

# REQUEST FOR PROPOSALS

Issued by:  
St. Cloud Housing & Redevelopment Authority  
1225 West St. Germain Street  
St. Cloud, MN 56301  
Attn: Paul Soenneker (320) 202-3147  
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## **Lead-Based Paint Hazard Risk Assessments & Clearance Testing**

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### **Request for Proposal:**

**DATE ISSUED: March 12<sup>th</sup>, 2025**

The St. Cloud Housing & Redevelopment Authority (HRA) is seeking written proposals from qualified firms or individuals to provide “as-needed” lead-based paint risk assessments to identify lead-based paint hazards in privately owned, owner-occupied residential housing units built before 1978, that are scheduled to undergo remodeling, repair or other home improvements using funding provided through Rehabilitation Loan Programs offered by the HRA. Clearance testing will also need to be performed in those homes found to have lead-based paint hazards during and/or after the home improvements have been completed. The HRA expects to handle approximately 15 to 20 rehabilitation projects per year within the City of St. Cloud that will require lead-based paint risk assessments. The initial contract will be for a two year term. If agreeable to both the HRA and the contractor, this agreement may, at the end of the initial period, be extended for an additional two years. Please provide your proposal to the HRA by **1:00 pm on April 8<sup>th</sup>, 2025**.

### **Proposal Requirements**

Qualified firms or individuals should be able to provide risk assessments and clearance testing to identify lead-based paint hazards to include:

- Testing and/or sampling of paint and painted surfaces to be performed in a *minimally invasive and damaging manner*, and measured in appropriate units of measure. Any laboratory used must be recognized by the EPA’s NLLAP. The proposal should identify the testing/sampling method to be used.
- A report in a format acceptable to the St. Cloud HRA detailing the presence, locations, and nature of lead-based paint hazards, describing the testing and sampling done, reporting sampling and testing results by location, identifying any observed structural or other deficiencies contributing to the lead-based paint hazards, and recommending methods of reduction of the identified hazards. The St. Cloud HRA is to be provided with an electronic copy of the Risk Assessment report. **An example of the report format to be used should be included in the proposal.**
- All required notifications to the Minnesota Department of Health are to be provided, and a copy included in the Report.
- The Risk Assessment and Report must be completed and delivered to the St. Cloud HRA within ten working days of the authorization to perform the task.
- The proposal should identify the staff to be involved, and provide information on qualifications and licensing.
- The proposal should include evidence of appropriate insurance coverage.
- Soil testing is required, and dust wipes are required.
- Water testing will not be required.
- The Risk Assessment will focus primarily on the potential hazards related to the proposed rehabilitation work on the unit, but should also identify any potential hazards not being addressed by the St. Cloud HRA Loan Program’s scope of work.

- The Risk Assessment shall include recommended lead safe work practices and specifications in completing any identified lead-based paint hazards.
- Clearance testing for lead-hazard reduction projects must be performed promptly upon request by the St. Cloud HRA or contractor working on the specific project. Clearance testing shall be done by dust wipe sampling for interior surfaces, and samples shall be analyzed by an approved laboratory. Clearance test results must be reported to the St. Cloud HRA within 5 working days of notification by the St. Cloud HRA or contractor of the need for the testing.
- Coordination with the property owner, St. Cloud HRA staff, and contractor(s) performing work on the unit will be required.

### **St Cloud HRA Responsibility**

The St. Cloud HRA will provide the firm or individual chosen to provide these services with an email from HRA staff for each unit for which a Risk Assessment is to be provided that will identify the homeowner, the address of the unit, age of the unit and the proposed work or repair to be performed at the unit through the St. Cloud HRA's Loan Programs. The St. Cloud HRA will assist in scheduling with the homeowners and contractors involved on each project if needed. The HRA will pay for services rendered within 30 working days of receipt of an invoice for completed and delivered work.

### **Equal Opportunity Employment – Fair Housing**

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

Respondents must complete the Section 3 forms to show whether or not your business is a qualified Section 3 business.

### **PROPOSAL PREPARATION AND SUBMISSION**

The proposal should separately provide base costs for the Risk Assessment, including any limiting factors, and Clearance Testing, on a per unit or location basis. Work that would be performed at extra cost should also be identified, and costs for each item of work provided.

**The proposals are due no later than 1:00 pm on April 8<sup>th</sup>, 2025 and should be sent to:**

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### **CONTRACTOR SELECTION**

The St. Cloud HRA will select one or more contractors based on a combination of criteria including, but not limited to cost, experience, timeliness of service and quality of proposal. The selected contractor will be expected to enter into a 2 year contract with the St. Cloud HRA to provide services described. If agreeable to both the HRA and the contractor, this agreement may, at the end of the initial period, be extended for an additional two years.

The HRA reserves the right to make its selection and/or rejection based solely upon the contents of the proposals received as a result of this solicitation. Interviews of the proposers may be conducted, and additional information clarifying the components of the proposal may be requested from any proposer. All proposals received in response to the RFP become the property of the HRA.

Questions regarding this RFP may be directed to Paul Soenneker at 320-202-3147 or [psoenneker@stcloudhra.com](mailto:psoenneker@stcloudhra.com)