

NORTHAMPTON COUNTY HOUSING AUTHORITY

REQUEST FOR PROPOSALS

ON-CALL LEAD-BASED PAINT
EVALUATION, CLEARANCE, AND
ABATEMENT SERVICES

For HCV and NCHA-owned or managed residential properties in Northampton County, Pennsylvania

RFP Number	249639
Issue Date	08/18/2026
Proposal Due	09/22/2026 - 3:00 P.M EST
Submission Method	Electronic submission through PennBid only

IMPORTANT PROCUREMENT STRUCTURE. This solicitation separates professional lead evaluation/clearance services from physical abatement work. A firm may propose for one or both categories, but the entity performing abatement on a specific assignment may not perform the final clearance examination for that same assignment. Abatement task orders remain subject to all applicable competitive bidding, quotation, bond, wage, and grant requirements.

SERVICE CATEGORY A	SERVICE CATEGORY B
Lead inspections, risk assessments, project design, sampling, compliance support, and independent clearance	Lead hazard control, interim controls, abatement, related repair/restoration, cleaning, and closeout

Northampton County Housing Authority
15 S. Wood Street, Nazareth, Pennsylvania 18064

PENNBID POSTING SUMMARY / PUBLIC NOTICE

POSTING INSTRUCTION. Complete all bracketed fields and use the text below as the PennBid notice. The complete solicitation, proposal forms, addenda, questions, and electronic submissions should be managed through PennBid.

NOTICE

NORTHAMPTON COUNTY HOUSING AUTHORITY

REQUEST FOR PROPOSALS

ON-CALL LEAD-BASED PAINT EVALUATION, CLEARANCE, AND ABATEMENT SERVICES

The Northampton County Housing Authority ("NCHA") invites electronic proposals from qualified, properly certified firms for on-call lead evaluation, risk assessment, design, independent clearance, hazard control, abatement, and related repairs in HCV and NCHA-owned or managed properties throughout Northampton County. HUD funding is anticipated; experience with HUD-funded work in occupied housing is preferred.

Category A covers professional evaluation, design, sampling, and independent clearance. Category B covers lead hazard control and abatement construction. Firms may propose for either or both categories, but the entity performing abatement may not perform or control final clearance for that assignment.

RFP documents will be available through PennBid beginning **August 18, 2026**. Proposals must be submitted electronically through PennBid no later than September 22, 2026; 3:00 P.M., EASTERN TIME. Late submissions will not be accepted. Questions must be submitted through PennBid by **September 15, 2026; 3:00 EST**. Responses and addenda will be issued through PennBid.

Minimum qualifications include applicable Pennsylvania lead certifications, EPA RRP credentials where required, qualified personnel, insurance, and demonstrated capacity to work safely in occupied housing. Category B firms must hold current Pennsylvania Lead Contractor certification and use certified supervisors and workers. Category A personnel must hold the certifications required for their assigned services.

NCHA may make multiple awards or establish qualified pools. No minimum work is guaranteed. Category B assignments will use the procurement method required by the scope, value, funding, and law. NCHA may reject proposals, waive minor informalities, request clarifications, negotiate where permitted, or cancel and reissue the solicitation.

NCHA is an equal opportunity housing provider and employer. Small, minority-owned, women-owned, veteran-owned, disadvantaged, Section 3, and other historically underutilized businesses are encouraged to participate. Section 3 applies only when NCHA identifies a covered contract or Task Order.

Northampton County Housing Authority | 15 S. Wood Street | Nazareth, PA 18064

SOLICITATION SUMMARY AND SCHEDULE

Authority	Northampton County Housing Authority
Solicitation	On-Call Lead-Based Paint Evaluation, Clearance, and Abatement Services
RFP Number	249639
Issue Date	08/18/2026
Optional Pre-Proposal Conference	NONE
Deadline for Questions	SEPTEMBER 15, 3:00 PM EST
Final Addendum Target	SEPTEMBER 22, 3:00 PM EST
Proposal Due Date	SEPTEMBER 22, 3:00 PM EST
Anticipated Notice of Intent to Award	OCTOBER 6, 3:00 PM EST
Anticipated Contract Start	OCTOBER 14, 2026
Submission	PennBid electronic submission only; no email, fax, or paper submissions

QUESTIONS AND COMMUNICATIONS. All procurement questions must be submitted through PennBid. From issuance through award, proposers may not contact NCHA board members, employees, residents, HCV property owners, consultants, or evaluators about this solicitation except through the designated PennBid process. Unauthorized contact may result in rejection.

Proposal Submission Checklist

- ☐ Signed Proposal Cover and Certifications (Appendix D)
- ☐ Technical Proposal organized as required in Section 9
- ☐ Current firm and individual lead certifications, licenses, and key personnel
- ☐ Safety, respiratory protection, quality-control, and capacity information
- ☐ Relevant experience and references (Appendix C)
- ☐ Subcontractor, laboratory, affiliate, and conflict disclosures
- ☐ Separate Price Proposal (Appendix A)
- ☐ Addenda acknowledgments, insurance/bonding evidence, and stated exceptions

1. PURPOSE, BACKGROUND, AND OBJECTIVES

1.1 Purpose and Background

NCHA seeks qualified firms to assess and address lead hazards in occupied and vacant residential properties. Work may include evaluation, project design, hazard control or abatement, related repairs, independent clearance, and HUD-ready documentation.

Assignments may involve privately owned HCV units and NCHA-owned or managed properties, including pre-1978 housing, common areas, exteriors, and site components. Funding, eligibility, grant conditions, and volume will vary by Task Order; no minimum work is guaranteed.

1.2 Objectives

- Protect residents, workers, and the public from lead hazards while minimizing disruption in occupied housing.
- Obtain reliable inspections, risk assessments, designs, scopes, estimates, and independent clearance from certified professionals.

- Complete hazard control, abatement, repair, cleaning, and closeout safely and efficiently.
- Maintain records sufficient for HUD reimbursement, monitoring, resident notices, audits, and long-term compliance.

