

**Town of Wareham**  
**Department of Planning and Community Development**

Wareham Memorial Town Hall  
54 Marion Road  
Wareham, MA 02571  
Telephone: 508-291-3100, ext. 3172

December 9, 2020

**REQUEST FOR PROPOSALS - LEAD PAINT TESTING SERVICES**

The Town of Wareham is administering a Housing Rehabilitation Program with funds from a FY 2019 Community Development Block Grant. It is estimated that 3-5 units will be assisted through this grant. The Program provides assistance to low and moderate income property owners via deferred payment loans and primarily assists single-family homes. The assistance can be used to complete general repairs such as roof replacement, painting, windows, siding, electrical and plumbing repairs, etc. The Program also addresses lead paint testing and mitigation/abatement efforts.

The Housing Rehabilitation Program is presently accepting statements of qualification and proposals from licensed lead paint inspectors / risk assessors to provide inspection services to the Program on an as-needed basis. When lead paint is believed to be present in a unit, the lead paint inspection firm will be called in to prepare a lead paint report and/or a risk assessment, for use by the Program's Rehabilitation Specialist in developing work specifications. Fees for inspecting the property and preparing a lead inspection report will be paid for with Program funds. Where lead abatement or safe work practices are used, the inspector will conduct post-abatement testing for issuance of the certifications required under federal laws. The inspector shall provide services so as to comply with both federal and Massachusetts state lead paint laws and regulations. **Inspection and clearance services must comply with the revised federal lead paint regulations** (24 CFR Part 35 and Sections 1012 and 1013 (Title X) of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and revisions) and EPA's Renovate, Repair and Paint Program.

The contract for these services will be subject to the provisions and requirements of the Massachusetts Department of Housing and Community Development CDBG Program. All pertinent federal and state laws and regulations apply. The Town encourages participation by Section 3, small, disadvantaged, minority and women-owned businesses. Wareham is an Equal Opportunity/Affirmative Action Employer and contracting agency.

If you/your firm is interested in providing the requested services to the Wareham Housing Rehabilitation Program, please complete the enclosed Bid Form and email it to me at [csullivan@cogincorp.com](mailto:csullivan@cogincorp.com) by **4:00 p.m. on Wednesday, December 23, 2020**. If you have any questions, feel free to e-mail as well.

Christine Sullivan  
Program Manager



## **Request for Qualifications and Proposals**

### **Lead Paint Testing**

#### **A. Scope of Work**

The Town of Wareham is administering a Housing Rehabilitation Program with funds from a FY 2019 Community Development Block Grant. Many of the properties that will be assisted through the program are older -- built prior to 1978. The Town is seeking to hire a consultant to inspect these housing units for lead paint and provide, as applicable, a lead hazard screen test or a Risk Assessment, and to provide specifications for recommended mitigation and/or abatement measures to be used. In circumstances where abatement is required, the consultant will re-inspect and provide clearance testing.

As part of the requested services, the Town will require the selected consultant to distribute required notices and informational brochures/handbooks/pamphlets to homeowners and, as applicable, to tenants. This requirement also includes obtaining written confirmation of the receipt of such.

The properties to be inspected and assessed will be primarily scattered site, owner-occupied, single-family homes, although there could be instances where the properties will consist of multi-family housing. The properties will be occupied. The exact location and number of units to be inspected has not yet been determined, however, the Town anticipates that inspections will be required for 3-5 units during the next six or so months.

The Town of Wareham is an AA/EEO Employer and contracting agency. Proposals are encouraged from Section 3, Small and D/M/WBE individuals and firms.

#### **B. Inspection Report Type, Content and Requirements**

For inspection reports, the following is required: a listing of components that tested positive, a complete diagram of the property to indicate the location of lead paint. The property diagram must include rooms, hallways, stairways and porches and their relationship to each other. Unenclosed decks are not considered to be rooms and lead paint discovered on decks should be included with the exterior wall to which it is attached. Reports must also include sections on regulatory compliance, overall scope of work, field procedures, laboratory and field quality control procedures, substrate equivalent lead determination, data analysis and reduction, laboratory procedures, and application of HUD decision making rules.

