COUNTY OF MIFFLIN

REQUEST FOR QUALIFICATIONS (RFQ)
FOR LEAD BASED PAINT INSPECTOR/RISK ASSESSOR,
ASBESTOS, RADON AND MOLD TESTING SERVICES

FOR APPROVED OR POTENTIAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME OR ACT 137 FUNDED PROJECTS IN MIFFLIN COUNTY, PENNSYLVANIA

The Mifflin County Planning and Development Department on behalf of the Mifflin County Commissioners and the Armagh, Brown, Derry and Granville Township Supervisors and Lewistown Borough Council is seeking statements of qualifications from a licensed lead-based paint inspector/risk assessor who is also qualified to perform asbestos, radon and mold testing services. The Mifflin County Planning and Development Department is the agency authorized by The Pennsylvania Department of Community and Economic Development (PA-DCED) and the Mifflin County Commissioners to administer their Community Development Block (CDBG), HOME, Whole-Home Repair, Act 152 and ACT 137 programs.

All statements of qualifications must be received in physical form by **10:00 AM on Wednesday, December 9, 2026**. The Mifflin County Planning and Development Department will evaluate the qualifications and select the individual/firm it deems best qualified. A professional services agreement with the selected individual/firm will be negotiated. This agreement will be valid for a three-year period commencing on the execution of the contract between the selected individual/firm and the County.

PROJECT DESCRIPTION

The Mifflin County Planning and Development Department on behalf of the Mifflin County Commissioners and the Armagh, Brown, Derry and Granville Township Supervisors and Lewistown Borough Council, intend to continue the rehabilitation of low/moderate income eligible, owner-occupied houses throughout Mifflin County using CDBG, HOME and ACT 137 funding. Mifflin County has been rehabilitating homes through these above listed programs since the mid-1980's and continues to make housing rehabilitation a high priority. Homeowners seeking assistance through federal CDBG Program funding program must meet specific income eligibility criteria based on United States Department of Housing and Urban Development's (HUD) Section 8 Income Limits. CDBG funds have been secured and approved through the PA-DCED from various federal fiscal years. Act 137 funds are secured which are solely administered by the County. It is possible that HOME funds may be used at a future time. It is anticipated that approximately 10 homes will be rehabilitated during this time period. The final number may fluctuate based on the amount of funding received and project costs.

This RFQ is to solicit qualifications from qualified firms, for lead based paint inspection/risk assessment including final clearance testing, asbestos inspection and testing, radon testing, work write-ups for all three services on an as needed basis depending on the qualifying house. Each house may require a portion or all of the services

The successful LBP Inspector/Risk Assessor, Asbestos Inspector and Radon Inspector, will be notified by phone or e-mail by the Housing Rehabilitation Specialist following their inspection with the name(s) of the clients, along with address, phone numbers and any special conditions that may need addressed by the appropriate inspector. Lead paint testing and a risk assessment must be conducted in accordance with HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing When an individual property's rehabilitation cost exceeds $25,000, additional lead safety requirements apply. The inspector will have (30) days to set-up and/or perform the initial inspection/risk assessment or complete other testing as needed and submit testing results to the Housing Rehabilitation Specialist ***and*** *the Mifflin County Planning & Development Department for their review.*

Following the Housing Rehabilitation Specialist's review, the Risk Assessor will complete the work write-up and forward it to the Housing Rehabilitation Specialist to be included with their write-up. Following completion of the work, the Inspector/Risk Assessor will complete final clearance testing and forward the results to the Housing Rehabilitation

Specialist and to the homeowner. A 2nd clearance test may be required if the contractor failed the initial clearance testing.

The inspector for asbestos will complete inspection and testing as needed within (30) days of notification. If asbestos is detected on the property, it must be categorized as friable or non-friable and determine whether it needs to be removed prior to or during the construction phase. A write-up must be completed and any testing results and both should be forwarded to the Mifflin County Planning & Development Department. Following removal of asbestos, if a final inspection is required, it should be completed.