1.3 Definitions

Term	Meaning for this RFP
Affiliate	An entity under common ownership, control, management, or financial interest, including relationships that could compromise independent clearance.
Authority / NCHA	Northampton County Housing Authority.
Category A	Lead evaluation, inspection, risk assessment, design, sampling, compliance support, and independent clearance.
Category B	Lead hazard control, interim controls, abatement, related repair, restoration, cleaning, and construction.
Clearance	Post-work visual assessment and environmental sampling used to determine whether current clearance requirements are met.
HCV Unit	A privately owned Housing Choice Voucher dwelling unit for which NCHA has authorized access and work.
Lead Hazard Control	Approved interim controls, abatement, stabilization, component or soil treatment, cleaning, or related measures.
Task Order	Written NCHA authorization stating the property, scope, price, schedule, funding, conditions, and notice to proceed.

2. PROCUREMENT STRUCTURE AND ANTICIPATED AWARDS

2.1 Separate Service Categories

Proposers may submit for Category A, Category B, or both. NCHA may make one or more awards, establish qualified pools, make partial awards, or make no award. A proposal for both categories must identify the personnel, credentials, pricing, safety systems, and experience applicable to each.

2.2 Independent Clearance and Conflict Separation

The prime, subcontractors, affiliates, commonly controlled entities, and financially interested personnel performing Category B work may not perform or control final clearance for that assignment. All relationships affecting independence must be disclosed, and NCHA may require a different clearance firm.

2.3 Construction Procurement Safeguard

IMPORTANT. Prequalification or execution of an on-call agreement does not authorize NCHA or a contractor to avoid any competitive bidding, quotation, advertising, lowest-responsible-bidder, bond, prevailing wage, or federal procurement requirement. For each Category B assignment, NCHA will select the procurement method required by the estimated value, property and work type, funding source, Pennsylvania Housing Authorities Law, 2 CFR Part 200, NCHA policy, and other applicable law.

NCHA may use quotations, sealed bidding, a separate solicitation, or another lawful method for individual assignments. RFP unit rates support evaluation and budgeting but do not replace task-specific competition when required. Each Task Order will state the award basis.

2.4 Master Agreements and Task Orders

A master agreement establishes terms and eligibility for assignments; it is not a notice to proceed and guarantees no work or compensation. Work may begin only under a fully authorized written Task Order or emergency authorization.

2.5 Funding Availability and Grant Conditions

Awards and Task Orders depend on available funds, grant eligibility, and HUD approval when required. NCHA may suspend, reduce, or cancel work if funding changes. Payment is limited to authorized, documented, and accepted work.

3. SERVICE AREAS, PROPERTIES, AND WORK AUTHORIZATION

3.1 Geographic Area and Property Types

Services may be required anywhere in Northampton County at single-family, multifamily, scattered-site, common-area, accessory, exterior, or site locations. NCHA may add or remove locations without guaranteeing volume.

3.2 Housing Choice Voucher Properties

For HCV properties, contractors may contact owners or residents, enter, sample, or begin work only after NCHA written authorization. Contractors must follow NCHA access and coordination instructions, protect private property, document pre-existing conditions, obtain approval for scope changes, and refer disputes to NCHA. Unless a Task Order states otherwise, the contractor has no separate contract with the owner or resident.

3.3 NCHA-Owned or Managed Properties

At NCHA-owned or managed properties, contractors shall coordinate access, resident notices, operations, utilities, security, staging, and accommodations with NCHA and sequence work to maintain safe operations.

3.4 Task Order Development and Authorization

1. NCHA issues an assignment request, available records, funding information, and schedule, and may require a walkthrough.
2. The firm submits scope confirmation, staffing, schedule, and an itemized quotation or bid in the requested form.
3. NCHA confirms the applicable procurement method and evaluates the response.
4. NCHA issues a written Task Order and notice to proceed.
5. The contractor performs only authorized work, obtains written approval for changes, and completes all reports, clearance support, corrections, invoices, and closeout.

3.5 Emergency Work

NCHA may authorize accelerated evaluation, stabilization, cleaning, or temporary protection for urgent conditions. Emergency work remains subject to certification, safety, resident-protection, and documentation requirements.

4. SCOPE OF SERVICES - CATEGORY A

Category A firms shall provide objective, well-documented professional lead services using personnel certified for each assigned activity and independent of the contractor whose work is being cleared.

4.1 Records Review and Assignment Planning

- Review available property, maintenance, lead, resident-eligibility, grant, and prior hazard-control records.
- Confirm the evaluation protocol, access, sampling assumptions, schedule, personnel, methods, laboratory, quality controls, and deliverables; provide a work plan when requested.

4.2 Lead-Based Paint Inspection and Risk Assessment

- Perform inspections, risk assessments, reevaluations, lead hazard screens, visual assessments, or related services as directed by NCHA.

- Use calibrated XRF equipment and/or approved sampling methods, maintain chain of custody, and use an NLLAP-recognized laboratory for each analytical discipline.
- Evaluate relevant painted components, dust, soil, friction, impact, chewable, exterior, and other potential lead hazards.
- Document inaccessible areas, limitations, refusals, deviations, and conditions requiring immediate protective action.

4.3 Project Design, Specifications, and Cost Estimates

- Prepare durable, constructible lead hazard control or abatement designs, specifications, drawings or component schedules, quantities, resident protections, cleanup criteria, and closeout requirements.
- Recommend methods suited to the hazards, property conditions, and funding eligibility.
- Prepare independent cost estimates, bid schedules, alternates, and unit-price quantities when requested.
- Identify permits, notices, credentials, testing, wage classifications, and specialty trades; support bidder questions and technical review without assuming NCHA procurement authority.

4.4 Construction-Phase Observation and Compliance Support

- Attend preconstruction meetings and provide authorized field observation, documenting progress, deficiencies, and unsafe or nonconforming work.
- Review work plans, product data, certifications, daily logs, waste records, submittals, and proposed changes for technical conformance.
- Perform interim sampling or quality-control testing when required.
- Provide recommendations to NCHA; only NCHA may direct the construction contractor or authorize changes unless authority is expressly delegated.

4.5 Independent Clearance

- Verify completion and cleaning, perform the visual assessment, collect clearance samples, maintain chain of custody, and apply current HUD and EPA standards.
- Issue prompt pass/fail results and identify each failed room, area, component, or sample location.
- Perform re-clearance after corrective work; costs attributable to Category B failure may be assigned to that contractor as allowed by the Task Order.
- Provide a final clearance report suitable for property files, resident notices, HUD draws, and grant monitoring.

