



Date: January 26, 2021

Due Date: February 10, 2021

REQUEST FOR PROPOSALS

Lead-Based Paint Inspections and Clearance Dust Sampling

I. Purpose

The Burlington Lead Program of the Community and Economic Development Office for the City of Burlington, Vermont seeks proposals from qualified certified consultant(s) to perform lead-based paint inspections, soil sampling and dust wipe sampling and risk assessments.

II. Background Information

The Burlington Lead Program has received a \$3,093,992.00 Lead Hazard Control grant, which includes \$530,000.00 Healthy Home Supplemental funding from the U. S. Department of Housing and Urban Development (HUD) for the reduction of lead-based paint hazards in 110 units and lead-based paint testing in 145 homes over a three and a half (3.5) year period. Projects will be located within Burlington and Winooski city limits.

III. Prerequisites for Bidding

In order to be qualified to submit a proposal, individual(s) or firms must meet the following requirements:

1. Licensed as a Lead Consultant Entity by the State of Vermont Lead Regulatory Program.
2. Staff providing services under this contract must be certified by the State of Vermont Lead Regulatory Program as Lead Inspector Technicians and/or Lead Inspector/Risk Assessors.
3. Consultant firm must have completed lead-based paint inspection of at least ten (10) properties utilizing methods described in Chapter 7 of HUD's **Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing** (most recent revision). Inspections must have been completed under the auspices of the entity submitting the proposal.
4. Consultant firm must have completed clearance dust sampling testing of at least ten (10) properties utilizing methods described in Chapter 15 of HUD's **Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing** (most recent revision). Sampling must have been completed under the auspices of the entity submitting the proposal.
5. Consultant must utilize a modern XRF analyzer that is capable of:
 - a. Adjusting for substrate bias internally and does not require removal of paint for substrate correction.
 - b. Printing out a testing shot log.

Only XRF analyzers for which an XRF Performance Characteristics Sheet (PCS) is available may be used, and the XRF analyzer may only be used as prescribed in the PCS.

5. Consultant must have an XRF analyzer “on site” for the life of the contract for the requested services.
6. Lead Inspector Technicians or Lead Inspector/Risk Assessors must have attended XRF manufacturer’s training for the particular analyzer to be used.
7. Consultant must have a written radiation safety program that describes safe handling procedures, including protocols for analyzer leak testing, staff dosimetry, security and transportation, together with emergency procedures and contact numbers.
8. Consultant must carry general liability and professional errors and omissions insurance on all services provided during the life of the contract.

IV. Services Required

1. Lead-based Paint Inspections:

a. General Inspection Requirements

Utilizing an XRF analyzer, Consultant shall test all painted surfaces in homes or apartments according to Chapter 7 of HUD’s **Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing** (most recent revision). Bid should reflect costs associated with using the methods described for Single Family Housing. (Lead-based Paint Inspections at properties with more than twenty (20) units are not included in the scope of this RFP.)

b. Special Requirements:

- i. All floors must be XRF tested, even if they have carpet or appear to be bare wood.
- ii. All windows at the property must be tested.
- iii. Window sashes and jambs cannot be grouped into testing combinations. A sash and a jamb must be tested at each wood window.
- iv. If wood window sashes have negative readings at the interior side, the exterior sides must be tested.
- v. Ceramic and enamel bathtubs must be XRF tested.
- vi. Vinyl blinds in each room must be XRF tested.

c. Dust Sampling:

As part of the inspection, the Consultant shall collect dust wipe samples using the procedures described in Chapter 15 of HUD’s Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (most recent revision). The following areas shall be sampled:

- i. Entry Floor: Just inside main entrance to unit.
- ii. Play Room Floor: Area used for play by young children, usually living room or den. If no young children, test living room or equivalent (if entry floor sample was collected from play room, this sample is not necessary).
- iii. Play Room Sill: Window sill from play room.

- iv. Kitchen Floor: Just inside main entrance to kitchen (if entry floor sample was collected in kitchen, this sample is not necessary).
- v. Kitchen Well: Window well in kitchen.
- vi. Child's BR Floor: If no children present, test smallest bedroom.
- vii. Child's BR Sill: Window sill from same room as above.
- viii. Bathroom Floor: If more than one bath, test one most likely to be used by children.
- ix. Heat Vent: At properties that have forced-air heating systems, collect 1 sample from inside the ductwork. Typically, the cold air return provides the largest surface area to sample.