- 1) **Standards - References or regulatory standards to be met in providing services**
  - a) "Lead-Based Paint Poisoning Prevention Act," as amended (42 U.S.C 4821 et seq.),
  - b) "Residential Lead-Based Paint Hazard Reduction Act of 1992" (42 U.S.C. 4851 et seq.), and HUD regulations, including 24 CFR Part 35

- c) “Massachusetts Lead Poisoning Prevention and Control Law” (MGL c.111, §§189A through 199B) and 105 CMR 460, 454 CMR 22 and 454 CMR 23
- d) Environmental Protection Agency (EPA) regulations
- e) HUD Publication “Interpretive Guidance – The HUD Regulation on Controlling Lead-Based Paint Hazards in Housing Receiving Federal Assistance and Federally Owned Housing Being Sold,” September 21, 2000
- f) HUD Publication “Guidelines for the Evaluation and Control of Lead-Based Paint Hazard in Housing”
- g) Occupational Safety and Health Administration (OSHA) regulations
- h) Nuclear Regulatory Commission (XRF radiation sources);

## 2) Reports to be prepared and submitted

- a) **Federal Risk Assessments & Lead Determinations:** When requested by the Program, properties will be inspected to determine the locations of hazardous levels of lead as required by Federal regulations. Results of this evaluation will be a written Federal Risk Assessment Report identifying all hazardous lead surfaces as loose paint, movable, impactable, fixed window, etc. showing the quantity and location of all hazardous levels of lead using an XRF lead paint analyzer. Clearance inspections will be required to achieve dust wipe clearance for Federal Protocol.
- b) **Massachusetts State Compliance Lead Paint Testing:** When requested by the Program, properties will be inspected to determine the locations of hazardous levels of lead as required by Massachusetts state regulations. The results of this evaluation will be a written Comprehensive State Compliance Lead Report identifying all hazardous lead surfaces as loose paint, movable impactable, fixed window, mouthable, etc., showing the quantity and location of all hazardous levels of lead using an XRF lead paint analyzer. Clearance inspections will be required to achieve receiving a letter of Full Deleading Compliance per State protocol.
- c) **Federal Lead Soil Testing:** The Lead Paint Inspector/Risk Assessor will be responsible for scheduling, coordinating and conducting lead soil tests for each rehabilitation case according to the requirements of Federal Protocol. Each rehabilitation case will be tested and remediated for lead hazards in the soil. The Inspector/Risk Assessor will conduct soil testing and stipulate the remediation that will be required to meet Federal protocol at the project’s completion. Achieving Federal clearance for lead hazards in the soil is required even for projects that are solely achieving State protocol. Samples of soils outside the units will be analyzed as required by Federal protocol. A written report will be submitted with results of the soils tests. The report will include the location of the failed soil and recommendations with dimensions and quantities to remediate the surface of the soil to achieve Federal Protocol i.e. 6-inches of mulch spread 3-feet out from the entire perimeter of the house at the drip line. Re-inspections for soil clearance will be required to meet Federal Protocol.

### 3) Report Formats and Delivery Requirements

The selected consultant or firm shall provide clear, legible, written records to the Program to document the above services in a format that can be used to identify the location and quantity of lead and can be inserted in the work specifications by the Rehabilitation Specialist.

The selected consultant or firm is to provide a floor plan sketch for each level/floor of the dwelling unit and any attached additions labeling or numbering the location for each room or area designated on the lead report. The room or area page name/title indicated on the top of each interior room or area of the lead report should be drawn on the floor(s) plan sketch and labeled respectively. Floor plan sketch(es) are to include location numbers or names for all rooms, hallways, stairways, and porches. The floor plan sketch for each level/floor of the dwelling unit should include a square or rectangle drawn to represent the room, hallways, stairways, and porches, etc, or for each of the respective pages on the lead report. The floor plan sketch must show the locational relationship of the room or area to other rooms or areas within the dwelling unit.

The selected consultant or firm shall email one (1) electronic copy of both reports and mail seven (7) printed copies of the Lead Inspection/Risk Assessment (LIRA) report to the Rehabilitation Specialist; mail one (1) printed copy of the reports to the homeowner; and email one (1) electronic copy of each report and one (1) copy of the homeowner transmittal letter to the Program Manager.