4.6 Category A Report Requirements

Reports shall be signed by the responsible certified professional and include applicable property, access, protocol, certification, equipment, calibration, component, sample, laboratory, finding, hazard, recommendation, limitation, photograph, plan, and notice information. Files must be searchable, clearly named, and suitable for HUD review.

5. SCOPE OF SERVICES - CATEGORY B

Category B firms shall furnish all labor, supervision, materials, equipment, containment, permits, notices, waste services, cleaning, documentation, and related repairs needed for each authorized lead hazard control or abatement assignment.

5.1 Preconstruction Planning and Submittals

- Review the approved evaluation, design, Task Order, occupancy, property conditions, and grant requirements; visit the site and verify quantities, access, utilities, staging, and foreseeable conditions before work.
- Promptly report discrepancies before pricing or mobilization.
- Submit the required work plan, schedule, crew and credential roster, supervisor, containment, products, safety, waste, emergency contacts, and notifications.
- Obtain required permits and notices and coordinate resident access, restrictions, relocation, keys, and start dates through NCHA.

5.2 Lead Hazard Control and Abatement Methods

NCHA may authorize interim controls, abatement, or both. Contractors shall use only approved methods and may not substitute products or means without written approval.

- Paint stabilization, wet scraping, substrate repair, priming, repainting, approved encapsulation, and enclosure.
- Removal, replacement, or approved off-site treatment of windows, doors, trim, flooring, siding, cabinets, railings, porches, and other components.
- Friction, impact, moisture, weatherization, and cleanable-surface corrections.
- Soil covering, paving, containment, removal, replacement, erosion control, and restoration.
- Specialized cleaning or temporary protective measures directed by NCHA.

5.3 Related Repair and Restoration

- Complete necessary substrate, plaster, drywall, wood, masonry, flashing, sealant, hardware, and adjacent-finish repairs while maintaining egress, fire protection, accessibility, ventilation, weather protection, and code compliance.
- Use approved licensed trades as needed and reasonably match existing profiles and finishes unless the Task Order states otherwise.
- Protect and restore interiors, furnishings, lawns, paving, plantings, utilities, and other disturbed property.

5.4 Occupant Protection, Containment, and Daily Cleaning

- Establish regulated work areas, barriers, floor and furnishing protection, signs, access controls, and required engineering controls.
- Prevent dust migration and use current lead-safe work practices, HEPA equipment, wet methods, and prohibited-practice restrictions.
- Maintain safe pathways, secure tools and chemicals, remove debris properly, and complete daily cleaning.
- Stop work, secure the area, and notify NCHA immediately of containment failure, uncontrolled dust, resident entry, injury, damage, hazardous materials, or another serious incident.

5.5 Final Cleaning, Clearance, and Corrective Work

The Category B contractor shall complete final HEPA and wet cleaning and internal quality control. NCHA will arrange independent clearance. Work areas may not be released until NCHA authorizes release. Contractor-caused visual or clearance failures must be corrected, recleaned, and supported through re-clearance at no added cost, including reasonable testing costs when the Task Order provides.

5.6 Waste, Transportation, and Environmental Compliance

- Characterize, containerize, label, store, transport, and dispose of waste in compliance with applicable federal, state, local, facility, and grant requirements.
- Use authorized transporters and facilities and provide required manifests, weight tickets, receipts, profiles, and related records.
- Do not use resident trash, property dumpsters, or unapproved locations. Prevent and immediately report releases to soil, drains, stormwater, air, or neighboring property.

5.7 Category B Closeout and Warranty

Closeout shall include clearance, photographs, logs, credentials, permits, notices, warranties, disposal records, applicable payroll and labor records, releases, lien waivers, maintenance information, and a final itemized invoice. Unless a Task Order requires longer, workmanship and installed materials are warranted for one year after NCHA acceptance.

6. TECHNICAL, SAFETY, AND RESIDENT PROTECTION REQUIREMENTS

6.1 Applicable Standards

Services shall comply with all current applicable laws, regulations, grant conditions, technical standards, and manufacturer instructions. Contractors must use current HUD and EPA hazard and clearance standards and promptly identify conflicting or more stringent requirements for NCHA direction.

Authority or Standard	Application
24 CFR Part 35	HUD lead evaluation, notification, hazard reduction, occupant protection, clearance, and records.
HUD Lead Guidelines	Technical guidance for evaluation, design, hazard control, cleaning, quality assurance, and clearance.
40 CFR Part 745	EPA certification, work practices, disclosure, and RRP requirements.
OSHA, including 29 CFR 1926.62	Exposure controls, respiratory protection, PPE, hygiene, medical surveillance, training, and records.
Pennsylvania Act 44 / 34 Pa. Code Ch. 203	Lead occupation accreditation, certification, notices, work practices, supervision, and enforcement.
2 CFR Part 200 / HUD procurement	Federal procurement, clauses, costs, conflicts, records, audits, and grant administration.
24 CFR Part 75	Section 3 requirements when NCHA identifies covered work.
Other applicable codes	Building, fire, accessibility, environmental, utility, disposal, site, and restoration requirements.

6.2 Safety Program

- Maintain OSHA-compliant lead, respiratory protection, hazard communication, exposure assessment, medical surveillance, fit-testing, training, and related safety programs.
- Use competent, certified, supervised personnel and keep required credentials and training records available.
- Conduct daily pre-task planning for lead and site hazards and provide required PPE, decontamination, hygiene, and secure storage.
- Promptly report injuries, exposures, near misses, damage, releases, citations, and regulatory visits, with written follow-up.

6.3 Occupied Housing and Resident Protection

- Treat residents respectfully and comply with fair housing, reasonable accommodation, language access, privacy, and NCHA conduct requirements.
- Use NCHA-approved notices and schedules; do not photograph residents, disclose unnecessary personal information, or make unauthorized promises.
- Protect occupants, pets, medications, food, furnishings, utilities, sanitation, egress, alarms, and emergency access, including any enhanced protections directed by NCHA.
- Immediately report access refusals, entry into restricted areas, removed protections, symptoms, or safety concerns to NCHA without escalating disputes.

6.4 Unforeseen Conditions

The base scope covers lead paint, dust, and soil. Other environmental services are excluded unless added by Task Order. Stop affected work and notify NCHA upon encountering suspected asbestos, hazardous waste, structural instability, infestation, sewage, or another condition outside the approved scope.