In addition to the standard locations above, consultant may collect up to four (4) additional dust samples from other areas in each unit suspected of containing lead-contaminated dust, including carpets in fair or poor condition, countertops, etc. **For quality control purposes, consultant shall include one Field Blank per every 20 dust wipe samples submitted. One Spiked Sample shall be included per every 50 dust wipe samples submitted.**

Consultant shall utilize the Burlington Lead Program Dust Sample Collection / Chain of Custody Form (see attached) to collect the following information for each sample: Room #; type of sample (bare floor, carpet, sill or well); exact location of sample; surface type; condition of surface; and sample size.

All samples collected are to be sent to a laboratory selected by Burlington Lead Program. Burlington Lead Program shall maintain an account with Federal Express for the purpose of shipping all samples, and will provide consultant with preprinted air bills as necessary. Consultant will be responsible for getting collected samples to the nearest Federal Express or preferred laboratory shipping provider drop box before the last pick up time for that box location.

The Burlington Lead Program will be responsible for the cost of laboratory analysis. In addition, the Burlington Lead Program will provide the following supplies for dust sampling; sample media (ghost wipes); centrifuge tubes; dust sample collection / chain-of-custody forms and spiked dust wipes samples. The testing consultant will be responsible for providing their own PPE including such as coveralls, masks, booties, disposable latex gloves (powder less).

d. Soil Sampling:

When conditions permit, Consultant shall collect composite soil samples as part of the inspection. Consultant shall utilize procedures outlined in Burlington Lead Program "Soil Sampling Protocol and Methodology" (see attached) and fill in sample details on the Burlington Lead Program "Soil Sample Collection Form and Map" (see attached). One composite sample should be collected from the perimeter drip-line around the building and one composite sample should be collected from the street side mid-yard. Samples should also be collected from other areas of bare soil that children are likely to come into contact with (play areas, dirt driveways, other bare soil, etc.). Typically most properties will require at least 2 but no more than 5 composite samples to be collected. Consultant shall need prior approval from Burlington Lead Program to collect more than 5 composites from any site.

A separate, per sample price is requested for soil samples since conditions (ground frozen, snow cover) may not permit collection at the initial XRF inspection.

e. Inspection Report

Consultant shall provide the Lead Program with an inspection report, containing at least the following information, **within two (2) weeks of completing an inspection:**

- i. XRF work order form with completed check list.
- ii. Date of inspection.
- iii. Address of building and apartment numbers (if applicable).
- iv. Date of construction.
- v. Name, address, and telephone number of the owner or owners.
- vi. Name, signature, and certification number of each certified inspector and/or risk assessor conducting testing.
- vii. Name, address, and telephone number of the certified firm employing each inspector and/or risk assessor (if applicable).
- viii. A description of each testing method and device and/or sampling procedure employed for paint analysis, including quality control data and the serial number of the X-ray fluorescence device.
- ix. Documentation of pre-inspection and post-inspection calibration of XRF device in conformance with PCS.
- x. A sketch of the property with each room assigned a two digit number (numbers start with 03).
- xi. A color picture of the property that shows an oblique view of the street side elevation. An “oblique view” would be a view that shows the front side and either the “B” or “D” wall in the same view. Out buildings should be included in the view if possible.
- xii. For each component tested, the following information must be provided: component type; substrate; paint condition; color; exact locations of testing sites; the XRF reading for each testing site; and classification of final result (positive, negative, or inconclusive). Components should be grouped together by room.
- xiii. Window and door casings, jambs and stops are NOT to be considered testing combinations as stated in Chapter 7. For the purposes of this contract, they are to be considered separate components and will be tested and reported as such.
- xiv. For inconclusive XRF results (according to PCS) and areas that cannot be tested using an XRF device (ornate moldings, inaccessible areas, etc.), a paint sample must be collected and analyzed by a Vermont-certified laboratory. Consultant should make every effort to sample from inconspicuous locations. Paint chip analysis results must be provided in the report or as an amendment to the report (within one week of report submittal). Consultant shall be responsible for the collection, shipping and laboratory analysis costs of any paint chip sampling.
- xv. The original Chain of Custody for dust wipes samples.
- xvi. For soil samples, a completed Soil Sample Collection Form and Map and the original Chain of Custody.

