



Southwest Iowa Planning Council

1501 SW 7th St.

Atlantic, Ia. 50022

(712) 243-4196

(866) 279-4720

(712) 243-5487 Fax

Lead Hazard Reduction Program
Request for Proposals
Lead Hazard Reduction Program Inspection
and Project Management Services

Issued April 1, 2026

Introduction:

Southwest Iowa Planning Council (SWIPCO) is seeking proposals for an environmental firm to assist with implementation of a Lead Hazard Reduction (LHR) and Healthy Homes programs grant funded through the U.S. Department of Housing and Urban Development. SWIPCO was awarded \$1,400,00.00 from the LHR and Healthy Homes programs. The timeline requires a well-qualified environmental firm who can effectively coordinate with our organization and provide proven, well-documented and accurate results. By February 1st, 2030, SWIPCO expects

to analyze 30 homes for lead contamination, and, through attrition, we expect to rehabilitate 20 units at an average cost of \$28,750.00 lead rehabilitation and \$20,000.00 healthy homes per unit.

Inquiries and Schedule:

All inquiries/questions regarding this Request for Proposals (RFP) must be directed to Nicole Rhodes at nicole.rhodes@swipco.org Any changes or additions to the RFP information will be emailed to each respondent that has submitted an email of interest with pertinent contact information. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

RFP Issued: April 1, 2026, All E-mails of Interest/Inquires Due: April 17, 2026

Responses to Inquiries: April 21, 2026, Deadline for Submission: April 24, 2026, at 3:00 p.m.

Contract Award: May 1, 2026

Submit response to:

Southwest Iowa Planning Council

1501 SW 7th Street

Atlantic, Iowa 50022

Responses should be submitted in sealed packages, clearly marked with the firm name and "Lead Based Paint Hazard Reduction Program Consultant" as the proposal name. Proposals received after the deadline will not be considered.

Purpose and Responsibilities:

The purpose of this RFP is to solicit an environmental firm to manage the inspections and construction process of the LHR Program for SWIPCO, including a certified LI/RA that has also completed the Lead Abatement Contractor Course and accreditation. Staff assigned to work on this program needs to have documented project management experience in housing rehabilitation and lead hazard control.

Services to be provided include:

- Unit scheduling/coordination
- Conduct sampling and lead inspections/risk assessments (LI/RA)
- Healthy Homes Assessments and Radon Testing
- SHPO Photos and Checklist
- Scopes of Work and Cost Estimates
- Bid Tours
- Monitoring Visits
- Contractor management/oversight
- Construction scheduling
- Construction observation and oversight
- Clearance inspections and reports
- Unit/project tracking

Healthy Homes inspections may also be conducted at the same time as the LI/RA. An assessment report must be submitted to SWIPCO providing justification for the assessment results, including photographic evidence.

Only those companies and/or individuals with demonstrated experience in performing these types of services should respond to this RFP. Any lead abatement activities conducted under this grant program requires a certified or licensed abatement firm, a certified lead abatement contractor and certified abatement workers.

Lead Based Paint and Lead Based Paint Hazard Identification:

A complete lead-based paint inspection and lead hazard risk assessment, evaluating each housing unit, common area, exterior surface and bare soil is required for each property enrolled under this program. Presumption of the presence of lead-based paint or lead based paint hazards is not permitted. Paint inspections and risk assessments must follow the procedures defined in Iowa law and follow the HUD Guidelines for the Evaluation and Control of Lead Based Hazards in Housing and defined by the policies of the Lead Based Paint Hazard Control Grant Program (policy guidance 2013-01 on the OLHCHH website). This work must be completed by a person who is certified by the Iowa Department of Public Health as a Lead Inspector/Risk Assessor.

After the LI/RA results have been received consultant will be responsible for creating work specifications based on the recommendations made in the risk assessment report. These work specifications will be distributed by SWIPCO to licensed abatement contractors for bidding. Only those lead hazards identified in a LI/RA may be remediated. After review and evaluation of the contractor bids, SWIPCO will determine the winning bid for contract award. The consultant

will be responsible for the monitoring of the construction work, including sufficient oversight to ensure proper lead hazard procedures and regulations are met. Upon final inspection, a licensed lead inspector/risk assessor must conduct a clearance examination and ensure the unit passes the final inspection. Any work conducted will be monitored by the staff of SWIPCO's Lead Hazard Reduction Program staff.

Testing and Notifications:

All testing, sampling and laboratory analysis for lead must comply with the Lead Safe Housing Rule and conform to the current HUD guidelines, the EPA lead hazard standards at 40 CFR part 745, OLHCCH Program Policy 2017-01 and federal and state regulations developed as part of the appropriate contractor certification program, whichever is most protective of children.

It is expected that an XRF will be utilized to complete each LI/RA in combination with dust wipes, paint sampling, and/or soil sampling as applicable. The selected Respondent shall provide its own XRF machine.

