

Attachment A
NYCHA Lead Abatement Pre-Solicitation Conference

KEY QUESTIONS

The primary purpose of this Pre-Solicitation Conference is to gather information and insights to assist NYCHA in drafting an effective competitive RFP. To that end, NYCHA seeks the industry's insights on the following:

Abatement Process

1. How would you handle the lead abatement of an occupied unit versus an unoccupied unit, where lead is to be abated from multiple rooms?

Answer:

If the tenants are ABLE TO VACATE the apt, the abatement process can be performed quicker and more efficient.

Each room that has abatement work needed, we will:

- a. move all the belonging to the center of the room, install two layers of poly on the entire floor, duck tape the poly along the edges of the floor
- b. cover the belongings with poly and seal the poly to the poly on the floor
- c. apply a three poly flap over the door frame to the room being abated
- d. apply poly any air vents within the room of the abatement
- e. apply a poly on the floor from the entrance apt door to the room of the abatement, and seal the poly with duck tape
- f. apply a three poly flap on the apt door facing the common hallway
- g. hang a notice of a hazard sign on the poly flap over the main apt door
- h. hang a map of the apt with a list of the scope of work being conducted in that specific apartment on the poly that is hanging over the apt door, so that any nycha or other city inspector can clearly see what is being conducted within the apt
- i. notify nycha of the abatement schedule, including start date and end date, method of scope of work, and workers licenses
- j. notify via fax EPA of the abatement scope and schedule for each apartment being abated
- k. perform a walk thru of the apt and explanation of the scope of work and the process to eliminate lead hazards, with the tenants, as well, discuss methods of maintenance with the tenant to maintain a lead hazard free apartment.
- l. Commence the abatement from the rear room of the apartment and work our way towards the apt entrance door
- m. Beginning each morning, and once during the work day, and once at the end of each work day, we will perform a "sandwich cleaning as per EPA" of the abatement area including HEPA vacuum, wash, HEPA vacuum of the work area.
- n. Any generated lead structures or debris will be bagged, gooseneck tied, and removed from the apartment every day.
- o. Upon completion of the abatement we will perform a final sandwich cleaning and order the third party clearance. Either NYCHA or other party will perform the clearance inspection.
- p. Upon receiving the cleared report of the third party clearance, we will notify the tenants that the abatement is complete and it is safe to return to the apartment.

If the tenants are UNABLE TO VACATE the apartment , then we will perform the entire scope mentioned above either in one or two rooms at a time, and cordoning off the one or two rooms from the rest of the apartment.

Bathrooms and kitchens must be completed in a single day so the tenants have access to utilities and water each evening, night and morning.

2. Can numerous components (e.g. door frames, window cases, pipe riser), within multiple rooms of a unit, be abated in less than an 8 hour day, if walls or ceilings are not included?

Answer: definitely, we would measure and pre order all the pre hung doors , and wait until they are delivered to the job site, before commencing the work.

3. How long does it take to abate an occupied apartment unit?

Answer: it depends on the scope of work.

- a. painting a room, can take one day, if minor plastering is needed.
- b. Replacing a complete door and frame inside the apt, can take approx. 3-4 hours.
- c. Replacing an apartment entrance steel door and frame can take one day to replace. Including filling the buck with concrete.
- d. Baseboard molding and window sills in a room can be replaced in one day.
- e. Scraping steam risers and radiators can all be done in a single day.

4. How long does it take to abate an unoccupied apartment unit?

Answer: it depends on the size of the scope. See answer to question 1 and 3 for the process of abatement, and the average expected time frame to fulfill abatement work.

5. What techniques do you employ for the abatement of walls and ceilings where necessary?

Answer: if the walls and ceilings require minor plastering then we can “wet scrape”, plaster, two coats prime, and two coats Benjamin moore paint. If the walls are too dry and crumbling during the process of the wet scraping method, then we will have to strip the walls or ceiling of any molding, and install ¼” or ½” sheetrock.

6. How would you handle the abatement of a wall or ceiling if encapsulation and enclosure were not available?

Answer: If the walls are too dry and crumbling during the process of the wet scraping method, then we will have to strip the walls or ceiling of any molding, and install ¼” or ½” sheetrock.

7. How would you handle abatement of high-traffic common areas (e.g. lobby, hallway servicing 8-12 apartments, 6-16 story stairwells) inside buildings?

Answer: specifically for these areas we will include the following scope of work, in addition to the scope items in answer 1:

- a. install poly on the common hallway stairs
- b. install strips of duck tape on each tread to prevent slipping.
- c. Perform dust and debris cleanup immediately after dust and debris is generated.
- d. Hang hazard notices at both ends of the staircase or hallway to notify all occupants of the work area
- e. Provide mats for the occupants to clean and brush off their shoes at both ends of the staircase or hallway of the work area to reduce tracking of dust

8. What are the different options (and what is the optimal approach, if applicable) for systematically abating all units and common spaces within a development?

Answer: define this question if you are looking for a different answer to question #1.

Working with multiple apartments at once will require the scheduling of commencement of work based on the schedule of the tenants and the common areas are to be done once all the apartments are completed.