6.5 Quality Control

- Designate a quality-control lead with authority to stop or correct work and use written checklists for calibration, sample custody, containment, cleaning, completion, punch-list, and closeout.
- Verify identifiers, photographs, quantities, and credentials before submitting reports or invoices, and correct contractor-caused errors or nonconforming work promptly at no added cost.
- Cooperate with NCHA, HUD, grantor, auditor, and regulatory monitoring and provide required records and access.

7. DELIVERABLES, RECORDS, AND PERFORMANCE STANDARDS

7.1 Deliverables and Electronic Files

Deliverables must be complete, accurate, timely, signed where required, organized by property and Task Order, and suitable for HUD and regulatory use. Contractor-caused corrections are not billable.

- Provide searchable PDFs and requested native files using NCHA naming conventions and Task Order, property, unit, document, and date identifiers.
- Label photographs logically and omit unnecessary personal information.
- Transmit sensitive resident and property information only through NCHA-approved methods.

7.2 Baseline Turnaround

Unless a Task Order states otherwise, firms should meet the baseline response times below and identify any exceptions.

Deliverable or Response	Baseline	Measurement
Acknowledge routine assignment request	1 business day	Receipt confirmed and responsible contact identified
Acknowledge urgent request	2 hours	During stated business/on-call coverage
Routine site visit availability	Within 5 business days	Unless access or grant conditions delay
Preliminary urgent findings	Same day	Verbal plus brief written summary
Category A final report	Within 5 business days after laboratory data	Complete signed report
Clearance result notice	Within 1 business day after laboratory data	Pass/fail notice followed by final report
Category B work plan/submittals	At least 3 business days before mobilization	Earlier if notification or review requires
Incident notification	Immediate; written within 24 hours	Includes corrective action and status
Invoice and closeout package	Within 10 business days after completion	One complete package per Task Order

7.3 Performance Management

NCHA may evaluate response, schedule, safety, resident relations, report quality, cost control, clearance results, correction time, documentation, and subcontractor performance. Repeated deficiencies may reduce assignments or result in corrective action, suspension, nonrenewal, default, or termination.

7.4 Record Retention and Access

Retain contract, cost, payroll, safety, certification, sampling, laboratory, disposal, and project records for the period required by law, HUD, the grant, and the contract, but not less than three years after the later of final payment or NCHA grant-closeout notice. Longer retention applies to open audits, claims, litigation, or enforcement. NCHA and authorized oversight entities shall have lawful access to records and work sites.

8. MINIMUM QUALIFICATIONS AND CERTIFICATIONS

8.1 Mandatory General Qualifications

- Be legally organized and authorized to do business in Pennsylvania before contract execution.
- Be eligible for federal, Commonwealth, and local awards and provide a UEI and exclusion verification acceptable to NCHA.
- Maintain all credentials, permits, training, and staffing required for the proposed category and assigned work.
- Meet applicable insurance and Category B bonding requirements and demonstrate financial and operational capacity.
- Maintain documented lead safety, resident-protection, and quality-control systems.
- Disclose conflicts and affiliates, preserve clearance independence, and use PennBid and NCHA electronic systems.

8.2 Category-Specific Credentials

Credential / Capacity	Category A	Category B
Pennsylvania firm credential	Firm must provide properly certified individuals; Lead Contractor certification if the firm also performs regulated abatement.	Current Pennsylvania Lead Contractor certification.
Certified personnel	Pennsylvania-certified Lead Inspector, Risk Assessor, and Project Designer as required by assignment.	Pennsylvania-certified Lead Abatement Supervisor and Lead Abatement Workers in sufficient numbers; other certified personnel as required.
EPA RRP	Required where the firm performs covered renovation or sampling activities subject to RRP.	Current EPA-certified renovation firm and certified renovators for covered renovation, repair, or painting work; in addition to abatement credentials where applicable.
Laboratory	NLLAP-recognized laboratory for each analytical discipline used; disclose laboratory and turnaround.	Not generally applicable unless contractor performs authorized quality-control sampling; any analytical work must use an NLLAP-recognized laboratory.
Equipment	Appropriate XRF equipment, calibration standards, sampling supplies, chain-of-custody controls, and software.	HEPA equipment, containment, decontamination, tools, PPE, temporary facilities, and equipment suitable for occupied residential work.
Independence	Must be independent from the Category B contractor for final clearance.	May not perform or control final clearance on its own work.

8.3 Preferred Experience

Preferred experience includes:

- HUD-funded lead, healthy homes, public housing, HCV, HOME, CDBG, or similar assisted-housing work.
- 24 CFR Part 35, HUD guidance and forms, 2 CFR Part 200, Section 3, wage and payroll compliance, grant draws, and monitoring.
- Occupied multifamily or scattered-site housing, independent clearance, strong report quality, rapid response, and coordination among owners, residents, laboratories, and contractors.

8.4 Subcontractors and Joint Ventures

Identify all material subcontractors, laboratories, consultants, joint-venture members, affiliates, and specialty trades. NCHA approval is required for material changes. The prime remains responsible for all work, compliance, wages, records, and payment, and subcontracting does not cure a required prime-firm credential.

9. PROPOSAL SUBMISSION REQUIREMENTS

9.1 Submission Method and Format

- Submit the complete proposal electronically through PennBid by the stated deadline.
- Upload a searchable Technical Proposal and a separate Price Proposal using Appendix A; do not include price in the Technical Proposal unless requested.
- Clearly label the firm, RFP number, category, and file contents. Electronic or readable scanned signatures are acceptable.
- Proposals should remain valid for 120 days. NCHA is not responsible for upload problems or incomplete submissions.

9.2 Technical Proposal Organization

Part	Topic	Required Content
1	Cover and Firm Profile	Legal name, address, contact, category, authorized signature, ownership, locations, years in business, services, and capacity.
2	Credentials and Personnel	Appendix B; current firm and individual credentials; laboratory recognition; organization chart; resumes; roles; availability; and backup capacity.
3	Relevant Experience	At least three comparable assignments using Appendix C, emphasizing HUD funding, occupied housing, scope, results, and references.
4	Technical Approach	Assignment intake, evaluation or abatement methods, resident protection, scheduling, quality control, clearance, changes, closeout, and emergency response.
5	HUD and Compliance Experience	24 CFR Part 35, HUD forms, 2 CFR Part 200, Section 3, wage and payroll requirements, records, grant draws, and monitoring.
6	Safety and Quality	Lead and respiratory programs, safety performance, incidents or citations, corrective actions, site leadership, and QA/QC.