All laboratory analyses conducted on paint chips, soil and/or dust samples must be performed by an environmental laboratory recognized by the EPA under the National Lead Laboratory Accreditation Program pursuant to the Toxic Substances Control Act (15 U.S.C. 2685).

Submittal Requirements:

Proposals must be submitted in person, via mail or delivery service, or via email to: Nicole.rhodes@swipco.org AND swipco@swipco.org by 4:00pm April 24, 2026, to:

Southwest Iowa Planning Council

1501 SW 7th Street

Atlantic, Iowa 50022

Proposals should be labeled "Lead Hazard Reduction Inspection & Project Management" and provide adequate information to determine the respondent has capacity, knowledge and experience to perform the required services, and included the information identified below.

1) Respondent – Organization Structure & Capacity

- a. Business name, contact name, title, telephone number and email address
- b. Principal place of business

- c. Description of company
- d. Capacity of company
- e. Indicate availability of XRF machine
- f. Experience working with HUD programs related to environmental, health or housing projects
- g. Resumes of the individuals to be directly involved with the contracted activities, including years of related experience with an emphasis on lead hazard control grant experience, pertinent certifications (including copies of certificates and licensing proof from the Iowa Department of Public Health) and specific responsibilities as related to the SWIPCO grant. This includes all lead inspectors, risk assessors, clearance examiners, lead abatement supervisors/contractors and other pertinent staff. Licenses, training and certifications will be verified by SWIPCO.

2) Evidence of insurance - The respondent shall furnish the appropriate insurance certificates to remain in effect during all phases of work to be completed, as stated under General Provisions, Item #7-Insurance.

3) Registration with the federal System for Award Management (SAM) is required for the selected Respondent prior to contract execution with SWIPCO and the company must be in good standing.

4) Pricing Proposals- Must include a fee schedule based on the objectives outlined in the RFP. At a minimum, fees for services must include:

- a. Developing the Lead inspections with LI/RA (per unit)
- b. Scope of Work and Cost Estimates for items identified in LI/RA (per unit)
- c. Bid Tours (per unit)
- d. Project management and services/Monitoring Visits (per unit)
- e. Clearance testing and associated reports (per unit)
- f. Certificate of Compliance once the clearance testing has passed (per unit)
- g. Healthy Homes Assessments (per unit)
- h. Scope of Work for items identified in Healthy Home Assessment (per unit)
- i. Reimbursables

Contract prices will remain firm throughout the term of the contract and will include exceed contract amounts.

SWIPCO reserves the right to separate the Healthy Homes assessment and monitoring from this project.

5) Description of any pertinent pending or settled litigation in which the respondent is involved. If none, state so.

6) References from current or past clients of HUD Lead Based Paint Hazard Reduction funds (awarded within the past five years).

The response to this RFP may be comprised of one or more contractors or individuals as to ensure the overall success of the project. A team chart should be included that clearly identifies each team member and specifies their role in the project.

Selection Criteria

Consultant selection will be based on the qualifications exhibited in writing and graphic form in the respondent's submittal and reference checks. Respondents will be evaluated on the following criteria:

A. Project Team (30 points):

The make-up/description of the Respondent's project team. The preferred team must have documented project management experience in housing rehab and lead hazard control. A local presence is also an important consideration in the selection process. The names of individuals involved and the roles they will perform must be listed. Provide a description of the qualifications and related experience of the specific individuals who will be involved in the work described in this RFP, including staff and subcontractors, and copies of all certifications.

Any subcontractors used shall be listed with qualifications and key personnel as well. Individuals listed in the proposal are to be the personnel who will be directly involved with this project. Any change in personnel must be approved by SWIPCO.

B. Similar Project Experience (30 points):

Identify any work on HUD Lead Hazard Reduction Programs in the last five (5) years. Respondents must have experience in the following areas: i. HUD LHR and State of Iowa guidelines for lead inspections and reporting; ii. Healthy Homes guidelines for testing and reporting; iii. Development of bid specifications and bid process management; and iv. Contractor and construction management.

- i. HUD LHR and State of Iowa guidelines for lead inspections and reporting
- ii. Healthy Homes guidelines for testing and reporting
- iii. Development of bid specifications and bid process management
- iv. Contractor and construction management

- C. Construction Cost Analysis, Cost Control (20 points): Respondents shall demonstrate their ability to prepare bid specifications in alignment with LHR guidelines and local priorities for Healthy Homes criteria. Respondents must demonstrate understanding of LHR and HH criteria and construction techniques that address each of these subjects. Respondents should demonstrate experience in project specifications write-up versus actual cost of work completed.

