



# Rhode Island Housing

## Request for Quotes Environmental Lead Laboratory Services

### INTRODUCTION

The Rhode Island Housing LeadSafe Homes Program (“LSHP” or “LeadSafe Homes Program”) administers federal- and state-funded lead hazard control programs in the state of Rhode Island for single and multi-unit residential properties. The LSHP identifies lead hazards, safely treats them to a lead-safe condition, and verifies work areas are cleaned to meet standards set by the Rhode Island Department of Health (“DOH”), US Department of Housing and Urban Development (“HUD”) and the Environmental Protection Agency (“EPA”). Regulations governing the program require collection of environmental samples by certified environmental lead inspectors and analysis by laboratories accredited through the Environmental Lead Laboratory Accreditation Program (“ELLAP”).

Through this Request for Quotes (“RFQ”), the LSHP invites quotes for analytical services from laboratories accredited through ELLAP under the EPA’s National Lead Laboratory Accreditation Program (“NLLAP”).

### INSTRUCTIONS

One (1) original and one (1) copy of each proposal should be forwarded to LeadSafe Homes Program, Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: John Eastman, Program Coordinator. Proposals should be no longer than five (5) pages and on company letterhead, excluding certifications, attachments and work samples.

Proposals must be received by Rhode Island Housing at the above address no later Friday, February 24, 2017, at 4:00 p.m.

Respondents are advised that all submissions (including those not selected for service) may be made available to the public on request upon completion of the review process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

Questions regarding this RFQ may be addressed to John Eastman, Program Coordinator, via email to [jeastman@rhodeislandhousing.org](mailto:jeastman@rhodeislandhousing.org).

### SCOPE OF WORK

Rhode Island Housing seeks to engage qualified laboratories to provide quantitative analytical services to test for and report on the presence of lead in dust, paint, water and soil. Timely sample preparation, analysis, and result reporting are critical to the LSHP operation. All laboratories submitting proposals must, at a minimum, be ELLAP certified.

Laboratory services shall include the following:

1. Analysis of environmental samples to the following tolerances:
  - a. dust wipes – in micrograms per square foot to a tolerance of <10.0 µg/sq. ft.
  - b. paint chips – in parts per million to a tolerance of <10.0 ppm
  - c. water – in parts per billion to a tolerance of <5.0 ppb
  - d. soil – in parts per million to a tolerance of <10.0 ppm
2. Provision of laboratory analysis services Monday through Friday, and Saturday by special arrangement.
3. Supply of media sampling collection materials for dust wipes, paint, water and soil, including pre-printed chain of custody forms, “Ghost” wipes, centrifuge collection tubes, zip-lock bags, and prepared water collection bottles.
4. Completion of analysis within the following turn-around-times (after receipt of media samples):
  - a. 2 hours – except water
  - b. Same day by 4:00 p.m. Eastern Standard Time – except water
  - c. Next day by 4:00 p.m. Eastern Standard Time
  - d. Within 3 days
  - e. Within 5 days
  - f. Water – Next Day, 3 Day, and 5 Day
5. Electronic and hard-copy transmission of analysis reports to the LSHP and participating Inspector (defined and described below), including original Chain of Custody (“COC”) forms.
6. Compliance with media sample submission procedures as follows.

The LSHP works with Rhode Island Department of Health Certified Environmental Lead Inspection firms (“Inspection Firms”) who employ one or more Certified Environmental Lead Inspectors (“Inspectors”). Inspection Firms and Inspectors provide services to identify lead hazards, including the collection of dust wipes, paint chips, soil and water samples from properties for laboratory analysis. The LSHP will provide the chosen laboratory with a list of Inspection Firms and Inspectors approved to submit samples for analysis. The LSHP will only pay for the analysis of LSHP samples submitted by LSHP staff or by those Inspection Firms and Inspectors on the approved LSHP list.

A laboratory may already serve one or more Inspection Firms or Inspectors. As a result, it is important that the laboratory establish and utilize a system to keep LSHP and other sample submissions separate. In the past, the LSHP has provided Inspection Firms and Inspectors with COC forms pre-printed with LSHP account and contact information for use with LSHP samples. A similar system will be developed with the chosen laboratory to maintain sample submission segregation.