Working with multiple apartments, we will schedule a meeting with all the tenants, discuss the lead hazards and how it affects their lives, discuss the process of abatement, and discuss the ongoing maintenance of the apartment by the tenant and the building manager to prevent further lead painted surfaces to become hazardous.

9. What are the differences, if any, of performing lead abatement in private buildings versus public housing?

Answer: NONE

10. How does the approach to lead abatement vary by decade of building construction (ranging from the 1930s to 1970s)?

Answer: the older buildings may have friable and deteriorated wiring and gas lines in the walls for the old gas lighting fixtures, so we will be concerned for that.

11. What have you found to be sufficient quality assurance tests of lead abatement work?

Answer: daily inspections of the work by the owner of the abatement company and by city inspectors.

Daily meetings with the workers of the scope of work, the schedule for the day, and review of lead dust cleanup, proper polying of work area, and proper application of method of scope of work.

12. What amount of supervisory oversight is required to assure that abatement is performed properly and completely?

Answer: daily inspections of the work by the owner of the abatement company and by city inspectors.

Daily meetings with the workers of the scope of work, the schedule for the day, and review of lead dust cleanup, proper polying of work area, and proper application of method of scope of work.

13. How do building conditions, such as in-wall leaks, of units and common areas impact the lead abatement process?

Answer: abatement work CANNOT commence until all leaks and moisture damage has been corrected (i.e. water leaks, sewer leaks, outdoor weatherization leaks, steam leaks)

NYCHA's Lead Abatement Program

14. How could we divide up the portfolio for lead abatement to make it most efficient (e.g. by geography, by age of building, by type of building)?

Answer: geography.

15. Would contracting NYCHA's lead program by geographic area (by borough) make this contract easier to manage?

Answer: yes

16. Would contracting NYCHA's lead program work by building or development make this contract easier to manage?

Answer: by building

17. Would contracting the work of apartment units and common spaces together in one building make this contract easier to manage?

Answer: yes

18. Is there any seasonality to the lead abatement market?

Answer: summer time is the worst because the kids are home from school

19. Are there any considerations that NYCHA should include in its lead abatement program that it is currently missing?

Answer: we would have to have a face to face meeting so I can understand what are all your already considered considerations, for me to understand what you may still be missing. I have been performing this work since 1999, I have performed millions of dollars of abatement work for HPD over the years, and the same for private properties. I don't know who may know this business better than I do.

20. How has the lead abatement field evolved? Where do you see the lead abatement field headed in the near future?

Answer: over the last two decades privately owned buildings have stepped up and have been aggressively eradicating their lead hazards and gut renovating their apartments thereby removing lead paint content from their properties.

Long term abatement "MCI" has proven to be more effective than "interim control".

Vendor Experience and Capacity

21. What have been the most critical elements in determining the success of your prior lead abatement work?

Answer: when working with city agencies it is important to recognize change orders and changes to the scope as they develop once the abatement has commenced.

22. Have you previously worked with vulnerable populations (e.g. the elderly, homeless populations, people with disabilities) that reside in units in need of abatement?

Answer: yes.

23. Do you have any prior experience working with NYCHA's buildings?

Answer: most likely yes

24. What experience do you have working in an occupied apartment over 100 sq. ft?

Answer: 19 years of abatement experience.

25. What experience do you have working in common hallways or stairwells of a multi-story building?

Answer: 19 years of abatement experience.

26. How many qualified employees do you have that can solely work on this contract?

Answer: range of 10-20

27. How many qualified full time supervisory and managerial employees that can solely work on this contract?

Answer: range of 5-10

28. What is the largest amount of certified lead abatement workers that your company has employed at one time?

Answer: 24

29. If you were to hire additional lead abatement workers and abatement supervisors, how can you assure NYCHA that their work will conform to the requirements of the contract and regulations governing lead paint abatement?

Answer: initial interviews, verify work experience, monitor their work.

30. For how long do you track your lead submissions to EPA & DOHMH?

Answer: define your question. "track"?

31. Have you provided OSHA-standard exposure monitoring on employees? If so, how often is this performed?

Answer: so far once a year, each year.

Certification

32. How many EPA certified workers would it take to lead abate an occupied dwelling within 6 hours, if abatement was required in 4 rooms and consisted of window casings around 7 windows, 3 door frames, 4 radiators, and 3 pipe risers?

Answer: five workers.

33. What are the roles of each EPA certified worker?

Answer: each apartment has one lead project manager/worker, two carpenters, and one to two plaster painters.

34. How do you ensure that workers are EPA certified?

Answer: I collect their licenses at our initial interview, I call EPA and verify their licenses are valid, and I make sure three months prior to their licenses expiring, I send them for recertification.

35. How many of your current workers have the EPA Renovation, Repair and Painting certification?

Answer: just me, and my firm, all my workers are EPA ABATEMENT LICENSED.

36. How many of your current EPA lead based paint certified lead abatement workers have respiratory protection?

Answer: all

37. What are your bottlenecks to hiring EPA certified lead abatement workers?

Answer: I call the training schools, EPA hotline for their current list of workers, and word of mouth.

38. How long do you keep your EPA lead abatement worker certifications on file?

Answer: so far, since 1999.