### 4) Timeliness of Inspections and Reports

Time is of the essence in the performance of the scope of work to be completed by the selected consultant or firm. All housing rehabilitation projects to be completed under the FY19 Wareham Housing Rehabilitation Program are to be completed by the CDBG grant's current end date of March 31, 2021. However, the Town will seek an extension of the grant to June 30, 2021 if necessary. Lead testing and clearance services are an integral component of the program and for that reason it is imperative that services outlined in this RFP be completed in a timely manner as follows:

**Initial inspection report and Invoice** must be completed and delivered to the Rehab Program and Rehab Specialist within 14 days (including weekends and holidays) after the date the consultant has been emailed the notice to proceed for each client. Extensions of time will be granted by the Program Manager upon receiving adequate written documentation that the client was non-responsive; i.e. client did not return phone calls, client did not keep or changed appointment(s).

**Clearance inspections** for the exterior and/or common areas must be scheduled ahead and coordinated with the Contractor to be completed within 4 days (including weekends and holidays) after verbal request from the deleading contractor. **Clearance inspections** for unit re-occupation must be scheduled ahead and coordinated with the Contractor to be completed on the day that the Contractor has scheduled clearance dust wipes ahead with the lead inspector. Time is of the essence to receive clearance and passing dust wipes to allow re-occupation of the dwelling unit(s).

**Dust wipe verbal results** are due back the next business day, and dust wipe results must be given verbally to the Rehabilitation Specialist and deleading contractor as outlined below (excluding weekends and holidays).

**Dust wipes taken between 7:00 am to 5:30pm: Results confirmed by laboratory by the lead inspector and given verbally to the Rehab Specialist, Contractor, and Owner the next business day before 5:30pm.**

Example #1: Clearance dust wipes taken at 7:00am Wednesday have results due no later than 5:30pm Thursday (the next day).

Example #2: Clearance dust wipes taken at 5:30pm Wednesday have results due no later than 5:30pm Thursday (the next day).

*Extenuating circumstances will be considered by the Rehabilitation Specialist for a time extension.*

**Written dust wipe results must be delivered to the deleading contractor and Rehab office within 7 days (including weekends and holidays) following the date of the clearance inspection.**

**Soil testing to achieve Federal protocol will be conducted at the time of initial property inspection, if required for clearance.**

**State Compliance final reports and testing results for each unit achieving State Compliance** according to state law must be mailed to the Wareham Community Development Office within 7 days of the clearance inspection. The final report shall also include a Federal Protocol soil test final report and testing results using words to clearly say that soil tests taken and tested passed Federal Protocol requirements.

**Federal Protocol Final Reports** and testing results for each unit achieving Federal Protocol clearance according to federal law must be mailed to the Wareham Community Development Office within 7 days of the clearance inspection. The final report shall also include a Federal Protocol soil remediation report using words to clearly say that any lead hazardous soil has been remediated and passed Federal Protocol requirements, as well as words that clearly state that the property has achieved Federal Protocol.

### **C. Insurance Requirements**

The Contractor shall procure and shall maintain, during the life of this Contract, and shall require each of its subcontractors to procure and maintain during the life of the subcontract, public liability and property damage insurance in an amount not less than \$500,000 for injuries, including accidental death to each person, and subject to the same limit for each person in an aggregate amount not less than \$1,000,000 on account of each accident; and property damage insurance in an amount not less than \$250,000 per accident and \$500,000 aggregate.

The contractor shall maintain, during the life of this contract, worker's compensation insurance at statutory limits for all employees and sub-contractors engaged in work under this contract. The contractor shall furnish "Certificates of Insurance" showing same and listing the Town of Wareham and the Wareham Housing Rehabilitation Program as additional certificate holder before proceeding with the work.

### **D. Proposal Format and Content**

1. Proposers must use the attached bid form for submitting bids.
2. Proposers must include a copy of their applicable licenses, certification and training as required by the Commonwealth of Massachusetts.
3. Proposals must include Proof of insurance.

## E. Proposal Evaluation and Contract Award

1. The Town of Wareham will base the contract award on the proposed cost to inspect a single unit with eight rooms, prepare a risk assessment, conduct a soil test and perform a clearance inspection to allow for re-occupancy. The costs to be compared for purposes of awarding this bid is the total of the following service items from the cost of services (pages 9 & 10): line item 1, line item 3, line item 4 (times 2), line item 7, line item 9 (times 6), line item 10 and line item 11. For further clarification, see the chart below which will be used to calculate proposed costs for comparison.