Each inspection report must be sent to the Burlington Lead Program as an electronic reading, not hand written and scanned as a PDF and e-mailed to the Burlington Lead Program.

f. Lead-Based Paint Risk Assessment Report

Consultant shall complete a risk assessment in homes or apartments, specified by the Burlington Lead Program, according to Chapter 5 of HUD's **Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing** (most recent revision). Bid should reflect costs associated with using the methods described for Single Family Housing. All requirements for lead-based paint inspections should be followed and included for risk assessments, with risk assessment reports containing additional information about the current condition and lead-based paint hazards of the specified units.

Consultant shall provide the Burlington Lead Program with a risk assessment report, containing at least all of the information included in an Inspection Report along with the following information, **within three (3) weeks of completing an inspection:**

- i. All information included with Inspection Report listed in the above section.
- ii. A Lead Based Paint Risk Assessment for each unit specified by Burlington Lead Program utilizing the format provided by the Burlington Lead Program, including information on existing hazards (condition of components positive for lead-based paint) and suggestions on how to reduce such hazards
 1. Burlington Lead Program will provide training on completing risk assessments and formats to be used.
 2. The risk assessment will follow the format of the lead-based paint inspection reports with notes and information of existing hazards included on field sheets.
 3. Risk assessments will include interviews with occupants for units with children under 6. Interview form provided by Burlington Lead Program.
- iii. The Healthy Homes Assessment Tool Form for each unit utilizing the format provided by the Burlington Lead Program
 1. Burlington Lead Program will provide training on Healthy Homes Assessment Tool Form
- iv. Risk Assessment reports will include photos of the following:
 1. Photos of each side of exterior
 2. Oblique photos of exterior (at each corner of the building looking at 2 sides)
 3. Photos of each room
 4. Photos of specific hazards
 5. Photos of condition of components positive for lead-based paint (stabilization needs)
 6. Photos of all windows – including overall photo and details of sashes, jambs, wells
 7. Photos of Healthy Homes concerns or questions
 8. Photos of anything helpful to writing a scope of work to reduce lead-based paint hazards

2. Clearance Dust Sampling

a. Final Clearance

Consultant shall collect clearance dust wipe samples necessary for the re-occupancy of units after the completion of lead abatement work. Clearance sampling must be conducted according to the Vermont Regulations for Lead Control. Consultant shall utilize the Burlington Lead Program Dust Sample Collection / Chain of Custody Form to collect the following information for each sample: Room #; type of sample (bare floor, carpet, sill or well); exact location of sample; surface type; condition of surface; and sample size. All samples collected are to be sent to a laboratory selected by Burlington Lead Program. Burlington Lead Program shall maintain an account with Federal Express for the purpose of shipping all samples, and will provide consultant with preprinted air bills as necessary. Consultant will be responsible for getting collected samples to the nearest Federal Express drop box before the last pick up time for that box location, **the day the clearance sampling is performed**. Burlington Lead Program will be responsible for the cost of laboratory analysis. Burlington Lead Program will provide the following supplies for dust sampling; sample media (ghost wipes); centrifuge tubes; dust sample collection / chain-of-custody forms. Burlington Lead Program will be responsible for the preparation of clearance dust inspection reports.

b. Clearance Failure

Consultant may be requested on short notice to conduct resampling of areas that have failed clearance. *Burlington Lead Program staff will perform this activity for the majority of projects.*

V. **Bid Price Information**

Prices for services should be provided on the provided price sheet. All prices should include the total cost for completing the requested services, including preparation time, travel time, any mileage allowance, time on site, and time to complete the required reports and send the dust samples to the lab. Prices must be provided for all items or the proposal will not be considered. No alternative pricing structures will be considered. Consultant shall provide a base inspection price to test a single family home or the first unit and exterior of multi-family buildings. The second price would be for additional units (per unit) in multi-family buildings. Please also provide a “per room” rate for use when interior common spaces are encountered. Billing the “per room” charge will be limited to those interior common rooms in which at least five (5) components must be tested.

VI. **Contract Parameters**

- A. Burlington Lead Program intends to award a contract or contracts for the completion of approximately 145 XRF inspections and clearance testing of approximately 110 residential housing units over a three and a half year (42 month) period.
- B. Within one week of receiving the work order from Burlington Lead Program, consultant shall schedule the lead-based paint inspection with the owner of the property. Inspection shall be completed within two weeks of the work order.

