



**Request for Proposals  
Environmental Lead Laboratory Services for HUD 2019 High Impact  
Neighborhood Grant**

**INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide quotes for analytical services from laboratories accredited through ELLAP under the EPA’s National Lead Laboratory Accreditation Program (“NLLAP”).

**INSTRUCTIONS**

Proposals shall be submitted via email to: **Eric Alexander, Assistant Director of Development** at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and **Erica Pistorino, Lead Program Coordinator** at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

**Proposals will be accepted on a rolling basis and evaluated pursuant to the criteria laid out below.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

**SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

**ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

**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 proposal.
  - c. Address of all offices of the firm.

Submission  
Check List





d. Number of employees of the firm.

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 would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

3. Please include a current client roster, including a lead 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 of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

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. RIHousing 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 RIHousing'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 Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

1. RIHousing 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 RIHousing, 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. Please acknowledge your understanding of this in your RFP response.

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. If your answer is “No,” please provide a statement to such effect.



3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect



against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.



4. 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 Proposals other than in an email or written communication to **Eric Alexander, Assistant Director of Development** at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and **Erica Pistorino, Lead Program Coordinator** at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead. seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after the submission of the response to this RFP (iii) all information in your proposal 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 RI 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 consisting of RIHousing employees (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the firm
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

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

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing’s decision on these matters is final.

**For additional information contact: Eric Alexander, Assistant Director of Development** at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and **Erica Pistorino, Lead Program Coordinator** at [epistorino@rihousing.com](mailto:epistorino@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

*Revised: October 2019*



## Attachment A

### **Scope of Work**

RIHousing 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:

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