Sample media will be delivered to the chosen laboratory via a commercial carrier such as UPS, or FedEx, with the bill of lading number identifying the package indicated on the COC form.

7. Analysis of samples at the volume described below. In a typical year, the LSHP produces approximately 150 units. Inspections are performed: (1) to identify hazards prior to any lead hazard reduction/control work (“@ CELI” on the table below), and (2) upon completion of the work to verify the cleaning meets regulation standards (“@ Clearance” on the table below). In years when funding commitments allow advanced production, the LSHP produces as many as 350 units.

The total number of samples per residential unit anticipated for submission through end of 2017 follow:

<u>Media</u>	<u>@ CELI</u>	<u>@ Clearance</u>	<u>Total</u>
Dust Wipes	9	9	18
+ Common Areas	2	2	4
Paint	4	0	4
Soil	6	6	<u>3</u>
			29 x 150 units = 4,350
Water	1	0 (occasionally)	1 x 150 units = 150

**CONTRACT TERMS**

The LSHP anticipates that the term of the laboratory services agreement to be entered into by Rhode Island Housing and the successful applicant laboratory (the “Agreement”) will extend through September 30, 2019. During this term the LSHP fully anticipates applying for additional funding as such funding becomes available. As a result, the number of samples to be submitted may increase significantly. The LSHP reserves the right to re-negotiate the services and term of the Agreement with the successful applicant.

The Agreement will contain, without limitation, the following provisions:

1. This Agreement shall commence on March 1, 2017 and terminate on September 30, 2019 or sooner unless terminated as provided herein.
2. On or before the date on which the Agreement terminates, the parties may jointly decide to extend the Agreement.
3. Either party may terminate this Agreement upon five (5) days written notice to the other in the case of a material breach, or upon thirty (30) days advance written notice.

**ITEMS TO BE INCLUDED IN YOUR SUBMISSION**

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm

- b. Name, telephone number and email address of a representative of the firm authorized to discuss your submission.
- c. Name, telephone number and email addresses of the firm’s account manager, administrative staff, laboratory supervisor, and managing officer(s).
- d. Address of all offices of the firm.
- e. Number of employees of the firm.
- f. Days and hours of operation.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm will be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Include a current client roster, with a contact name and telephone number for each organization or business for whom you provide the type of services set forth in the Scope of Work or similar services.
4. Provide a current copy of your ELLAP laboratory certifications.
5. If selected, be prepared to provide proof of Errors and Omissions Insurance identifying Rhode Island Housing as a Loss Payee.
6. Provide a current copy of your laboratory COC form for review.

C. Fee Structure

The cost of services is one factor considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. Please provide a per sample cost proposal for the following types of analysis:

Lead – Total Concentration by Flame Atomic Absorption	5 Day	3 Day	Next Day By 4:00 p.m.	Same Day By 4:00 p.m.	2 hour
Price: Dust Wipe	\$	\$	\$	\$	\$
Price: Soil	\$	\$	\$	\$	\$
Price: Paint Chips	\$	\$	\$	\$	\$
Water	\$	\$	\$		

D. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally- and state-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally- and state-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally- and state-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this RFQ that you would like to bring to Rhode Island Housing's attention.

E. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that:
  - (i) no member of your firm has made inquiries or contacts with respect to this Request for Quotes other than in an email or written communication to John Eastman, Program Coordinator, to seek clarification on the scope of work set forth in this request, from the date of this RFQ through the date of your submission,
  - (ii) no member of your firm will make any such inquiry or contact until after January 31, 2017.
  - (iii) all information in your submission is true and correct to the best of her/his knowledge,
  - (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and
  - (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

## **EVALUATION AND SELECTION**

A selection committee will evaluate the proposals based on the following factors:

- Professional capacity to undertake the Scope of Work
- Professional experience
- Proposed fee structure
- Ability to perform within the time frames set forth in the Scope of Work
- Evaluation of potential work plans
- Previous work experience and performance with Rhode Island Housing and similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed submissions on specific projects as they arise.

By this RFQ, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all submissions, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

**For additional information contact:**

John Eastman, 401-450-1386, [jeastman@rhodeislandhousing.org](mailto:jeastman@rhodeislandhousing.org).