- C. Consultant shall submit the lead-based paint inspection report to Burlington Lead Program within two weeks of completing the inspection.
- D. **Per B & C above, each lead-based paint inspection report must be received by Burlington Lead Program within 4 weeks of the work order. Failure to submit a report to Burlington Lead Program within 4 weeks will result in a 10% reduction in price for each late week.**
- E. If a risk assessment has been included in the order the contractor will have 5 weeks to complete the inspection, risk assessment and submit the report to the Burlington Lead Program.
- F. Consultant shall be responsible for the costs of collecting, shipping, and analyzing any paint chip samples.
- G. Consultant shall be available to conduct clearance visual inspections and clearance dust wipe sampling upon receiving 24 hour notice from Burlington Lead Program.
- H. Burlington Lead Program will be responsible for shipping charges for sending dust & soil samples to the laboratory and for the cost of sample analysis. Test results will be reported directly to the Burlington Lead Program.
- I. Burlington Lead Program staff will audit inspections during the contract for the purposes of quality control.
- J. Burlington Lead Program reserves the right to request additional information to supplement the information in written proposals.
- K. Burlington Lead Program retains the right to reject any and all bids.

VII. Proposal Content

Proposals must contain the following information:

1. Fee schedule using the provided price sheet.
2. Copies of Vermont Lead Consulting Entity and Lead Inspector Technician or Risk Assessor certificates.
3. Type of XRF device(s) to be used including manufacturer name, model, and serial number, and a statement of device(s) availability.
4. List of 10 HUD lead-based paint inspections completed with owner names and phone numbers.
5. Example HUD lead-based paint inspection report.
6. List of 10 HUD clearance dust sampling projects with owner names and phone numbers.
7. Copy of Radiation Safety Program.
8. Insurance certificate(s).
9. Complete Section 3 certification form (see attached).
10. Any other information the consultant believes would assist the Burlington Lead Program in its evaluation.
11. Must submit COVID-19 Safety Plan and agree to follow the Burlington Lead Programs Safety Plan. See attached plan and signature page.

VIII. Criteria for the Evaluation of Proposals

- Price for services.
- Extent and depth of testing experience.
- Quality of work as evidenced by previous reports and references.
- Experience of personnel.
- Capacity of firm (number of qualified staff).
- Availability of personnel including short notice availability.
- Conformance to pre-bid qualifications.
- Prior experience with federally-funded housing programs.
- Quality of insurance.
- Ability to comply with applicable City of Burlington ordinances, specific mention:
 - a. Livable Wage Ordinance: In the event a work assignment exceeds \$15,000, or when combined with other contracts within the last 12 months exceeds \$15,000, the consultant will be required to comply with the Burlington Livable Wage Ordinance and shall provide the required certification attesting to compliance with the ordinance.
 - b. Non-Outsourcing Ordinance: In the event that contract amounts exceed \$50,000, consultants will be required to comply with the Burlington Non-Outsourcing Ordinance, and shall provide the required certification attesting to compliance with this ordinance as a condition of executing the contract.
 - c. Union Deterrence Ordinance: In the event that contract amounts exceed \$15,000, consultants will be required to comply with the Burlington Union Deterrence Ordinance and shall provide the required certification attesting to compliance with this ordinance as a condition of executing the contract.

More information can be found at:

<https://www.codepublishing.com/VT/Burlington/html/Burlington21/Burlington2106.html>

<https://www.codepublishing.com/VT/Burlington/?Burlington21/Burlington2107.html>

<https://www.codepublishing.com/VT/Burlington/?Burlington21/Burlington2108.html>

X. Proposal Submission

Consultants should submit their proposals by e-mail, no later than the due date to:

Margaret Williams

Lead Program Manager

mwilliams@burlingtonvt.gov

Please feel free to contact me with any questions at **(802) 846-0149** or mwilliams@burlingtonvt.gov

Section 3 businesses and disadvantaged business enterprises (DBE) are encouraged to apply.

CONTRACTOR CERTIFICATION- For All Building & Non-Building Trades

<p><u>Burlington MSA (Chittenden, Franklin and Grand Isle Counties)</u> includes: Burlington, South Burlington, Williston, Winooski, Colchester, Essex, Hinesburg, Huntington, Jericho, Milton, Richmond, St. George, Sheldon Westford, Underhill, Charlotte, Bolton, Bakersfield, Berkshire, Enosburg, Fairfax, Fairfield, Fletcher, Franklin, Georgia, Highgate, Montgomery, Richford, St. Albans, Swanton, Sheldon, Alburg, Grand Isle, Isle La Motte, N. Hero, S. Hero</p>	<p><u>Income Limits (80% of median)</u> 1 person household \$51,350 2 person household \$58,700 3 person household \$66,050 4 person household \$73,350 5 person household \$79,250 6 person household \$85,100 <i>Effective 06.01.2020</i></p>
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PROGRAM OR PROJECT: _____

CONTRACT: _____

CONTRACT AMOUNT: \$ _____ CONTRACT PERIOD: _____

CERTIFICATION OF MBE/WBE/SECTION 3 STATUS

Name of Business or Company: _____

Minority Owned Business: Yes No (See page 2 for definition.)

