

## REQUEST FOR QUALIFICATIONS AND PROPOSALS

City of Troy, Kansas

Request for Qualifications and Proposals (RFQ/RFP) for Lead-Based Paint (LBP) Risk Assessor

Project: 2025 Community Development Block Grant (CDBG) for Housing Rehabilitation

### **Introduction:**

The City of Troy, Kansas, is seeking qualifications and proposals from qualified individuals or firms to serve as a Lead-Based Paint (LBP) Risk Assessor for its 2025 CDBG Housing Rehabilitation Program. The LBP Risk Assessor will be responsible for identifying and assessing lead hazards in housing units involved in the program and ensuring compliance with HUD, EPA, and local safety standards to protect program participants and the community.

### **Qualifications:**

Qualified applicants must demonstrate certification as a Lead-Based Paint Risk Assessor and a strong understanding of HUD and EPA regulations related to lead-based paint. Applicants must have a minimum of 2-3 years of hands-on experience in LBP risk assessment, particularly within CDBG or similar housing rehabilitation programs. Experience in preparing detailed LBP risk assessment reports, lead hazard control recommendations, and familiarity with lead-safe work practices is required. Additionally, candidates should have experience working collaboratively with building inspectors, program administrators, and contractors.

### **Scope of Work and Responsibilities:**

The Lead-Based Paint Risk Assessor will conduct thorough risk assessments and inspections in accordance with HUD and EPA guidelines to identify and evaluate LBP hazards in program homes. Responsibilities will include preparing detailed reports documenting findings, outlining necessary steps to mitigate LBP hazards, and providing clear recommendations for compliance with lead-safe standards. The Risk Assessor will collaborate with the Housing Quality Inspector, program administrator, and contractors to develop and implement effective lead-safe work practices and hazard control measures. During project inspections, the Risk Assessor will ensure lead-safe practices are being followed and proper notifications are on-site. Additional responsibilities may include providing technical guidance and assisting with project compliance requirements, as mutually agreed upon with the City of Troy.

**Submission Requirements:**

Qualified candidates should submit the following:

1. Cover letter outlining qualifications and interest in the project.
2. Certification documentation as a Lead-Based Paint Risk Assessor.
3. Detailed résumé or firm profile.
4. References from previous relevant work.
5. Proposal for services, including approach and methodology for LBP risk assessments.
6. Proposed fee schedule.

**Submission Instructions:**

Please submit all materials in a sealed envelope clearly labeled as "Lead-Based Paint Risk Assessor Proposal – City of Troy CDBG 2025" to:

City of Troy  
City Clerk's Office  
Attention: Jim Richardson, City Clerk  
137 Walnut Street  
Troy, KS 66087

Or by email to: [cityoftroy@yahoo.com](mailto:cityoftroy@yahoo.com)

Submissions must be received by Friday February 14, 2025, at 12:00 PM.

**Selection Timeline:**

The City of Troy will review and rank all submissions and make a selection decision during the regular city council meeting scheduled for Wednesday, February 19, 2025, at 6:00 PM at Troy City Hall, 137 Walnut Street, Troy, KS 66087. All applicants will be notified in writing of the decision no later than Wednesday February 26, 2025.

For more information, contact Garrett Nordstrom at 816.805.9183 or at [garrett@govassistsvcs.com](mailto:garrett@govassistsvcs.com).