

**CITY OF SAN ANTONIO**  
**Neighborhood Action Department**  
**Interdepartmental Correspondence Sheet**

**TO:** Mayor and City Council

**THRU:** Terry M. Brechtel, City Manager

**FROM:** David D. Garza, Neighborhood Action Director

**COPIES:** Jelynn LeBlanc Burley, Assistant City Manager;;  
Housing and Community Development Director; File

**SUBJECT:** ON-CALL CONSULTANT SERVICES FOR LEAD BASED PAINT  
PROGRAM ACTIVITIES FOR HOUSING PROJECTS

**DATE:** November 13, 2003

**SUMMARY AND RECOMMENDATION**

This ordinance would accept the proposals and authorize the execution of four (4) \$150,000.00 on-call professional services agreements with Environmental/Occupational Solutions, Qualtech Environmental Services, AEHS, Inc., and TLI & Environmental Services (MBE) for a two-year period and one (1) two-year renewal option. The ordinance would authorize the Director of Neighborhood Action to execute the option contingent upon funding availability; and provide for payment for these services.

Staff recommends approval of this ordinance.

**BACKGROUND**

The Neighborhood Action Department is required to conduct lead hazard control work through the Department's housing programs to address lead hazards found in housing units receiving assistance from federal funds. To engage consultants for this work, the City advertised a request for qualifications for consulting firms to perform Lead-Based Paint Hazard Control Work. There were a total of 7 respondents to the RFQ received by the deadline of October 15, 2003.

City staff is proposing to engage four environmental firms to perform lead hazard control work. The proposed firms include Environmental/Occupational Solutions, Qualtech Environmental Services, AEHS, Inc., and TLI & Environmental Services. These firms will be required to comply with all local, state and federal regulations for the provision of services and maintain current certifications from the Texas Department of Health throughout the term of the contract. Consulting services will include Comprehensive Lead Inspections, Risk Assessments, Project Monitoring, Project Design and Clearance Testing. These services will be required for each project assigned. The City is proposing to use the four firms on an on call basis to provide consulting services. Each firm will work on projects on a rotating basis, based on the firm's availability to provide services. A comprehensive lead inspection and risk assessment will be conducted on all privately owned residential properties to determine the location and extent of

the lead hazards that will be addressed during the lead hazard control process. Prior to beginning lead hazard control work, consultants will write specifications along with an Occupant Protection Plan. During the lead hazard control work, the consultant will be responsible for monitoring the project and ensuring all work is done according to written specifications and as per all local, state and federal regulations.

### **POLICY ANALYSIS**

The proposed environmental consulting firms were selected through the request for qualifications process. Attachment A illustrates the ranking of the proposals submitted. The evaluating team consisted of staff from Neighborhood Action, Environmental Services, Health Department and Economic Development. The responses were ranked and the top four firms are being recommended to assist with these services. Three of these firms have previously worked with the housing programs and provided these services through the former Lead Based Paint Hazard Control Grant Program.

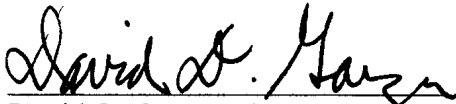
The proposed firms will be used on an on-call as needed basis for various environmental lead consulting activities associated with the City's Owner-occupied Rehabilitation Program, Rental Rehabilitation Program, and Lead Based Paint Program and other housing programs which may require addressing of lead hazards. The proposed agreements include a two-year term with one (1) two-year renewal option upon approval of the Director of Neighborhood Action and subject to funding availability.

### **FINANCIAL IMPACT**

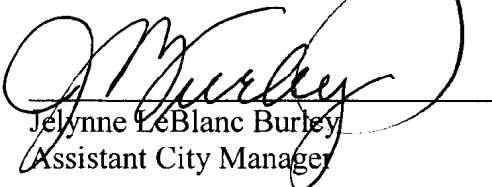
The four proposed agreements would not exceed \$150,000 each over the projected contract period of two years with a one (1) two-year renewal option period. The funds for these services are available from allocated CDBG funds.

### **COORDINATION**

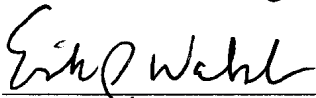
This item has been coordinated with the Environmental Services Department, Health Department, Economic Development Department and the City Attorney's Office.



David D. Garza, Director  
Neighborhood Action



Jelynnne LeBlanc Burley  
Assistant City Manager



Terry M. Brechtel  
City Manager

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