Woman Owned Business: Yes No (See page 2 for definition.)

I hereby certify that:

- I am a Section 3 business, because:
 - 51% or more of the business is owned by residents of Chittenden, Franklin, or Grand Isle Counties earning less than 80% of median income; **OR**
 - at least 30% of our permanent, full-time employees are residents of Chittenden, Franklin, or Grand Isle Counties and earn less than 80% of median income or, prior to hire by my company within the last 3 years, were earning less than 80% of median; OR
 - the business has subcontracted (or has committed to subcontract) more than 25% of the dollar award of the contract amount above to a qualified Section 3 businesses.

I am not a Section 3 business.

Signature

Date

Name of Owner or Authorized Representative

BURLINGTON LEAD PROGRAM

Bid Proposal for XRF Inspection, Risk Assessment, and Clearance Testing Price Sheet

Please provide unit pricing for each of the items listed below. Each price should include the **total cost** to complete the requested services, including scheduling, preparation time, travel time, any mileage allowance, time on site, and time to complete the required reports and send dust samples to laboratory. Units are located within city limits of Burlington, Vermont and Winooski, Vermont. No alternative pricing structure will be considered.

Bidder: _____ Phone: _____

e-mail: _____

TASK	PRICE
XRF Inspection- Single Family / 1 st in Multi-Family (includes exterior)	/ unit
XRF Inspection- Additional Units in Multi Family (same work order at 1 st unit)	/ unit
XRF Inspection- Additional Units in Multi Family (new work order)	/ unit
XRF Inspection- Interior Common Rooms	/ room
XRF Inspection & Risk Assessment- Single Family / 1 st in Multi-Family (includes exterior)	/ unit
XRF Inspection & Risk Assessment- Additional Units in Multi Family (same work order at 1 st unit)	/ unit
XRF Inspection & Risk Assessment- Additional Units in Multi Family (new work order)	/ unit
XRF Inspection & Risk Assessment- Interior Common Rooms	/ room
Hourly Rate for Miscellaneous	/ hour
Dust Clearance- Single Family / 1 st in Multi-Family	/ unit
Dust Clearance- Additional Units in Multi-Family	/ unit
Dust Clearance- Interior Common Rooms	/ sample
Soil Sampling- During XRF Inspection/Risk Assessment	/ sample
Soil Sampling- After XRF Inspection/Risk Assessment weather permitting	/ sample

Consultant agrees that the above prices will remain in effect for the life of any contract signed as a result of this proposal.

Signature of Duly Authorized Representative

Date

BURLINGTON LEAD PROGRAM

Soil Sampling Protocol and Methodology

Soil Sampling generally falls into two categories, surface scraping and core sampling. Because scraped sampling generally contributes to more error due to poor depth control, core sampling by using an auger or similar device for consistency will be the preferred method of sampling. Core samples should be collected from the top ½ inch of soil. If soil is dry and sandy and will not stay in the auger, then surface scraping shall be acceptable.

Site Evaluation

Inspectors / Risk Assessors should walk around the property and note the following in identifying sampling locations: First, a site sketch of the property should be prepared. The sketch should note details such as the perimeter of all buildings on the site, play areas, driveways, proximity to known sources such as industries, firing ranges, painted steel structures and adjacent buildings with deteriorated paint. Density of existing paint chips on the ground should be noted. Percentage of bare ground should be noted. Additionally, determining soil sampling locations should take into account other factors such as whether children in adjacent properties are known to have elevated blood levels, or if dust lead levels taken during interior dust sampling are high but the interior tested negative for lead based paint.

Sampling Locations

At a minimum for any site, 2 composite samples consisting of at least 5, but no more than 10, sub-samples should be taken. One composite shall be taken at the perimeter drip lines of the building. One composite shall be taken at the street side mid-yard area. On sites where the street side yard is very small and not proportionate to the site as a whole, then the mid-yard sample should be taken from the back yard. Whenever possible, samples should be taken from bare soil or closest to these areas. However, if no bare soil exists in these areas, it should be noted, and samples collected anyway. The drip line of the structure should be identified as area surrounding the foundation footprint of a structure, extending no more than 3 feet from the foundation. In areas where the Visible Chip Density can be characterized as “Heavy”, a separate composite sample should be taken. All areas characterized as “Heavy” may be combined into one composite.