Part	Topic	Required Content
7	Subcontractors and Affiliates	Names, roles, credentials, ownership or affiliate relationships, and method for preserving independent clearance.
8	Past Performance and Exceptions	References, material disputes or enforcement, debarment history, failed clearances, corrective actions, and all requested exceptions.

9.3 Other Submission Requirements

The Technical Proposal should generally not exceed 40 single-sided pages, excluding required forms, resumes, and certificates. Concise, assignment-specific content is preferred, and NCHA may disregard external links or material not included in PennBid.

Clearly identify any specific information claimed as legally protected and state the basis. Whole-proposal confidentiality claims are not accepted, and NCHA will make disclosure decisions under applicable law.

Monitor PennBid, review and acknowledge addenda, and rely only on written addenda to modify the RFP.

10. EVALUATION AND SELECTION

10.1 Responsiveness and Responsibility Review

NCHA will review timeliness, completeness, responsiveness, and proposer responsibility and may verify credentials, references, insurance, bonding, exclusions, financial capacity, safety, and other material information. Material misrepresentation may result in rejection or other remedies.

10.2 Technical Evaluation Criteria

Criterion	Category A	Category B	Primary Considerations
Required credentials and key personnel	20	20	Certification depth, experience, roles, availability, supervision, and independence.
Relevant lead and HUD-funded housing experience	20	20	Comparable scope, occupied housing, HUD processes, outcomes, and reference quality.
Technical approach, quality, and resident protection	25	20	Methods, work planning, sampling/clearance or containment/cleaning, QA/QC, communication, and reporting.

Criterion	Category A	Category B	Primary Considerations
Capacity, schedule, and emergency response	10	15	Staffing, equipment, workload, geographic coverage, turnaround, and backup resources.
Safety and past performance	10	10	Safety systems, incidents, regulatory history, clearance performance, claims, and corrective action.
Section 3 and inclusive contracting approach	5	5	Practical plan for covered work and good-faith outreach/participation.
Price proposal	10	10	Reasonableness, completeness, competitiveness, and alignment with scope.
TOTAL	100	100	

10.3 Interviews, Clarifications, and Best-and-Final Offers

NCHA may seek clarifications, conduct interviews or demonstrations, inspect facilities, verify references, or request best-and-final offers where permitted. NCHA may also select from initial proposals.

10.4 Category B Task Order Award

RFP evaluation may establish Category B qualifications and eligibility, but each physical abatement assignment will use the procurement method required for that scope and value. Task-specific bids, security, wage decisions, bonds, and construction forms may be required.

10.5 Notice and Contract Formation

No award is final and no work is authorized until required approvals are complete, the contract is executed, and any required insurance, bonds, certifications, and forms are accepted.

11. PRICING AND TASK ORDER COMPENSATION

11.1 Pricing and Compensation

Complete Appendix A for each proposed category. Rates shall include ordinary Northampton County travel, supervision, overhead, profit, administration, routine PPE, and electronic reporting unless clearly stated otherwise. Task Orders may use lump sums, unit prices, hourly not-to-exceed amounts, allowances, laboratory reimbursements, or another lawful method; the Task Order sets the authorized amount.

11.2 Price Adjustments

Prices shall remain firm for at least the first **12 MONTHS**. Any later adjustment requires a written request with supporting evidence and NCHA approval before the affected work is ordered. The adjustment method and cap shall be **NO ESCALATION**. NCHA may reject an increase, seek competition, or terminate future assignments.

11.3 Invoices and Payment

- Submit one itemized invoice per Task Order with property, unit, dates, quantities, rates, progress, retainage, prior payments, and required reports and supporting records.
- NCHA may withhold disputed, unsupported, incomplete, or noncompliant amounts and offset lawful costs attributable to default, failed clearance, damage, or unpaid subcontractors.
- Payment is not acceptance and does not waive defects, audit, or recapture rights. Final payment requires complete closeout and acceptance.

11.4 Changes and Extra Work

Do not perform extra work or exceed the Task Order amount without a written change signed by an authorized NCHA representative. Oral discussions, resident or owner requests, consultant comments, and contractor emails do not authorize payment. Limit emergency protective action to what is reasonably necessary and report it immediately.

12. CONTRACT TERMS AND CONDITIONS

12.1 Contract Term and Non-Exclusivity

The anticipated term is 12 MONTHS w 6 MONTH OPTION PERIODS, subject to funding, performance, and NCHA approval. Options are discretionary, the contract is nonexclusive, and NCHA may use staff or other contractors.

12.2 Personnel, Subcontracting, and Compliance

Key personnel are material to award; replacements require NCHA approval and equal or better qualifications. The contractor may not assign the contract or materially subcontract without approval and remains responsible for all tiers. Obtain required permits, notices, licenses, fees, inspections, and taxes; flow down applicable lead, safety, labor, Section 3, federal, record-access, and nondiscrimination clauses; and promptly report citations, investigations, conflicts, or lost credentials affecting performance.

12.3 Property Protection, Warranty, and Correction

Protect persons and property, document pre-existing conditions, and promptly report and repair contractor-caused damage. Services must be professional, compliant, and free from material defects. Correct incomplete or defective work at no added cost; NCHA may address urgent deficiencies and recover reasonable costs when allowed by law.

12.4 Termination and Suspension

NCHA may suspend or terminate the contract or a Task Order for cause, convenience, funding loss, grant direction, safety, or noncompliance, subject to law and applicable HUD clauses. The contractor shall stop as directed, protect the site, preserve records, limit further commitments, and submit an itemized closeout. Payment is limited to accepted authorized work and allowable closeout costs, less lawful offsets.

12.5 Work Product and Data Security

Upon payment, NCHA may use reports, designs, photographs, data, schedules, and other project-specific work product for program purposes, subject to pre-existing tools and professional obligations. Contractors shall secure necessary rights, safeguard resident and property information, limit access and use, use

approved transmission methods, and report suspected loss or unauthorized disclosure immediately. Data-security duties survive termination.

12.6 Conflicts, Ethics, and Disputes

Comply with applicable conflict, ethics, and gratuity rules and disclose actual or potential conflicts involving owners, residents, evaluators, abatement firms, NCHA officials, or employees. The final contract will state governing law, venue, and dispute procedures. Continue undisputed work unless NCHA directs otherwise or performance would be unsafe or unlawful.