Service Item	Per Item Fee	# of Items	Line Item Total
1		1	
3		1	
4		2	
7		1	
9		6	
10		1	
11		1	
		<b>Cost Total</b>	

2. The other unit costs on the bid form will be used for contracting purposes but will not be considered as part of the cost comparison.

3. The Town of Wareham reserves the right to reject any and all bids as it sees fit or to be in the best interests of the Town.

4. Proposers **MUST** submit prices on the attached form. Additional price information may be attached to the form.

## LEAD PAINT INSPECTION SERVICE - BID FORM

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

Name of Principal: \_\_\_\_\_ Regular Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Company Information:

Number of Employees: \_\_\_\_\_ Years in Business: \_\_\_\_\_

Corporation: \_\_\_\_ Sole Proprietorship: \_\_\_\_ Partnership: \_\_\_\_ Other (specify): \_\_\_\_\_

Federal Employer I.D. # or Social Security #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Minority-owned Business? Yes \_\_\_\_ No \_\_\_\_ Women-owned Business? Yes \_\_\_\_ No \_\_\_\_

Section 3 Business\*? Yes \_\_\_\_ No \_\_\_\_ Small Business? Yes \_\_\_\_ No \_\_\_\_

*\* See two page supplemental form attached to end of this RFP.*

Are you certified as a Lead Paint Inspector in Massachusetts? Yes \_\_\_\_ No \_\_\_\_  
**(ATTACH YOUR CURRENT CERTIFICATION FORM)**

List three (3) references from projects that you have completed within the past year (name, address/ association, and telephone number):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List three (3) references from contractors doing lead abatement or safe practices that you have worked with within the past year (name, address/ association, and telephone number):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## **COST OF SERVICES:**

**Notes:** Paint testing: All paint testing will include paint testing and a report. A “room” is defined as a room, hallway, or outbuilding. Closets are considered part of the room that they are accessory to. Multiple hallways are each considered a room if fully demised (however a 2-story, open hallway is a single room). Pantries would be considered a room if they are a separate space from a kitchen or dining room and 50 square feet or larger.

### **HUD Risk Assessment Report**

*All Risk Assessments shall include pre-abatement soil testing*

1. Fee for a HUD risk assessment of a housing unit  
\$\_\_\_\_\_
2. Fee for a HUD assessment for each additional unit at the property  
\$\_\_\_\_\_

**Massachusetts Comprehensive State Compliance Lead Report** *All Lead Paint Inspections shall include paint testing, test wipes, standard report and full scope of work to correct hazards.*

3. Fee for a lead paint inspection of a housing unit up to six (6) rooms with wipe tests:  
\$\_\_\_\_\_  
(LR, DR, Hall, Exterior, Bathroom, Kitchen, Finished Basement, Den, Bedroom, Office, etc.)
4. Fee for a lead paint inspection for each additional room [over 6] in a unit:  
\$\_\_\_\_\_
5. Fee for a lead paint inspection for additional units [up to 6 rooms] in multi-unit buildings:  
\$\_\_\_\_\_
6. Fee for lead paint inspection for each additional room [over 6] in an additional unit:  
\$\_\_\_\_\_

### **Clearance Examinations**

*All Clearance Examinations will include test wipes, visual assessment, clearance reports, and Notice of Hazard Reduction (with a 24-hour turn-around time).*

7. Fee for Clearance Examination of a housing unit:  
\$\_\_\_\_\_
8. Fee for Clearance Examination for each additional unit in multi-unit buildings:  
\$\_\_\_\_\_

**Other**

9. Fee for post abatement soil samples (per sample):

\$ \_\_\_\_\_

10. Abatement Plan for property:

\$ \_\_\_\_\_

11. Lead Paint Management Plan for property:

\$ \_\_\_\_\_

12. Hourly rate for Project Manager:

\$ \_\_\_\_\_

Any items that we did not ask for but you think may be relevant? \_\_\_\_\_

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I certify that all the information in this statement is true and complete to the best of my knowledge and belief.

Name of Individual Filing Proposal: \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER - PLEASE ATTACH A COPY OF YOUR CURRENT CERTIFICATION FORMS AND INSURANCE CERTFCATES.**

Present any other information with this bid that you think is pertinent in evaluating your ability, experience and cost.

Return this form and the other requested proposal information via email to [csullivan@cogincorp.com](mailto:csullivan@cogincorp.com)

**Proposals are due on or before 4:00 p.m. on December 23, 2020.**

Thank you.