



# REQUEST FOR PROPOSALS

## Laboratory Services – Lead Dust & Soil Analytical Testing

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

### Laboratory Services – Lead Dust & Soil Analytical Testing

The Redevelopment Authority of the City of Erie (“the Authority”; “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.

In this capacity, RACE is accepting proposals from qualified and experienced laboratories, who are recognized by the US Environmental Protection Agency (“EPA”) under its National Lead Laboratory Accreditation Program (“NLLAP”), to provide analytical lead dust and soil testing for initial risk assessment, clearance, and re-evaluation purposes.

#### **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.

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

#### **SCOPE OF WORK**

RACE intends to enter into a four (4)-year purchase contract with a qualified laboratory to analyze dust and soil samples for lead contaminants in accordance with the US Department of Housing and Urban Development (“HUD”) Office of Lead Hazard Control and Health Homes’ Policy Guidance 2017-01, Rev. 1 (attached).

During the contract term, RACE expects to rehabilitate approximately 144 housing units. Average sampling, per unit will be in the following ranges:

|                         |                        |
|-------------------------|------------------------|
| Initial risk assessment | 10-15 samples per unit |
| Clearance               | 10-15 samples per unit |

Laboratory shall supply RACE with an adequate supply of sample tubes and dust wipes. Samples will be collected by PA-licensed Lead Risk Assessors and will be delivered to laboratory via overnight courier (UPS or FedEx), at laboratory's expense.

Results shall be provided via e-mail to RACE in either 24 or 48 hours (to be specified by RACE when samples are shipped).

### **EVALUATION/SELECTION**

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

### **GENERAL REQUIREMENTS**

Respondents to this RFP must certify that they are recognized under the EPA's NLLAP and are capable of reporting minimum dust-lead loading levels (its Minimum Reporting Limit (MRL) for this analysis) that are no more than half the level of interest to RACE (in this case, the Action Level, as shown in the table below), and that the minimum dust-lead loading it can detect reliably (the Minimum Detection Limit (MDL) for this analysis is no more than half of the MRL.

#### Dust-Lead Action Levels:

- Floors:  $\geq 10 \mu\text{g}/\text{sf}$
- Window Sills:  $\geq 100 \mu\text{g}/\text{sf}$

#### Lead Clearance Action Levels:

- Interior Floors:  $< 10 \mu\text{g}/\text{sf}$
- Porch Floors:  $< 40 \mu\text{g}/\text{sf}$
- Window Sills:  $< 100 \mu\text{g}/\text{sf}$
- Window Troughs:  $< 100 \mu\text{g}/\text{sf}$

The selected laboratory shall supply all personnel, equipment and supplies necessary to provide the required services, including sample tubes and dust wipes. The laboratory shall also provide shipping information and all overnight shipping costs shall be included in the analysis prices (assuming that each shipment will include a minimum of 8-10 samples).

The selected laboratory shall maintain adequate insurance coverage including General Liability, Worker's Compensation, and Professional Liability. Prior to beginning work, a Certificate of Insurance evidencing such coverage shall be submitted.

The selected firm 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 Laboratories must provide an e-mail address to which responses may be sent. All responses to questions will be in writing, and published 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 Laboratory. 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 Laboratory 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 Laboratory will be made within three weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Laboratory, all parties submitting proposals will be informed, in writing, of the name of the successful Laboratory.

RACE will prepare a written agreement for execution between the Laboratory 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 Laboratory 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): \_\_\_\_\_

UEI # (required): \_\_\_\_\_

(UEI # may be obtained from [sam.gov](http://sam.gov). If a UEI # please indicate "pending." UEI # must be provided before any payments can be issued.)

**FEE PROPOSAL**

*(Fees are inclusive of all personnel, equipment, supplies and shipping costs)*

|             | 24-hour Results | 48-hour Results |
|-------------|-----------------|-----------------|
| Dust Sample |                 |                 |
| Soil Sample |                 |                 |

NOTE: The Redevelopment Authority of the City of Erie reserves the right to reject any or all bids and to award a contract that is in the best interests of the Authority.