Example: After walking around the perimeter of a building, the Inspector / Risk Assessor notes that sides A and B have heavy amounts of chips on the ground, but sides C and D have low or none. A composite should then be collected for sides A and B, and a composite collected for sides C and D. Similarly, “Heavy” amounts of chips from just the B side would require a composite for just B, but A, C, and D would be grouped into one sample.

Finally, while it is sometimes hard to accurately identify child play areas, in situations where play areas are obvious, or are pointed out by residents, then a separate composite sample should be taken from the play area. In summary, for a typical property there would be a minimum of 2 composites taken; 1 from the perimeter and 1 from the mid-yard. Additional samples are necessary for play areas and areas of heavy chip loading. A sampling scenario for an average property would consist of 2-4 composite samples. Additional sampling above 4 composites would only be necessary in unusual contamination scenarios.

Sub-Sample Locations

For any given perimeter composite, more than 5, but no more than 10 sub-samples should be taken. Sub-samples should be taken no closer than 2 feet apart. Effort should be made to include bare soil areas when choosing locations. In areas where no bare soil exists, sampling locations should be spaced equal distances around perimeter, or along sides. For mid-yard sampling, effort should be made to include bare soil areas as sampling points. In the absence of bare soil, sub-samples should be collected along an "X" shaped axis in a 10' x 10' square. In definable play areas, effort should be made to sample bare soil locations. Sub-samples may be collected along an "X" axis, or in smaller areas, samples may be collected with the circle method defined as follows: Draw a circle encompassing the area to be sampled, then draw a second circle inside the first, at $\frac{1}{2}$ the radius of the first. Three equally spaced sampling locations are then chosen from inside the inner circle. Up to 3 sets of circle sub-samples may be combined into one composite sample. Circle locations should be noted on the "Soil Sample Collection Site Map".

Collection Procedures

1. Latex or vinyl gloves should be worn throughout the entire sample collection process. New gloves should be worn for each separate composite sample to prevent cross-contamination of samples.
2. Soil sampling is not recommended when ground is frozen or extremely wet.
3. Location of all sub-samples should be noted on the "Soil Sample Collection Site Map". Individual sub-sample locations noted should be identifiable as to what composite it is part of.
4. Large visible paint chips should be excluded from the sample, but chip density should be noted on the Soil Sample Collection Form".
5. Gross debris such as grass, stones, twigs, leaves, etc., should be avoided in the sample.
6. All sub-samples for a given composite shall be deposited in a 4 mil plastic zip-lock bag. Each composite shall be bagged and labeled separately.
7. Composite numbers and locations should be noted on the "Soil Sample Collection Form".
8. Prior to leaving the site, the soil probe should be decontaminated by wiping with wet wipes until no visible dirt remains.

BURLINGTON LEAD PROGRAM
Soil Sample Collection Form

Address: _____ Building # _____

Owner: _____ Date of Samples: _____

Inspector: _____ Certification # _____

Please circle all choices that apply for each sample.

Note that areas of *heavy* paint chip density around building perimeters should be composite sampled separately.

Sample type	Percentage Bare Soil	Visible Chip Density	# of Cores Taken	Composite Sample #	Results (ppm)
Perimeter Front (A)		None Low Heavy			
Perimeter Left (B)		None Low Heavy			
Perimeter Rear (C)		None Low Heavy			
Perimeter Right (D)		None Low Heavy			
Mid Yard		None Low Heavy			
Play Area 1		None Low Heavy			
Play Area 2		None Low Heavy			
Other (specify)		None Low Heavy			

Note potential point sources (i.e.- industry, firing ranges, or other nearby structures with deteriorated paint).

CEDO Lead Program

COVID-19 Safety Plan

Updated 06/11/20, 08/10/20

This plan describes the actions that the Community and Economic Development Office (CEDO) and its employees will take to safely conduct work activities in a manner that protects all persons from exposure to COVID-19. This document incorporates guidance from federal and state authorities, and will be regularly updated as more information on COVID-19 and how it spreads becomes available.