The inspector for radon will complete inspection and testing as needed within (30) days of notification. Following the testing period, if unacceptable levels of radon are determined to be present, a remediation plan will be submitted to the Mifflin County Planning & Development Department for review and contracting. If a final inspection and testing is required, it will be completed as needed following construction.

The Repair/Replacement Standards that are required may be found within the most recent edition of the DCED Housing Rehabilitation Handbook. https://dced.pa.gov/download/housing-rehabilitation-guidebook/?ind=1761058571305&filename=HousingRehabilitation_Guidebook_2025.pdf&wpdmdl=87103&refresh=69272692a3e3e1764173458

All Statements of Qualifications must be received by mail or delivery service by: 10:00 AM on Wednesday, December 9, 2026. The County will evaluate qualifications and then select the firm it deems best qualified. The County and the successful Lead Based Paint Inspector/Risk Assessor Asbestos, Radon, and Mold Testing Inspector will then negotiate costs for each category listed above enter into a professional services agreement for the projects, prior to the commencement of providing inspection services.

SELECTION PROCEDURE

The County will review all proposals and assign rankings in accordance with the four elements listed below. Each of the four factors should be addressed in the statement of qualifications and points will be awarded based on each response. Fees **are not** to be included in this submission. **Statements of qualifications containing fees will not be evaluated**.

1	Qualifications and Experience of Firm A. Past similar project experience B. Experience with the CDBG and other funding programs	175
2	Special Characteristics of the Firm, such as Small Business Firm, Minority and/or Woman Owned Businesses, Labor Surplus Area Firm or Section 3 Business Firm	75
3	Ability to complete work within established budgets and schedules.	100
4	Familiarity with Mifflin County	150
TOTAL		500

All firms will be ranked separately based on the information submitted, to determine their ability to undertake the services outlined above. The final selection will be contingent upon the willingness of the firm to negotiate a fee, which meets both the budget and the approval of Mifflin County which is fair and reasonable, with respect to the services to be provided.

Should Mifflin County be unable to negotiate an acceptable contract with the firm receiving the highest ranking, negotiations will begin immediately with the next highest-ranking offeror, and so on, until a satisfactory agreement has been reached. Request for qualifications will be reviewed by Mifflin County Planning and Development Department. Telephone and on-site interviews may be requested and the County reserves the right to conduct negotiations and to request oral presentations.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the County. It is required that all project activities be carried out in accordance with applicable Federal, State and local laws and regulations. In accordance with the PA Department of Community and Economic Development, the contract award will be valid for a three (3) year period commencing on execution of the contract between the selected electrical inspection firm and the county.

The County of Mifflin is an affirmative action/equal opportunity employer that selects contractors without consideration of race, religion, color, ethnic background, sex, age or handicapped status. Minority-owned, Women-owned and Section 3 business firms are encouraged to submit proposals. The County is obligated to follow its adopted MBE WBE plan on file in the Mifflin County Planning and Development Office, located at 20 North Wayne Street, Lewistown, PA 17044.

MBE/WBE GOALS

It is the public policy of MIFFLIN COUNTY to promote the opportunity for full participation by Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in all projects receiving federal funds from HUD. MIFFLIN COUNTY has established a Minimum Participation Level (MPL) of five percent (5%) for MBE and three percent (3%) for WBE participation on projects with CDBG, ESG, and/or HOME funding.

Electronic copies will not be accepted.

Two hard copies of the request for qualifications must be submitted on or before: 10:00 AM on Wednesday, December 9, 2026 at the following address:

Name: Madison Price, Grants Liaison
Address: Mifflin County Planning and Development Department
20 North Wayne Street
Lewistown, PA 17044
Phone Number: 717-242-0887
Email (questions only): mprice@mifflincountypa.gov

Questions may be directed to Madison Price by phone or email regarding this RFQ.

