

TO: Housing Specialists for Lead-Based Paint Hazard Evaluation & Compliance services for proposed PY2025 CDBG/HOME CHIP Program

FROM: Renee Muhlenkamp
Mercer County Community Development

DATE: March 20, 2025

SUBJECT: Mercer County – Proposed PY 2025 CHIP Program
Request for Qualifications and Request for Proposal (RFQ/RFP)
Housing Inspection and Lead-Based paint Compliance Services

Mercer County is seeking professional qualifications and a proposal for Housing Inspection/Housing Specialist Services and for Lead-Based Paint Hazard Evaluation and Compliance services for its proposed PY 2025 CDBG/HOME Community Housing Impact and Preservation Program (CHIP).

We are seeking to put together a CHIP Program administrative staff that is acceptable to us and to the Ohio Department of Development. Thus, we are requesting professional qualifications and a proposal for assistance so we may again contract with an individual or firm to assist us in the capacity of Housing Rehabilitation Inspector/Housing Specialist. We are also requesting professional qualifications and a proposal for assistance so we may contract with an individual or firm to assist us in the capacity of Lead Clearance Technician, Licensed Lead Risk Assessor and/or Licensed Lead Abatement Contractor.

It is our understanding the CDBG/HOME recipients are to provide for open competition for professional services whereby, at a minimum, competitors' qualifications are evaluated (cost or price will be an evaluation factor; and once a firm or individual is tentatively selected, fair and reasonable compensation is negotiated. We are, therefore, inviting interested individuals and firms located within a reasonable distance of Mercer County to submit evidence of their professional qualifications, a cost/price proposal, and related information as follows:

1. General background of firm or individual; number of years in operation providing Housing rehabilitation Inspection Services, Lead Clearance Testing, Lead Risk Assessments, and Lead Abatement Contractor Services; and any other services provided, including those which might represent a conflict of interest.
2. List of CDBG/HOME "Small Cities" programs in Ohio by type, and grant amounts for each, in which the firm or individual has been directly involved.

3. Professional staff resumes for each staff person, including years of experience primarily involved in housing rehabilitation/neighborhood revitalization and other CDBG/HOME programs, and lead clearance testing, lead risk assessment and lead abatement contractor services. Also indicate which staff would most likely be involved in providing professional services to Mercer County.
4. Experience in providing the above-mentioned services to clients in the vicinity of Mercer County, and/or clients of similar sizes, locations and characteristics.
5. Professional references for firm/individual and staff who would most likely be involved in our program.
6. Standard hourly fee schedule for all staff, including all overhead.
7. Estimated cost/price to provide the services listed on pages three, four and five of this RFQ/RFP.

I am requesting that all statements of qualifications and cost/price proposals be received on or before 4:00 p.m., April 11, 2025 at the following address:

Mercer County Community Development
101 North Main Street – Room 102
Celina, OH 45822

Attention: Renee Muhlenkamp

It is our intent to give reasonable consideration to at least three firms and/or individuals based on their qualifications and cost/price proposals so as to have one or several alternative candidates that could be asked to enter into negotiations, if negotiations with the preferred candidate(s) are not satisfactory. All RFQ's/RFP's will be evaluated by Mercer County using rating criteria provided by the Office of Community Enhancements. Please state in your proposal the services you are wishing to provide. Once again these are summarized as follows:

Housing Inspection/Housing Specialist

- Initial inspection of property (Owner Rehab Units and Home Repair Units) to determine OCE Residential Rehabilitation Standards and local Code violations;
- Preparation of work specification documents and cost estimates;
- Receive and review contract qualifications; recommend approvals;
- Review work specifications with homeowner and other applicable parties;
- Preparation of bid documents and bidding of project;
- Review of each home with interested contractors;
- Analysis of bids and recommendation of successful bidder;
- Preparation of contract documents and change orders;
- Conduction of pre-construction conference with all concerned parties;
- Inspection of work during construction;
- Final inspection of work and preparation of "punch list";
- Final inspection;
- Follow-up inspection throughout term of the program.

Lead Clearance Technician

- Perform clearance tests on non-abatement home repair activities and rehabilitation activities;
- Report monthly summaries of clearance test results to the Ohio Department of Health Lead Poisoning Prevention Program on the forms provided in the ODOD-ODH Interagency Agreement on Lead-Based Paint Hazard Control in HUD-Assisted Housing.
- Use a laboratory approved by the Director of ODH to conduct the analysis of all environmental samples.

Note: Clearance must be achieved using the methods and standards prescribed by U.S. EPA at 40C.F.R. 745.227.

Licensed Lead Risk Assessor

- Perform lead inspections on non-abatement and abatement housing home repair and rehabilitation activities;
- Perform lead risk assessments on non-abatement and abatement housing home repair and rehabilitation activities including an on-site investigation to determine and report the existence, nature, severity, and location of lead-based paint hazards in structures, including information gathering regarding the age and history of the structure and occupancy by children under age six, visual

other activity as may be appropriate and provision of a report explaining the results of the investigation;

Licensed Lead Abatement Contractor

- Perform lead-based paint interim control specifications;
- Perform lead-based paint abatement specifications;
- Perform lead inspections on non-abatement and abatement housing home repair and rehabilitation activities;
- Perform lead risk assessments on non-abatement and abatement home repair and rehabilitation activities including an on-site investigation to determine and report the existence, nature, severity, and location of lead-based paint hazards in structure, including information gathering regarding the age and history of the structure and occupancy by children under age six, visual inspection, limited wipe sampling or other environmental sampling techniques, other activity as may be appropriate, and provision of a report explaining the results of the investigation;
- Perform clearance tests on abatement home repair activities and rehabilitation activities;
- Report monthly summaries of clearance test results to the Ohio Department of Health Lead Poisoning Prevention Program on the form provided in the ODOT-ODH Interagency Agreement on Lead-Based Paint hazard Control in HUD-Assisted housing;
- Use a laboratory approved by the Director of ODH to conduct the analysis of all environmental samples.

Note: Clearance must be achieved using the methods and standard prescribed by U.S. EPA at 40C.F.R. 745.227.

We are proposing the following CHIP programs and activities (upon which to base your cost/price proposal):

- Owner Rehabilitation - 6 single-family units
- Owner Home Repair - 9 single-family units

We intend to select our proposed “administrative team” via resolution or letter of intent by no later than May 1, 2025. All respondents will be notified of their status by May 8, 2025.

Should you have any questions regarding this RFQ/RFP, please contact Renee Muhlenkamp at 419-586-4209.