13. FEDERAL, HUD, STATE, AND LOCAL REQUIREMENTS

13.1 Applicable Federal, HUD, and Lead Requirements

The contract and each Task Order incorporate requirements applicable to the funding, amount, property, and scope. These may include 2 CFR Part 200 and Appendix II, HUD procurement and contract forms, 24 CFR Part 35, 40 CFR Part 745, HUD Guidelines, OSHA lead rules, Pennsylvania Act 44 and 34 Pa. Code Chapter 203, grant conditions, and current lead evaluation, work-practice, notification, sampling, and clearance standards. NCHA will identify known task-specific requirements; contractors must review and flow down applicable provisions.

13.2 Section 3 and Labor Standards

When NCHA identifies covered work, comply with 24 CFR Part 75, required employment and contracting efforts, labor-hour and business-participation reporting, and related records. Davis-Bacon, HUD wage rates, Copeland, Contract Work Hours and Safety Standards, Pennsylvania prevailing wage, certified payroll, E-Verify, apprenticeship, and related requirements apply when identified or required by law. Contractors are responsible for classifications, fringes, payrolls, interviews, restitution, and subcontractor compliance.

13.3 Civil Rights and Inclusive Contracting

Comply with applicable nondiscrimination, equal employment, fair housing, disability, accessibility, language access, and civil-rights requirements. Cooperate with reasonable accommodations and NCHA communications. Take required affirmative steps under 2 CFR 200.321 and grant conditions to provide opportunities for small, minority-owned, women-owned, veteran-owned, disadvantaged, and labor-surplus-area firms and document outreach when requested.

13.4 Federal Restrictions, Audit, and Recapture

Covered principals must remain eligible for federal transactions and provide required debarment and lobbying certifications. Comply with applicable telecommunications, environmental, recovered-material, domestic-preference, and Buy America restrictions. NCHA and authorized agencies may inspect work, interview workers, review records, and audit costs; unsupported, unallowable, overpaid, or noncompliant amounts are subject to repayment under the contract and law.

13.5 Pennsylvania Public Work Requirements

Category B work will follow the Pennsylvania Housing Authorities Law and other applicable public-work requirements, including current quotation and bidding thresholds, advertising, bonds, prevailing wage, and payroll rules. Work may not be divided to evade a threshold.

14. INSURANCE, BONDS, AND RISK ALLOCATION

14.1 Minimum Insurance

Before contract execution and throughout performance, maintain insurance from carriers acceptable to NCHA. NCHA may revise limits by Task Order. Draft minimums, subject to final Authority review, are shown below.

Coverage	Draft Minimum	Key Requirement
Commercial General Liability	\$1,000,000 each occurrence / \$2,000,000 aggregate	Occurrence form; products/completed operations; contractual liability; no exclusion that defeats lead work.
Automobile Liability	\$1,000,000 combined single limit	Owned, hired, and non-owned vehicles.
Workers' Compensation	Statutory	Pennsylvania coverage and all states/endpoints needed for personnel.
Employers' Liability	\$1,000,000 each accident/disease	Per employee and policy limits as applicable.
Contractors Pollution Liability	\$1,000,000 each claim / aggregate	Lead, transportation, cleanup, and completed operations; claims-made tail if applicable.
Professional Liability - Category A	\$1,000,000 each claim / aggregate	Lead inspection, risk assessment, design, sampling, reporting, and clearance; maintain tail where applicable.
Umbrella / Excess Liability	\$2,000,000	Follow form over applicable underlying liability.

14.2 Insurance Conditions

- Name NCHA and designated parties as additional insureds on applicable liability policies on a primary and noncontributory basis, with waiver of subrogation when required and commercially available.
- Provide certificates, endorsements, and policies upon request; certificates alone do not amend coverage.
- Coverage may not contain exclusions that eliminate protection for the contracted lead, pollution, residential, or related operations.
- Promptly report cancellation, nonrenewal, material reduction, exhaustion, or coverage disputes. Subcontractors must carry appropriate coverage, and the prime remains responsible for gaps.

14.3 Bid, Performance, and Payment Security

For Category B work, NCHA may require bid security and will require performance and payment security when mandated by law, HUD, NCHA policy, or the Task Order. Bonds may be required at 100 percent of the construction amount unless a lawful different amount is stated. Sureties must be authorized and acceptable to NCHA.

14.4 Indemnification

To the fullest extent permitted by law, the contractor shall defend, indemnify, and hold harmless NCHA and designated parties from claims, losses, penalties, liens, and expenses arising from the negligent, reckless, willful, unlawful, or contract-breaching acts or omissions of the contractor or its subcontractors. The final contract controls and will state any legally required limits.

15. ADMINISTRATIVE PROVISIONS AND RESERVATIONS OF RIGHTS

15.1 Proposal Costs and NCHA Rights

Proposers bear all proposal and site-visit costs. NCHA may reject any or all proposals; waive minor informalities; determine responsiveness and responsibility; request information; verify statements; negotiate where permitted; cancel, postpone, or reissue the RFP; revise scope by addendum; and make multiple, partial, or no awards, consistent with law and funding requirements.

15.2 No Guaranteed Work

RFP information may be corrected by addendum or Task Order and is not a guarantee. A master agreement provides no minimum work, revenue, or exclusivity.

15.3 Protests

Protests must follow NCHA policy and A protest does not automatically stay the procurement unless NCHA determines otherwise.

15.4 Final Review Before Posting

Before issuance, complete all bracketed fields and attach or incorporate current HUD and grant clauses, Section 3 documents, wage determinations, program information, contract forms, insurance requirements, protest procedures, and required Pennsylvania bid or bond documents. PennBid addenda become part of the solicitation and contract.

APPENDIX A - PRICE PROPOSAL

SUBMISSION. Upload this appendix as a separate Price Proposal file in PennBid. Complete only the category or categories proposed. Prices are for evaluation, budgeting, and lawful Task Order use; separate bidding or quotations may still be required.