Baseline

All CEDO employees and contractors or consultants providing services to the Lead Program shall complete the VOSHA COVID-19 training made available by the State of Vermont. Any employee of CEDO or contractors/consultants who has a known exposure to COVID-19 or is experiencing any physical symptoms of the virus shall not report to work. Social distancing shall be exercised whenever possible during completion of work activities. When appropriate distancing (6+ ft) is not possible, all parties shall wear face masks and gloves. More task-specific guidance is provided below. Estimates on how long a site visit will take will be given to occupants when scheduling the work.

Inspection of Building Exteriors

CEDO staff will drive in separate vehicles to the project site. If more than one staff member is present, they will remain at least 6 feet apart while on the site. All site visits will be conducted with the full permission of the property owner and notification of the residents. Staff will inspect the exterior of the property for lead paint hazards, determine the surfaces that need to be treated, and take pictures to document the conditions. It should not be necessary to be in the proximity of any residents or others, but if this should occur unexpectedly, staff shall utilize their face mask and gloves and take other appropriate measures to stop potential exposures. These protocols are also applicable to contractors doing a site inspection in order to submit a bid for the exterior work.

Consultant Lead Inspection / Clearance Testing

Consultants shall prepare and maintain a COVID-19 safety plan and provide a copy of the plan to CEDO. Consultant shall only conduct lead inspections with the permission and consent of the owner and the occupants, including that they will not be present in the home during the inspection. Consultants shall wear Personal Protective Equipment (PPE) as appropriate and should minimize being in proximity to any residents who are present. If at any time the consultant feels their health or safety is in jeopardy, they should leave the project site. Clearance testing is conducted prior to the return of residents. Hand sanitizer shall be utilized before and after leaving each unit.

CEDO Lead Program

Risk Assessments of Interior Spaces

Lead-based paint risk assessments involve the visual inspection of lead painted surfaces to determine if a lead hazard is present. Although risk assessments require little if any contact with surfaces in the home staff will wear PPE in the form of gloves, masks and foot coverings at all times and will sanitize fixtures such as doorknobs as they enter and exit the unit. CEDO staff will conduct risk assessments only with the full consent of the occupants, including that they will not be present in the home during the assessment.

Health screening prior to entering home. CEDO staff will conduct a Pre-Screening Health Survey via the phone with occupants prior to the scheduled visit to ensure they have left the unit. As well as ensure that the occupants are not in quarantine or isolation, are not showing COVID-19 symptoms and have taken their temperature, have not been in contact with a positive person or traveled out of the state. Employees will reschedule visit if any of the occupants answer “yes” to any of the questions on the health survey.

CEDO staff will drive in separate vehicles to the project site. If more than one staff member is present, they will remain at least 6 feet apart while on the site. It should not be necessary to be in the proximity of any residents or others, but if this should occur unexpectedly, staff shall utilize their face mask and gloves and take other appropriate measures to stop potential exposures.

Gloves and foot coverings will be changed between units if completing more than one unit in the same building. Hand sanitizer shall be utilized before and after leaving each unit.

Bid Inspections of Interior Spaces

CEDO staff and lead abatement contractors shall inspect housing units for the purpose of submitting bids to complete lead hazard control work. Residents must agree to vacate their units while the bid inspection takes place. Staff and contractors shall be expected to wear masks and gloves and to maintain social distancing as much as possible. All contact with surfaces in the unit shall be kept to a minimum. It is anticipated that these inspections will involve no more than 5 people. Hand sanitizer shall be utilized before and after leaving each unit.

Relocation of Occupants

Relocation of occupants in enrolled units will be determined on a case by case basis; occupant input will be collected and considered by Lead Program staff working to coordinate the relocation to ensure everyone feels safe and comfortable throughout the process. Occupants

CEDO Lead Program

will be given the choice to relocate either to a hotel/ motel, the Lead Program's relocation unit at 74 South Meadows Drive in Burlington or receive a stipend of \$25 a day per adult and \$15 a day per child if they would prefer to arrange their own accommodations.

The Lead Program will work with occupants and pay for their stay in a hotel or motel that the occupant feels comfortable staying in. The Lead Program cannot, however, assume any legal liabilities for conditions existing at any hotel or motel selected by such occupants.

Where the relocation unit is selected as the option for relocation, the Lead Program can assure that each such unit will be deep cleaned after every stay and will remain vacant for 72 hours in between occupants. The Lead Program will provide disinfecting spray and anti-bacterial wipes in the unit for occupants to use while staying there. A monetary stipend will be provided to occupants who opt to stay with a family member or friend in the area for the entirety of the time period they are required to be out of their home. Single family home owners that are required to relocate while the work is completed will continue to find their own relocation accommodations.