General Provisions

- 1) Submittal Ownership/Costs: Upon submission, all information becomes the property of SWIPCO. SWIPCO has the right to use any or all ideas presented in any submission in the response to this RFP, whether or not the submittal results in a contract with the submitting respondent. All costs for development of the written submittal and any oral presentation are entirely the obligation of the Respondent and shall not be reimbursed.
- 2) Non-Warranty of Request for Qualifications: SWIPCO shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Respondents to ensure that they have all the information necessary.
- 3) Request for Clarification: SWIPCO reserves the right to request clarification of information submitted and to request additional information of one or more Respondents, either orally or in writing.
- 4) Reimbursables: The Respondent's representatives will be expected to routinely meet in-person with SWIPCO personnel. During the project, the Respondent will only be reimbursed for expenses which are approved in advance by SWIPCO. SWIPCO will not reimburse for travel, fuel, per diems, or any other miscellaneous expenses incurred which had not been previously agreed upon.
- 5) Acceptance/Rejection of Submittals: SWIPCO reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof, which, in SWIPCO's judgment, best serve the interest of the region it serves.
- 6) Indemnification: Respondent shall: (1) faithfully perform said Contract on SWIPCO's part and satisfy all claims and demands incurred for the same; (2) fully indemnify and save harmless SWIPCO from all costs and damages which SWIPCO may suffer by

reason of failure to do so; and (3) fully reimburse and repay SWIPCO all outlay and expenses which SWIPCO may incur in making good any default.

7) The Respondent shall protect, defend, indemnify and save harmless SWIPCO, its agents, boards and employees, collectively referred to as "Indemnitees", from and against costs and suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including in part attorney fees, incidental to the defense of such suits, actions, claims, sickness, including death, to any person, or damage to property, including in part the loss of use resulting there from, arising from any act or omission of the Respondent, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Respondent's direction and control, and arising out of, occurring in failure of performance of any work or services called for by the Contract, or from conditions created by the performance or non-performance of said work or services. The Respondent's indemnification hereunder shall apply without regard to whether acts or omissions of one or more of the Indemnitees would otherwise have made them jointly or derivatively negligent or liable for such damage or injury, expecting only that the Respondent shall not be obligated to so protect, defend, indemnify and save harmless if such damage or injury is due to the sole negligence of one or more of the Indemnitees.

8) Insurance: The Respondent shall carry and maintain during the life of the Contract insurance as follows:

Respondent, and any Subcontractors utilized by Respondent herein, shall obtain insurance naming Southwest Iowa Planning Council as additional insured in the minimum amounts and areas of coverage as stated in this section and shall maintain such coverage throughout the duration of this agreement. Prior to commencing any work or services in accordance with this agreement, Respondent, and any Subcontractors utilized by Respondent herein, shall provide a current Certificate of Insurance as part of this agreement AND SWIPCO shall have accepted the same by written approval to Respondent and/or Subcontractor.

The Certificate of Insurance must stipulate 30 days' notice of cancellation from the insurance company. Furthermore, Respondent, and any Subcontractors utilized by Respondent herein, agree and understand that any subrogation under the agreement is hereby waived in favor of SWIPCO's in Respondent's General Liability policy. Respondent shall not alter or otherwise change any current insurance coverage submitted under this agreement without prior written approval from SWIPCO.

General Liability: The Respondent's General Liability policy shall provide for an unimpaired General Aggregate pursuant to this section. The Respondent's insurance coverage shall be primary and noncontributory to any valid and/or collectible excess insurance coverage carried by or available to SWIPCO and shall carry the following minimum levels and areas of coverage: The General Liability Policy shall have limits of not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 Aggregate. The Commercial General Liability provides: (1) Bodily Injury and Property Damage Liability; (2) Personal and Advertising Injury Liability; (3) Contractual Liability covering this contract; (4) Independent Respondent's Liability; (5) Premises and Operations, with Southwest Iowa Planning Council named as Additional Insured; (6) Completed Operations, with the Southwest Iowa Planning Council named as Additional Insured. Worker's Compensation Insurance and Employer's Liability Insurance: The Respondent, and any Subcontractors utilized by Respondent herein, shall provide applicable statutory Worker's Compensation and Employers Liability Insurance. In the event that Worker's Compensation and Employers Liability Insurance is not required by statute or is otherwise deferred, such party shall execute a Worker's Compensation Release Form prior to commencing any work or services in accordance with this agreement.

Commercial Automobile: The Respondent, and any Subcontractors utilized by Respondent herein, shall provide coverage for all owned, non-owned, leased, rented, or borrowed vehicles with minimum limits of at least \$1,000,000.00

9) Collusion: The Respondent, by submitting a Proposal, declares that the submission is made without any previous understanding, agreement or connections with any persons, Respondents or corporations making a competing submission on the same project, and that it is in all respects, fair and in good faith without any outside control, collusion or fraud.

10) Consideration of Submittals: Proposals will be considered from Respondents normally engaged in providing and performing services as specified in this RFP. The Respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficiency to SWIPCO. SWIPCO reserves the right to inspect the facilities and organization or to take any other action necessary to determine the ability to perform in accordance with specifications, terms and conditions before recommending any award.

11) Discrimination Clause: According to Southwest Iowa Planning Council policies, discrimination of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age or mental or physical disability is prohibited in any form. This extends to any and all partner agencies and contractual obligation.