

**City of Aurora, IL**  
**Neighborhood Redevelopment Division**

**REQUEST FOR QUALIFICATIONS**  
**Lead Based Paint Inspector**

**Neighborhood Stabilization Program**  
**Single-Family Housing Rehabilitation**

**Submission begins August 19, 2009**

**General Bidding Provisions**

**Purpose**

To solicit proposals from qualified individuals or firms to assist the City of Aurora in obtaining Lead Hazard Evaluations and Clearance Reports for identified properties. Individuals or firms that are found to be qualified will be put into a pool of consultants which will then be assigned work as the need arises.

**Background**

The City of Aurora has been allocated federal funds under Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA) which established the Neighborhood Stabilization Program (NSP). The purpose of NSP is to stabilize communities and neighborhoods. The City also funds single family rehabilitation project funded with Community Development Block Grant (CDBG) funds.

One of the eligible uses of NSP funding is to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. The Neighborhood Stabilization Program (NSP) provides grants to every state and certain local communities to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. The vacant property to be acquired and sold directly by the City of Aurora consists of a combination of approximately twenty (20) single-family residential homes and multiple unit residential buildings. The acquisition of properties will take place over the next 18 months and the sale of the property is expected to be completed within a maximum of 4 years. Other properties purchased directly by program participants must be vacant foreclosure properties. (Should additional funding be made available to the City, this RFQ will be extended to the time frame of the additional funds accordingly.)

The City of Aurora regularly funds single-family home ownership rehabilitation projects to address health and safety issues.

**A. Proposal Responses**

The City of Aurora will receive Proposals in response to this Request for Qualifications on a rolling basis. Each Service provider shall provide three (3) copies of their Proposal in a sealed envelope entitled "Proposal for Lead Based Paint Inspector" and delivered to:

Karen F. Christensen  
Manager of Neighborhood Redevelopment  
City of Aurora  
51 Galena Blvd  
Aurora, IL 60505

Proposals will be opened and evaluated in private, and information contained therein will be kept confidential until a decision is made.

Inquiries regarding this RFQ shall be directed to Karen Christensen at (630) 256-3320.

**B. Minority and Women Owned Businesses.**

The City of Aurora, in an effort to reaffirm its policy of nondiscrimination, encourages vendors who are certified as Minority or Women Owned Businesses to submit proposals for City services. These proposals will be given special consideration.

**C. Competency of Service Provider**

No Proposal will be accepted from any person, firm or corporation that is in arrears or is in default upon any debt or contract with the City of Aurora. The Proposer, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the scope of services.

**D. City Ordinances**

The Service Provider will strictly comply with all Ordinances of the City of Aurora, laws of the State of Illinois and federal laws, regulations and guidelines regarding the services.

**QUALIFICATIONS AND DELIVERABLES**

**E. Necessary Qualifications**

1. The Proposer must be fully qualified and experienced in performing lead risk assessments and lead clearance testing of single family residences.
2. The Proposer must be or have on staff a State of Illinois licensed and certified Lead Inspector/Risk Assessors and capability for development of lead hazard control specifications.
3. The Proposer must have of an in-depth understanding of the United States Department of Housing and Urban Development's (HUD) Lead Safe Housing Rule.
4. The respondent shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the lead evaluation services.
5. All services must be in accordance with applicable work practice standards of the State of Illinois and/or the EPA, if applicable, where the services are provided.

When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

#### **F. Laboratory Standards**

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 respondent 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 the certificates shall be provided with the Proposal.

#### **G. Sampling**

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.

#### **H. Hazard Control Options**

All hazard control options provided by the risk assessor must be technically feasible and specifically suited to the identified surface(s) or hazard. The control options must take into account the surfaces to be disturbed during the renovation, the condition of the property and the location and severity of the hazards. Rough cost estimates shall be provided for all hazard control options. Risk assessors shall be advised that hazard control options provided by the risk assessors will be evaluated in the context of the City's requirements under the Lead Safe Housing Rule (24 CFR Part 35). For projects where the amount of federal rehabilitation assistance is \$5000-\$25,000, the City is required only to perform interim controls. For projects where the amount of federal rehabilitation assistance exceeds \$25,000, the City is required to abate all identified lead hazards, not all lead based paint. Each hazard control option must be clearly identified as being either interim control or abatement, according to applicable State, and/or HUD/EPA requirements. The risk assessor must also identify the type of training and/or certification/licensing necessary in the State of Illinois where the services are provided for each person performing any lead hazard control option.

#### **I. Risk Assessment Report**

The risk assessment report shall comply with the minimum requirements established either the State of Illinois or the EPA whichever is more stringent. The risk assessment report shall contain at least the following:

1. Notice of Evaluation Results: Completed copy of Notice of Evaluation Results suitable for distribution by the City to the occupants.
2. 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 name 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 either being interim control or abatement. If paint testing is performed, 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.

3. Data Collected: The risk assessor shall provide all interview questionnaires, sampling forms, and field notes, all XRF results, raw data, analytical laboratory results, and all miscellaneous photographs or documents relating to the on-site visit, assessments and all paint, dust and soil samples collected.
4. List of all surfaces tested and/or sampled.
5. Identification of all lead-based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort.
6. Sketches or drawings of property with floor plan detailing all sample locations.
7. If the report is not clearly written or understood by the City, the City reserves the right to request clarifications and revisions by the risk assessor, at no additional cost to the City.

#### **J. Clearance Inspection and testing**

Upon completion of the rehabilitation work, a clearance inspection will be conducted. The purpose of the clearance is to make sure that the unit is safe for occupants. During clearance, the clearance professional will complete the following tasks:

1. Conduct a visual assessment of the unit and worksite to identify dust, debris, and deteriorated paint.
2. Take dust samples from floors and interior window sills.
3. If work was done on the exterior, visually assess the soil near the worksite.
4. Submit samples to a NLLAP recognized laboratory for analysis.
5. Write a report presenting the results of the clearance examination. If abatement is conducted, the examiner must prepare an abatement report in accordance with 40 CFR 745.227(e)(10). If lead hazard reduction activities other than abatement are performed, a clearance report in accordance with 24 CFR Part 35.1340 must be performed.
6. If a unit fails a clearance examination, the unit will be re-cleaned and the respondent shall retest until clearance is achieved.
7. Provide cost estimate for clearance report.

#### **Required Bid Submittals**

To be considered responsive, each bid must include technical and cost proposals, as well as copies of the following documents:

### **Technical Information**

1. Copies of the firm's certification to perform risk assessments.
2. Copies of the risk assessor's State of Illinois/EPA Certification/license.
3. Documentation of successful completion of the XRF manufacturer's training for each individual performing risk assessment services.
4. Copy of analytical laboratory EPA recognition (e.g. NLLAP or ELLAP), and licensing, if applicable.
5. Copy of risk assessment firm's radiation safety license or registration issued by the State of Illinois, or the U.S. Nuclear Regulatory Commission.
6. Risk assessors shall have prior experience performing risk assessment projects and shall submit three references documenting past experience by providing: name, agency and contact telephone number and/or email address.
7. Current resume (1-2 pages) for each risk assessor proposed to be used. At a minimum, this shall include a listing of the relevant certifications (with document numbers, and effective dates), licenses, training, and experience for persons providing risk assessment services.

### **Costs**

1. Provide cost estimates for all hazard control options
2. Provide cost estimate for risk assessment report
3. Provide cost estimate for clearance report