

REQUEST FOR PROPOSALS/QUALIFICATIONS for  
HOUSING PROGRAMS CONSULTING SERVICES  
Lead Based Paint and Radon Testing and Clearance



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Thursday, February 2, 2023

**Responses Due by: Thursday, February 16, 2023**

## **Introduction**

The Borough of Conshohocken is seeking proposals from qualified professional environmental testing firms to provide the Borough's Housing Rehabilitation Program with lead paint risk assessments, lead paint clearance testing and radon testing at single-family, owner-occupied properties participating in the Program.

## **Description of the Project**

The Borough of Conshohocken is committed to the provision and preservation of safe, affordable housing for its residents, and the maintenance of the Borough's existing housing stock. Using HUD funds administered by the Pennsylvania Department of Community and Economic Development, Conshohocken provides rehabilitation services for low and moderate income, single-family, owner-occupied properties. Services involve construction activities to bring a property into compliance with local building codes and State established housing quality standards. Property rehabilitation is subject to HUD's Lead Based Paint Regulations, which requires the reduction of any existing lead-based paint hazards in participating residences. Short term radon testing is required to determine if remediation measures are required. It is anticipated that four (4) to six (6) properties per year will require testing.

The Borough will contract with an environmental testing firm (the Consultant) to provide lead-based paint (LBP) risk assessments (including XRF testing of painted surfaces); clearance testing of all properties participating in the Rehabilitation Program, which were constructed prior to 1978; and short-term radon testing of all properties.

## **Scope of Services**

The Borough is requesting the services of a consultant/consulting firm for the following tasks:

1. Perform risk assessments of selected single-family properties, including XRF testing of all interior and exterior surfaces, and collecting dust wipes following HUD mandated procedures. The average property size of participating dwellings is three (3) stories; three (3) bedrooms; 1,500 – 2,000 SF.
2. Provide the Housing Rehabilitation Program with a written risk assessment report including the results of testing and recommendations for lead paint hazard reduction.
3. Upon completion of rehabilitation at a participating property, the Consultant will collect clearance samples, and provide the Borough with written results within five (5) working days.
4. Perform "Short Term Radon Tests" on individual properties and provide a written test results to the Program. Second tests and testing following any remediation are to be completed as needed.
5. Any other environmental testing deemed necessary Program staff.

## **Required Information**

Responses to this Request for Proposal should include the following information:

1. A description of similar testing programs completed by the Consultant/Firm.

2. A list of specific personnel who will be assigned to this project along with a description of their professional qualifications and work experience. This list should identify clearly specific tasks that each assigned person will be expected to accomplish along with the proportionate amount of time that each person will spend on the project.
3. A written statement which clearly demonstrates an understanding of the project and includes a timetable for completion of tasks.
4. A cost proposal for completion of each task: one per unit cost for the original risk assessment, including XRF testing and provision of report; a separate per unit cost for clearance and provision of a clearance report; and a per test cost for radon testing and provision of a results report.
5. Information regarding other testing services available from the Consultant/Firm.
6. A statement of availability of the Consultant, including the lead time necessary for scheduling specific tests.
7. Licenses and certification of staff to be involved in the tasks to be performed.

Respondents are required to provide the Borough with two (2) copies of the proposal as well as a separate cost estimate for the project. Applicant must be capable of meeting lead work requirements of the U. S. Department of Housing and Urban Development (HUD), and the Pennsylvania Department of Labor and Industry Standards.

**Term of Work**

Contracts based on the successful proposal will be valid for a period of three (3) years. All contracts are based on the availability of program funds from the Pennsylvania Department of Community and Economic Development.

**Consultant Selection**

The following criteria, in order of importance, will be used in selecting an environmental testing firm for Conshohocken’s Housing Rehabilitation Program:

1. Qualifications of an individual/firm, with special emphasis on previous experience with related projects.
2. Qualifications and experience of specific personnel actually providing the services.
3. Cost.
4. Availability.
5. MBE, WBE, SERB designation.

The Borough of Conshohocken may hold interviews prior to final selection of the Consultant. A contract will be dependent upon the availability of funds from the Commonwealth of Pennsylvania Department of Community and Economic Development. The Borough reserves the right to reject any or all proposals without penalty.

**Minority and Women Owned Business and Section 3 Policy**

It is the public policy of the Borough of Conshohocken to promote the opportunity for full participation by minority’s and women’s business enterprises (“MBE’s and WBE’s”) in all housing and community development programs.

In federally funded contracts Conshohocken adheres to Section 3 of the Housing and Urban Development Act, which requires that to the fullest extent possible opportunities for training and employment be given to low income residents of the project area.

**Non-Discrimination/Sexual Harassment**

The Borough of Conshohocken does not discriminate against or tolerate harassment of any person on the basis of actual or perceived ethnicity, race, color, ancestry, religion, national origin, gender, gender identity or expression, marital or familial status, sexual orientation, mental or physical disability, use of guide or supportive animals or mechanical aids and/or source of income in its conduct of business with any applicant, contractor, or subcontractor.

**Time Table for Submission**

Copies of the request for proposals are available at the Conshohocken Borough Hall, 400 Fayette Street, Suite 200, Conshohocken between 8:30 a.m. and 4:00 p.m. Monday through Friday, and on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)). Questions may be addressed to Chris Stetler at 610-828-1092, [cstetler@conshohockenpa.gov](mailto:cstetler@conshohockenpa.gov), or in writing to Borough of Conshohocken, 400 Fayette Street, Suite 200, Conshohocken, PA 19428.

Proposals must be submitted no later than 4:00 p.m. on Thursday, February 16, 2023 and should be addressed to:

Christine M. Stetler  
Community Development and Grants Coordinator  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428

Faxed or e-mailed proposals will not be accepted.

It is anticipated that a decision will be made and contract authorized by March 23, 2023.