples and lead paint chip samples that are collected and analyzed with a next day turn around

Please complete Attachment "A", which follows the format and includes the work described above.

V Consultant Selection Criteria

Selection for this assignment will be made on the basis of the following criteria:

1. The qualifications and experience of the staff assigned to the work and their professional experience with similar type projects
2. The level of MWBE participation
3. The fees to complete the work

VI Questions

All questions regarding this RFP should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase in Exhibit II.

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Inquiries related to MWBE participation should be directed by email to mwbe@ura.org, or by contacting Lisa Moses, MWBE program coordinator, at 412-255-6566.

VII Submission

Proposal must be submitted through Public Purchase, on or before 3:00 p.m. ET, Friday, February 14, 2020.

VIII Additional Information

- a. **Process:** The selection of any responsive firm(s) will be made by the URA Board of Directors after receiving the recommendations of the URA's staff and/or any applicable selection committee. Such selection will be based on the nature and quality of the responding firm's responses to the RFP described above. The URA reserves the right to request that any respondent meet with URA staff and/or a selection committee in a formal interview.
- b. **Conflicts of Interest:** Responsive firms and their team members must have no conflicts of interest with regards to any other work performed by the respondent for the URA, the City of Pittsburgh, or any related entity.
- c. **RFP Compliance:** All responsive firms must adhere to the instructions contained in this RFP in preparing the submitted proposal.
- d. **Waiver of Defects:** The URA shall be the sole judge as to which respondent(s) best meet the selection criteria. The URA reserves the right to reject any or all proposals submitted. The URA reserves the right to reject any proposal for failure to comply with the requirements of this RFP. The URA further reserves the right, in its sole discretion, to waive any such defect(s) or failure(s). Submission of a response indicates acceptance by the firm of the conditions contained in this RFP.
- e. **Nondiscrimination:** Each responsive firm agrees not to discriminate, whether in employment, contracting or otherwise, in violation of any federal, state, or local law and/or on the basis of sexual orientation, gender identity and/or gender expression.

Lead-Based Paint Inspection and Analytical Services

1. Lump Sum fee per building to provide a Risk Assessment that will include EPA-accredited and PADLI-certified lead inspectors, site surveillance and XRF on-site LBP analyzer, travel time and mileage, project management, report preparation, review and presentation within five (5) business days. \$_____/Building

2. Per hour cost of an EPA and PADLI-certified lead inspector to collect samples and perform field functions as required. \$_____/Hour

3. Per sample cost for final clearance dust wipe samples that are collected and analyzed with a next day turn around. \$_____/Each

4. Per sample cost for lead wipe samples, lead air samples and lead paint chip samples that are collected and analyzed with a next day turn around. \$_____/Each



URA Minority and Women Business Enterprise Narrative Requirements

Effective January 1, 2018

The Urban Redevelopment Authority of Pittsburgh (URA) is committed to diversity and inclusion within all its programs and activities and encourages the full participation of minority and women business owners and consultants on URA affiliated projects and initiatives.

Proposals submitted to the URA must include a Minority and Women Business Enterprise Narrative (“MWBE Narrative”) detailing how the respondent plans to meet the URA’s expressed minority and women-owned business enterprise (MWBE) participation goals for the contract/project, in the event that the URA awards it to the respondent.

The URA acknowledges the City of Pittsburgh’s goal of 18 percent minority and 7 percent women business enterprise participation in planning and/or professional service activities. Therefore, all respondents are required to demonstrate and document a good faith effort to obtain MWBE participation in work performed in connection with the URA contracts.

The MWBE Narrative should be written on company letterhead and emailed to mwbe@ura.org at least 10 days prior to an initial board action. The narrative should include the following information:

- A one- or two-page summary detailing how the respondent plans to meet the 18 percent minority business enterprise (MBE) goal and 7 percent women business enterprise (WBE) goal through the incorporation of MWBE firms on the project
- Potential scope areas where work can be subcontracted, along with any outreach efforts to ensure that MWBE firms are aware of the opportunity
- A list of any MWBE firms that will be included as a part of the team or invited to bid on work
- An expressed commitment to demonstrating good faith effort to meet the URA’s MWBE goals
- An expressed commitment to remaining in communication with the URA’s MWBE Program Office staff to develop a finalized MWBE plan should the project be awarded

The successful respondent will be asked to submit a final MWBE plan and subsequent tracking reports. Any questions about MWBE requirements should be emailed to mwbe@ura.org.

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EXHIBIT I



Instructions for Registering on Public Purchase

Effective March 1, 2018

The Urban Redevelopment Authority of Pittsburgh (URA) is now using Public Purchase, a web-based eProcurement service, for the automatic notification and transmittal of bid solicitations and notification of proposal opportunities at no charge to vendors. Parties interested in bidding or submitting proposals on URA opportunities must register with Public Purchase.

Registration is a two-step process that requires initial registration with the Public Purchase web-based eProcurement service, followed by registration with the URA. If you are already registered with Public Purchase, proceed directly to step 2.

1. Register with Public Purchase:

Use the link below to begin the registration process. It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know that your account has been activated. Be sure to add this email address to your contacts to avoid bid/proposal notification emails from going into your junk mail folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

2. Register with the URA:

- A. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
- B. Click on the "Tools" tab, followed by the "Agencies" tab.
- C. This will take you to "Search for Agencies."
 - In the box for "Agency Name," type in "Urban Redevelopment."
 - Leave the "New Agencies Since" box blank.
 - Make sure "Registration Status" reads "All."
 - Click on "Search" to bring up "Urban Redevelopment."
 - To the far right, you will see "View" and "Register."
 - Click on the "Register" link to complete your vendor registration with the URA.

IMPORTANT REMINDER:

To receive email notifications on URA bid solicitation and proposal opportunities, you must select NAICS Codes that relate to your business. In your NAICS Code selection for URA specific

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opportunities, please be sure to include NAICS Code 237210 (Land Subdivision) for URA development opportunities.

It is important that this second part of the registration is complete, or you will not receive notifications of upcoming opportunities from the URA. It is your responsibility to keep this information up to date, particularly your contact information and email address. Please email mwbe@ura.org if you encounter an issue setting up your registration.

For Additional Assistance:

If you need additional assistance with this process, please contact Public Purchase at support@publicpurchase.com or use Public Purchase's "Live Chat" during business hours. The "Chat" button can be found in the upper left corner of the Public Purchase screen.

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EXHIBIT II