Proposer Legal Name	_____
Category Proposed	☐ A ☐ B ☐ Both
Pricing Contact	_____
Rates Valid Through	_____

A-1. Category A Unit Rates

No.	Service	Unit	Rate	Notes / Inclusions
1	Routine assignment mobilization / records review	Each		
2	Lead-based paint inspection - dwelling unit	Per unit		
3	Risk assessment - dwelling unit	Per unit		
4	Combined inspection and risk assessment - dwelling unit	Per unit		
5	Common-area or building evaluation	Per hour / SF		State method
6	Additional XRF testing beyond base protocol	Per reading		
7	Dust-wipe sample collection and chain of custody	Per sample		Lab separate or included
8	Paint-chip sample collection and chain of custody	Per sample		Lab separate or included
9	Soil sample collection and chain of custody	Per sample		Lab separate or included
10	Laboratory analysis - dust wipe	Per sample		Identify laboratory/turnaround
11	Laboratory analysis - paint chip	Per sample		Identify laboratory/turnaround
12	Laboratory analysis - soil	Per sample		Identify laboratory/turnaround
13	Project design / lead work specifications	Per unit / project		State basis
14	Independent cost estimate or bid schedule	Per project		
15	Construction observation / compliance monitoring	Per hour		
16	Initial clearance examination - dwelling unit	Per unit		Include visual and report
17	Common-area clearance examination	Per hour / area		State basis
18	Re-clearance visit and report	Per unit / visit		Lab separate or included
19	Certified Risk Assessor	Per hour		
20	Certified Lead Inspector	Per hour		
21	Certified Project Designer	Per hour		
22	Technician / sampling assistant	Per hour		

No.	Service	Unit	Rate	Notes / Inclusions
23	Urgent response premium	Percent / flat		Define hours and conditions
24	Other: _____	_____		

A-2. Category B Unit Rates

No.	Service	Unit	Rate	Notes / Inclusions
B1	Routine mobilization and site setup	Each		
B2	Occupied-unit containment and protection	Per unit / day		State assumptions
B3	Vacant-unit containment and protection	Per unit / day		
B4	Paint stabilization - interior	Per SF		Include prep/prime/paint
B5	Paint stabilization - exterior	Per SF		Include access assumptions
B6	Encapsulation system	Per SF		Identify system
B7	Enclosure system	Per SF		Identify material
B8	Window removal and replacement	Each		State window allowance/spec
B9	Door removal and replacement	Each		State door allowance/spec
B10	Baseboard / trim removal and replacement	Linear foot		
B11	Drywall / plaster substrate repair	Per SF		
B12	Porch / railing / exterior component treatment	Unit / LF / SF		State basis
B13	Cabinet or built-in component treatment/replacement	Each / LF		State basis
B14	Soil covering / interim control	Per SF		Include material depth
B15	Soil removal and replacement	Cubic yard		Include hauling/disposal
B16	Final HEPA cleaning - dwelling unit	Per unit		
B17	Additional corrective cleaning after failed clearance	Per unit		May be nonbillable if contractor-caused
B18	Waste container, transport, and disposal	Each / ton		State basis
B19	Lead Abatement Supervisor	Per hour		For approved T&M only
B20	Lead Abatement Worker	Per hour		For approved T&M only

No.	Service	Unit	Rate	Notes / Inclusions
B21	Carpenter / skilled trade	Per hour		State classification
B22	General laborer	Per hour		State classification
B23	Equipment rental / specialized equipment markup	Percent / schedule		Attach schedule
B24	Materials and subcontractor markup	Percent		State exclusions
B25	Urgent response premium	Percent / flat		Define hours and conditions
B26	Other: _____	_____		

A-3. Pricing Assumptions and Certifications

- ☐ Rates include ordinary Northampton County travel, supervision, overhead, profit, administration, routine PPE, and electronic reporting unless specifically excluded.
- ☐ Proposer has stated whether laboratory fees, permits, disposal, equipment, materials, and subcontractor costs are included or separate.
- ☐ Proposer understands that task-specific quotations or sealed bids may be required and that it will correct its own errors, defective work, or contractor-caused clearance failures without added charge.

Authorized Signature _____	Printed Name and Title _____
Date _____	Proposer Legal Name _____

APPENDIX B - QUALIFICATIONS AND CERTIFICATION SCHEDULE

Legal Name	_____
Trade Name / DBA	_____
Principal Address	_____
Pennsylvania Registration No.	_____
Unique Entity Identifier (UEI)	_____
Primary Contact / Email / Phone	_____
Years Performing Lead Work	_____

B-1. Service Category

☐ Category A only ☐ Category B only ☐ Both Categories

B-2. Firm and Individual Credentials

Credential	Holder / Firm	Certification No.	Issuing Agency	Expires	Category

B-3. Key Personnel

Name	Role	Lead Credential(s)	Years Relevant	Availability	Employee / Sub

B-4. Laboratories, Subcontractors, and Affiliates

Entity	Role / Scope	Credential / NLLAP	Ownership / Affiliate?	Category / Assignment

B-5. Capacity and Response

Maximum concurrent dwelling-unit evaluations	_____
Maximum concurrent abatement crews / units	_____
Routine response time	_____
Urgent response time and on-call hours	_____
Primary service office / travel base	_____
Current workload constraints	_____

APPENDIX C - RELEVANT EXPERIENCE AND REFERENCES

Provide at least three comparable projects using the form below; duplicate it as needed. Prioritize recent HUD-funded, occupied-housing, public housing, HCV, or multifamily lead work.

C-1. Comparable Project

Client / Property	_____
Client Contact / Email / Phone	_____
Location	_____
Completion Date	_____
Contract / Task Value	_____
Funding Source / HUD Program	_____
Service Category and Scope	_____
Units / Buildings / Occupancy	_____
Results / Clearance / Performance	_____
Key Personnel from Proposed Team	_____

C-2. Performance and Compliance Disclosures

For the proposer and material subcontractors, disclose the following matters from the last five years and attach explanations and dispositions. A "yes" response is not automatic disqualification; failure to disclose may be.