Completion of Interior Lead Hazard Control Work

1. All general requirements both interior and exterior remain in effect regarding any 'lead work' for the program, and shall follow all applicable laws and regulations.
2. An additional level of communication shall be needed to occur between; CEDO, its project owners, unit occupants, and contractors (involved parties), to ensure safe and limited visits to worksites ensuring the new social distancing practices.
3. If not wearing, or before or after wearing the usual lead work PPE's, all persons on site shall wear a mask or cloth face covering upon arriving at the work site. If not wearing a personally owned face covering, masks shall be provided by contractors or CEDO.
4. All efforts shall be made to maintain the 6 foot social distancing practices, in both work practices and all other events occurring on site, such as breaks or other social interactions.
5. A hand wash station shall be on site, outside of lead work area, for hand washing practices to be followed upon arrival and exiting the project worksite.
6. Travel in vehicles to site shall be limited to a two person maximum, but sole isolated driving is favorable. While out in public either at stores or gas stations, face masks and handwashing/ sanitizing practices shall be followed.
7. Visual Inspections by CEDO staff will be conducted when the unit is vacant. If the property owner requires an inspection CEDO staff can do so virtually.
8. If any person in association of the involved parties (i.e. property owners, renters and member of their families, contractors, it's employees, and CEDO employees and agents) becomes ill, showing symptoms of Covid-19 or testing positive, shall stay away from the

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project site and their workplaces, and shall notify their supervisors as well as the other involved parties.

Contract Execution

Until further notice contracts will be executed virtually.

ATTACHMENT H:
SUPPLEMENTAL SAFETY PERFORMANCE STANDARDS FOR PUBLIC HEALTH
EMERGENCIES

1. The Consultant shall abide by any Centers for Disease Control (CDC), World Health Organization (WHO), Vermont Department of Health, VOSHA, and OSHA recommendations or requirements for ensuring public and personal health and safety in regards to Novel Coronavirus (COVID-19). If guidance from the organizations listed above is not met, the City maintains the right to stop any consulting work at Consultant's sole expense as needed to ensure the health and safety of the public and workers. The Consultant is responsible for, abiding by the most current federal and state standards such as, but not limited to, the following health and safety precautions:
 - a. Adhering to Social Distancing practicing between all individuals, including crew members and members of the public, whenever possible.
 - b. Limiting occupancy in any consulting vehicles to ensure adequate space between passengers and where possible limiting to one occupant per vehicle.
 - c. Regularly cleaning and disinfecting shared surfaces, equipment, and vehicles in accordance with guidelines from the organizations listed above.
 - d. Providing hand washing abilities for field crews, including adequate soap or alcohol based hand sanitizer.
 - e. Providing adequate Personal Protective Equipment for the crew, including PPE face-masks.
 - f. Face-masks which must be worn by contractor, employees, affiliated independent contractors, and crew when in the presence of another person (e.g. homeowners, tenants, guests, etcetera) or when on a home visit regardless of whether a resident is home at the time of visit.
 - g. Ensuring any Portalets provided for the project are adequately able to be locked, cleaned, and stocked with alcohol based hand sanitizer and/or a sink with adequate soap.
 - h. Ensuring any employees who have come in direct contact with someone who has tested positive for Covid-19 are instructed to remain off the work site for 14 days.
 - i. Ensuring any sick employee (Consultant or SubConsultant employed) is instructed to stay home for a minimum duration of 72 hours, until free from any symptoms and without the use of any medications.
 1. If Covid-19 testing is positive, said employee must remain off the job until determined to be fully recovered and no longer contagious. Additionally, any employees in direct contact with said positively tested employee shall be instructed to self-isolate for 14 calendar days.
 - j. Maintaining an accurate and current call sheet for all field based employees so employees may be adequately notified of updates and infections.

2. The safety precautions outlined above should be followed as long as they remain in accordance with the most current guidance from the CDC and other organizations listed in this provision.

Should City, State, or Federal orders be issued to stop work as a result of COVID-19, or the selected Bidder need to request a hold or delay of work due to Covid-19 related illness within the crew, contract extensions will be granted and excusable, but will not be compensable per 2018 VTrans Specifications Subsection 108.16. Reductions in the Scope of Work may be considered and approved by the Owner if Covid-19 related delays arise for completing the work.

3. The Consultant and SubConsultants will be required to submit the company health and safety policy that addresses the minimums within this provision. The policy shall be reviewed and approved by the Owner prior to commencing work.