

Shola Olatoye
Chair & Chief Executive Officer

RE: Pre-Solicitation Conference on April 12, 2018 for NYCHA's lead abatement program

Dear Vendors,

The New York City Housing Authority (NYCHA) is hosting a Pre-Solicitation Conference to share information about its lead abatement program with vendors and to gather industry information on market capabilities and capacity. As part of the Request For Proposal (RFP) development process seeking vendors for lead abatement, NYCHA is hosting a Pre-Solicitation Conference on April 12, 2018 from 10:00 AM – 12:00 PM at NYCHA's Ceremonial Room located at 90 Church, 5th floor New York, NY 10007. Some of the issues that will be discussed at the Pre-Solicitation Conference are set forth below. The responses NYCHA receives to these questions and the information discussed at the Pre-Solicitation Conference will inform the RFP that NYCHA ultimately issues for the lead abatement services. NYCHA anticipates a forthcoming RFP for lead abatement services. The lead abatement Pre-Solicitation Conference Notification and final RFP will be posted in the City Record as well as NYCHA's [procurement opportunities webpage](#).

The Pre-Solicitation Conference is intended to provide NYCHA with an opportunity to learn more about lead abatement from industry leaders who are often the best source of information on market capabilities and capacity. NYCHA invites you to respond to the list of questions included in this [Pre-Solicitation Conference Notification](#) through written responses submitted either (1) via email to Lead.Paint@nycha.nyc.gov or (2) in-person in hard copy at the NYCHA's Pre-Solicitation Conference. At the conference, NYCHA will provide a high-level overview of its lead abatement program and respond to questions you may have. The Pre-Solicitation Conference will also provide interested vendors with an opportunity to better understand NYCHA's acquisition process. Pre-Solicitation Conference notification, transcript, attendees and agenda will be available online for those unable to attend in person.

Please submit your written responses to NYCHA's lead abatement questions to Lead.Paint@nycha.nyc.gov, or bring them in hard copy to the conference. Please also complete the [registration form hyperlinked here](#) prior to the conference date to confirm your attendance.

We look forward to your written submissions and to seeing you at the conference. Thank you for your interest in doing business with NYCHA.

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?
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?
3. How long does it take to abate an occupied apartment unit?
4. How long does it take to abate an unoccupied apartment unit?
5. What techniques do you employ for the abatement of walls and ceilings where necessary?
6. How would you handle the abatement of a wall or ceiling if encapsulation and enclosure were not available?
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?
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?
9. What are the differences, if any, of performing lead abatement in private buildings versus public housing?
10. How does the approach to lead abatement vary by decade of building construction (ranging from the 1930s to 1970s)?
11. What have you found to be sufficient quality assurance tests of lead abatement work?
12. What amount of supervisory oversight is required to assure that abatement is performed properly and completely?
13. How do building conditions, such as in-wall leaks, of units and common areas impact the lead abatement process?

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)?
15. Would contracting NYCHA's lead program by geographic area (by borough) make this contract easier to manage?
16. Would contracting NYCHA's lead program work by building or development make this contract easier to manage?
17. Would contracting the work of apartment units and common spaces together in one building make this contract easier to manage?
18. Is there any seasonality to the lead abatement market?
19. Are there any considerations that NYCHA should include in its lead abatement program that it is currently missing?

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

Vendor Experience and Capacity

21. What have been the most critical elements in determining the success of your prior lead abatement work?
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?
23. Do you have any prior experience working with NYCHA's buildings?
24. What experience do you have working in an occupied apartment over 100 sq. ft?
25. What experience do you have working in common hallways or stairwells of a multi-story building?
26. How many qualified employees do you have that can solely work on this contract?
27. How many qualified full time supervisory and managerial employees that can solely work on this contract?
28. What is the largest amount of certified lead abatement workers that your company has employed at one time?
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?
30. For how long do you track your lead submissions to EPA & DOHMH?
31. Have you provided OSHA-standard exposure monitoring on employees? If so, how often is this performed?

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?
33. What are the roles of each EPA certified worker?
34. How do you ensure that workers are EPA certified?
35. How many of your current workers have the EPA Renovation, Repair and Painting certification?
36. How many of your current EPA lead based paint certified lead abatement workers have respiratory protection?
37. What are your bottlenecks to hiring EPA certified lead abatement workers?
38. How long do you keep your EPA lead abatement worker certifications on file?

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.