	Yes	No
ation for cause, default, suspension, or material cure notice.	☐	☐
nvironmental, wage, licensing, procurement, or civil-rights citation or enforcement action.	☐	☐
, arbitration, or settlement exceeding \$25,000 related to similar work.	☐	☐
on, lapse, or restriction of a required license, certification, insurance policy, or bond.	☐	☐
d clearance, resident complaint, property damage, schedule default, or deficient	☐	☐
or local debarment, suspension, exclusion, or nonresponsibility determination.	☐	☐

APPENDIX D - PROPOSAL COVER, CERTIFICATIONS, AND SIGNATURE

Proposer Legal Name	_____
Address	_____
Authorized Representative	_____
Title	_____
Email / Phone	_____
RFP Number	_____
Category Proposed	☐ A ☐ B ☐ Both
Addenda Acknowledged	_____

D-1. Certifications

- ☐ The proposal is genuine and noncollusive; the signer is authorized; and the submitted information is true and complete to the best of the signer's knowledge.
- ☐ The proposer has reviewed the RFP and addenda, accepts all requirements except clearly stated exceptions, and can perform the proposed category or categories.
- ☐ The proposer and covered principals are eligible for award and will maintain all required firm and individual credentials during performance.
- ☐ The proposer has disclosed all affiliates, subcontractors, ownership interests, and relationships affecting independence or creating a conflict.
- ☐ The proposer will comply with applicable HUD, federal, Pennsylvania, local, Section 3, wage, civil-rights, safety, environmental, record, and audit requirements.
- ☐ The proposer will begin work only with written authorization, will not perform or control clearance on its own Category B work, and will promptly pay employees, laboratories, suppliers, and subcontractors.
- ☐ The proposer understands that no minimum work is guaranteed and Category B assignments may require separate quotations or sealed bids.

D-2. Signature

Authorized Signature _____	Printed Name _____
Title _____	Date _____
Proposer Legal Name _____	Federal Employer Identification Number _____

APPENDIX E - SAMPLE TASK ORDER

SAMPLE ONLY. NCHA may revise this form and attach task-specific bid documents, plans, specifications, wage decisions, HUD clauses, Section 3 requirements, owner agreements, or other conditions.

Master Contract / RFP No.	_____
Task Order No.	_____
Contractor / Category	_____
Property / Unit(s)	_____
Property Ownership	☐ NCHA ☐ HCV Private Owner ☐ Other
Funding Source / Grant	_____
Section 3 Status	☐ Covered ☐ Not Covered ☐ To Be Determined
Wage Requirement	_____
Authorized Scope	_____
Deliverables	_____
Schedule / Milestones	_____
Compensation / Not-to-Exceed	_____
Bonds / Insurance / Special Conditions	_____
NCHA Project Manager	_____

E-1. Task Order Requirements

- ☐ Perform only the authorized scope and incorporated attachments.
- ☐ Begin only after the Notice to Proceed and completion of required permits, credentials, notices, resident coordination, insurance, and bonds.
- ☐ Obtain written approval for changes; immediately report and protect concealed or unforeseen conditions pending NCHA direction.
- ☐ Independent clearance firm: _____. Required attachments:
☐ Scope/specification ☐ Price/bid ☐ Schedule ☐ Wage decision ☐ HUD clauses ☐ Section 3 ☐
 Owner/access agreement ☐ Other.

NCHA Authorized Representative / Date _____	Contractor Authorized Representative / Date _____
Notice to Proceed Date _____	Required Completion Date _____

APPENDIX F - HUD / FEDERAL / STATE ATTACHMENT MATRIX

NCHA should mark and attach the current documents applicable to the solicitation, master agreement, or Task Order. This matrix is an internal drafting aid and does not replace legal or grant review.

Use	Document / Requirement	Category A / Non-Construction	Category B / Construction
☐	HUD-5369-B, Instructions to Offerors - Non-Construction	Generally applicable to competitive proposals as selected by NCHA	Not the primary construction bid form
☐	HUD-5369-C, Certifications and Representations of Offerors - Non-Construction	Attach current form when required	May be replaced by construction form
☐	HUD-5370-C, General Conditions for Non-Construction Contracts	Attach when applicable by contract type/value	Not the primary construction conditions
☐	HUD-5369, Instructions to Bidders for Contracts - Public and Indian Housing Programs	Not typical	Attach to task-order IFB or construction solicitation when applicable
☐	HUD-5369-A, Representations, Certifications, and Other Statements of Bidders - Public and Indian Housing Programs	Not typical	Attach to construction bid when applicable
☐	HUD-5370 or HUD-5370-EZ, General Conditions for Construction	Not typical	Attach the form applicable to the construction amount/type
☐	Applicable federal or HUD wage decision and labor standards	As applicable to covered professional field work	Attach when applicable; identify payroll and classification requirements
☐	Section 3 clause, plan, forms, and reporting instructions	Attach if covered by 24 CFR Part 75	Attach if covered by 24 CFR Part 75
☐	2 CFR Part 200 Appendix II and grant-specific clauses	Incorporate applicable clauses	Incorporate applicable clauses
☐	Lead grant / OLHCHH terms and conditions	Attach or identify applicable terms	Attach or identify applicable terms
☐	Pennsylvania bid, bond, prevailing wage, and certified payroll documents	As applicable	Attach based on scope/value and current law
☐	NCHA contract form, insurance endorsements, and protest policy	Attach final forms	Attach final forms
☐	Property list, owner/access agreement, resident notice protocol, and data security requirements	Task-order or program attachment	Task-order or program attachment
☐	Build America, Buy America / domestic preference documents	If applicable to funding and products	If applicable to funding and products

F-1. Pre-Posting Completion Items

- ☐ Complete dates, RFP number, term, escalation, protest procedure, and all highlighted fields; confirm whether one two-category solicitation or separate professional and construction solicitations will be used.
- ☐ Confirm current Pennsylvania quotation, bidding, advertising, bond, wage, retainage, and lien-waiver requirements for anticipated Category B assignments.
- ☐ Identify the HUD funding program and attach current grant conditions, HUD forms, Section 3 determination, wage decision, reporting forms, insurance requirements, and contract documents.
- ☐ Confirm PennBid settings for questions, addenda, separate price files, proposal visibility, and acknowledgments.
- ☐ Obtain final review by procurement, program, finance, risk/insurance, the solicitor, and the Executive Director or designee.

F-2. Internal Approval Routing

Internal drafting aid. Complete and remove this section before the final PennBid posting unless NCHA elects to retain it in the procurement file.

Review Function	Name / Signature	Date
Procurement	_____	_____
Housing Choice Voucher / Program	_____	_____
Finance / Grant Compliance	_____	_____
Risk Management / Insurance	_____	_____
Authority Solicitor	_____	_____
Executive Director / Designee	_____	_____