To submit responses to these key questions via email, please send them to Lead.Paint@nycha.nyc.gov. The subject line must read "Conference Key Question Answers – [Vendor Name]". NYCHA will also be collecting hard-copy, written responses to the questions above in person at the Pre-Solicitation Conference.

Attachment B

NYCHA Lead Abatement Pre-Solicitation Conference

IMPORTANT LOGISTICAL INFORMATION

1. **Draft Agenda**

Below is the draft agenda for the Pre-Solicitation Conference. The final agenda will be provided at the conference and posted on NYCHA's [procurement opportunities webpage](#) the week of the event.

9:00 AM – 10:00 AM (EST)	Security Processing and Check-In for Attendees
	10:00 AM – 12:00 PM (EST) Pre-Solicitation Conference including Questions and Answers

2. **Event Location**

The Pre-Solicitation Conference will take place at NYCHA's Ceremonial Room at the following address:

New York City Housing Authority
90 Church Street, 5th Floor
New York, NY 10007

3. **Pre-Registration for the Pre-Solicitation Conference**

- a. **It is highly recommended that all vendors pre-register ALL of their attendees by completing the online registration form [hyperlinked here](#). The online registration form requires the following information:**
 - Name and address of the business entity or organization
 - Point of contact including name, title, telephone number, and email address
 - All attendees' names, positions, and email addresses
- b. **Completed online registration forms are requested by 2:00 PM (EST) on Thursday, April 5, 2018.**
- c. Attendance at this event is NOT mandatory for participating in the later phases of the procurement.
- d. All pre-registered attendees will receive a registration confirmation via email no later than 4:00 PM (EST) on Friday, April 6, 2018 to the email address provided in the original vendor pre-registration request.
- e. Due to the anticipated size of the event, and the related security logistics, it is highly recommended that vendors pre-register online by Thursday, April 5 at 2:00 PM (EST).
- f. In addition, due to space constraints and the security process, no more than four (4) attendees from each company can attend the Pre-Solicitation Conference.

4. **Guidelines on Accessing the Facility**

- a. Attendees are required to provide valid photo identification. You must inform the guards that your name is on the attendees list for the Pre-Solicitation Conference. You must be prepared to go through security screening once inside the NYCHA facility. Please allow 30 to 45 minutes for security screening once inside the building.
- b. Attendees are discouraged from bringing laptops and other unnecessary equipment if at all possible. No video cameras and photography cameras are allowed.
- c. All attendees should allow plenty of time to go through the security clearance. NYCHA advises all attendees to arrive as early as possible.

5. Guidelines Once Attendees are in the Building

- a. Once attendees have entered the building and cleared through security, they shall follow the signs to the Pre-Solicitation Conference. There will also be personnel available to provide directions if needed. Attendees will proceed directly to the registration table in the 5th floor lobby of NYCHA's offices at 90 Church Street, New York NY 10007. Check-in will begin at 9:00 AM (EST). All attendees must check-in at the registration table on the 5th floor and receive a name badge. At that point personnel will direct you to the NYCHA Ceremonial Room.
- b. All attendees shall be in their seats in the auditorium no later than 9:55 AM (EST).
- c. Under no circumstances shall attendees attempt to leave the 5th floor.
- d. Attendees will only be authorized to access to 5th floor and **must have their visitor badges clearly displayed at all times**. Deviation from this policy shall be treated as a security incident and will be referred to the Office of Security.
- e. Once you have entered the facility, you are not permitted to leave and reenter.

6. Guidelines During the Pre-Solicitation Conference

- a. The Pre-Solicitation Conference will begin promptly in the NYCHA Ceremonial Room at 10:00 AM (EST) and end no later than 12:00 PM (EST).
- b. No materials will be distributed during the Pre-Solicitation Conference except for the agenda. However, an electronic version of the presentation will be provided on NYCHA's procurement opportunities website following the event.
- c. No recordings (audio or visual) are permitted at any time during the session.
- d. Attendees shall hold all questions until the end of the session. There will be a designated time on the agenda for Questions and Answers.
- e. Attendees are not permitted to remain in the facility after 12:30 PM (EST). Attendees shall depart the facility no later than 12:30 PM (EST) via the main entrance.

7. Questions

- a. Please submit any general questions regarding the Pre-Solicitation Conference to Lead.Paint@nycha.nyc.gov.
- b. The subject line must read: "Conference Question – [Vendor Name]". NYCHA will only respond to questions related to the Pre-Solicitation Conference.

8. Final Reminders

- a. It is highly recommended that vendors pre-register by **2:00 PM (EST) on Thursday, April 5, 2018** in order to confirm attendance to the Pre-Solicitation Conference.

- b. Please arrive as early as possible, preferably by public transit, to facilitate the timely security processing and check-in for all attendees.
- c. Please refrain from requesting deviations from the procedures in this document. NYCHA personnel, including security staff and those hosting the event, have been instructed that no deviations are permitted.

NYCHA thanks all vendors for their interest in NYCHA's lead abatement RFP. We also thank you in advance for your cooperation and patience with all security and logistical guidelines necessary to host an event of this size.