



# REQUEST FOR PROPOSALS

## PA Lead Abatement & EPA RRP Training

City of Erie, Pennsylvania

Proposals being accepted by:

Redevelopment Authority of the City of Erie

Proposals should be directed to:

Aaron Snippert, Executive Director  
Redevelopment Authority of the City of Erie  
626 State Street, Room 107  
Erie, PA 16501  
Telephone: (814) 870-1540  
E-Mail: [asnippert@redeveloperie.org](mailto:asnippert@redeveloperie.org)

Proposals due by:

**Friday, January 31<sup>st</sup>, 2025**

**REQUEST FOR PROPOSALS**  
**PA Lead Abatement & EPA RRP Training**

The Redevelopment Authority of the City of Erie (RACE) administers federally-funded housing rehabilitation programs throughout Erie County, Pennsylvania. These rehabilitation programs include requirements for the identification and mitigation of lead-based paint hazards and are subject to HUD's Lead Safe Housing Rule (24 CFR, Part 35), the EPA Renovation, Repair and Painting (RRP) Rule (40 CFR 745), and the Pennsylvania Lead Certification Act (1995 P.L. 291, No. 44).

In this capacity, RACE is accepting proposals from properly certified and accredited training organizations to conduct training courses in Erie County, Pennsylvania on various dates (to be determined) for a period of one (1) year, ending December 31<sup>st</sup>, 2025, with the option to renew for up to five (5) years, for the following curriculums:

- PA Lead Abatement Supervisor
- PA Lead Abatement Worker
- PA Lead Abatement Supervisor (Refresher)
- PA Lead Abatement Worker (Refresher)
- PA Risk Assessor
- PA Risk Assessor (Refresher)
- EPA Renovate, Repair, and Paint (RRP)

**PROPOSAL INFORMATION**

Proposals should be prepared using the Bidder Information Form provided and include such attachments as may be necessary to demonstrate appropriate experience and licensure/accreditation. Identification of and resumes for proposed instructor personnel may also be included.

Complete proposal packages shall be submitted to the Authority's offices (626 State St., Room 107, Erie, PA 16501, by fax to 814.870.1331, or by email to [hcook@redeveloperie.org](mailto:hcook@redeveloperie.org)) no later than **2:00 PM on Friday, January 31<sup>st</sup>, 2024.**

RACE intends to award a single contract to an entity which demonstrates the level of experience, skill and competence required to perform the required services in the most efficient, cost-effective, and professional manner.

Please review the attached materials and respond in accordance with the instructions of the RFP. If you have technical questions relating to the scope of services or questions relating to the RFP process, please contact Holly Cook at [hcook@redeveloperie.org](mailto:hcook@redeveloperie.org) or via phone at 814-870-1540

## **GENERAL REQUIREMENTS**

Training Provider shall supply all personnel, equipment, materials, and supplies necessary to provide the required services. For each training event, RACE will arrange appropriate venues, enroll participants, and collect fees from registrants. Training Provider shall travel to a RACE-selected venue that is within Erie County to provide the required services. All travel costs shall be the responsibility of the provider at the time of service, therefore all anticipated travel-related expenses are to be included in bidder's fee proposal.

RACE will coordinate with the selected Training Provider to schedule training on an as-needed basis. These dates will include occasional Saturday RRP training. Bidder shall separate and specify any cost differential for weekday RRP offerings from Saturday RRP offerings.

Training Provider shall maintain adequate insurance coverage including General Liability, Auto, Worker's Compensation, and Professional Liability. Prior to beginning work, Training Provider shall submit a Certificate of Insurance evidencing such coverage and specifically naming the Erie Redevelopment Authority as a Certificate Holder.

Training Provider shall be in good standing with the City of Erie, Commonwealth of Pennsylvania, and all applicable federal agencies, particularly the US Department of Housing and Urban Development.

This is a Federally-Assisted Project and all applicable federal regulations will apply. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. Subsection 170u. RACE strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services.

**QUESTIONS/INQUIRIES** Any questions or inquiries concerning this RFP, the proposed plan, or proposal preparation shall be submitted in writing (preferably via e-mail) to Holly Cook, not later than January 15, 2025. All prospective Trainers must provide an e-mail address to which responses may be sent. All responses to questions will be in writing and posted on the authority website.

**PROPOSAL COSTS** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Trainer. No proposal costs will be eligible for reimbursement by RACE, its agencies, or its funding sources.

**RIGHT TO REJECT/ACCEPT** RACE reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. If only one proposal is received, RACE may accept it if the proposal is complete, the Trainer is capable of performing the work, and the cost is reasonable and within budget.

## **NOTIFICATION OF AWARD**

It is expected that a decision selecting the successful Trainer will be made within three weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Trainer, all parties submitting proposals will be informed, in writing, of the name of the successful Trainer.

RACE will prepare a written agreement for execution between the Trainer and the Authority. The general provisions of this agreement, the final Scope of Work, and requirements placed on the plan shall be made a part of this agreement. The Trainer shall have authorization to proceed upon a written notice from RACE.



Complete proposals should include:

- Bidder Information Form
- Any relevant information on your organization and its ability to deliver quality services.

**BIDDER INFORMATION FORM**

PA Lead Abatement & EPA RRP Trainings

REQUIRED FOR ALL PERSONS OR ORGANIZATIONS RESPONDING TO A REQUEST FOR PROPOSAL:

**Name of Organization:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Person Responsible for Proposal:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Federal Tax ID (or SS# If individual):** \_\_\_\_\_

**DUNS # (required):** \_\_\_\_\_

(DUNS # may be obtained from [www.dnb.com](http://www.dnb.com). If a DUNS # please indicate "pending." DUNS # must be provided before any payments can be issued.)

**FEE PROPOSAL**

*Fees shall include all personnel, equipment, course materials, and travel.*

<b>COURSE:</b>	<b>1-5 Participants</b>	<b>6-10 Participants</b>	<b>11-15 Participants</b>	<b>16-20 Participants</b>
PA Lead Abatement Supervisor				
PA Lead Abatement Supervisor (Refresher)				
PA Lead Abatement Worker				
PA Lead Abatement Worker (Refresher)				
PA Lead Risk Assessor				
PA Lead Risk Assessor (Refresher)				
EPA RRP (Weekday)				
EPA RRP (Saturday)				