



REQUEST FOR QUOTES (RFQ) For On-Call Radon Testing Services

RFQ Number: PDS-400-02

Issue Date: March 12, 2025

Submission Deadline: April 7, 2025 at 5:00PM

You are invited to submit your qualifications to be considered for appointment as an “on-call” radon testing services consultant for the Upper Coastal Plain Council of Governments (UCPCOG). Submissions are due to BFarmer@ucpcog.org.

Responses (SOQ’s) must be received no later than 5:00PM on Monday, April 7, 2025

For further information, contact Ben Farmer at (252) 234-5966 or BFarmer@ucpcog.org.

RFQ Issuance	DATE	March 12, 2025
Questions Deadline	DATE	March 31, 2025
Qualifications Due	DATE	April 7, 2025 at 5:00PM
Interviews, if necessary	WEEK OF	April 7, 2025
Anticipated Selection	WEEK of	April 14, 2025

I. Purpose

You are invited to submit a quote in consideration for contract appointment as an on-call radon testing services consultant for the Upper Coastal Plain Council of Governments (UCPCOG). UCPCOG represents a five-county region including Edgecombe, Halifax, Nash, Northampton, and Wilson Counties in eastern North Carolina and all local governments contained within their boundaries. A map of the UCPCOG Region is attached. UCPCOG also administers the Choanoke HOME Consortium, which also includes Bertie, Hertford, and Martin Counties.

Periodically, UCPCOG's Planning and Development Services Department (PDS) requires radon testing at various sites across the region depending on project demand. The selected radon testing services consultant will be tasked with conducting radon testing following the protocols set forth in the ANSI-AARST standard *Protocol for Conducting Measurements of Radon and Radon Decay Products in Homes* (ANSI-AARST MAH-2023) for residential properties and *Protocol for Conducting Measurements of Radon and Radon Decay Products in Multifamily, School, Commercial and Mixed-Use Buildings* (ANSI-AARST MFLB-2023) for non-residential properties. PDS often requires radon testing services for both residential and non-residential properties, for example: single family homes, community buildings, and commercial buildings.

Typically, PDS requires these radon testing services as a required step in the NEPA environmental reviews for Community Development Block Grant (CDBG) or other US Housing and Urban Development (HUD)-funded projects. The selected consultant must ensure all radon testing services meet the federal environmental review guidelines. **All firms are encouraged to review the HUD guidelines for radon testing for environmental reviews prior to responding to this RFQ. [They can be downloaded here.](#)**

Interested firms should submit a quote in response to this RFQ. Only the firms and individuals responding to this RFQ will be considered as an on-call radon testing services consultant. UCPCOG will utilize the list to select qualified radon testing services on an as-needed basis. Once approved, the PDS On-Call Radon Testing Services List will be valid for a 3-year period, with a mutually executable option of up to 2 additional 1-year terms.

II. Quote Submission Format

The quote submission must include, at a minimum, the following information:

- a) A brief description of the firm, including legal charter, size of the organization and type(s) of services provided;
- b) Description of applicable professional experience in one or more of the areas identified in Section I;

- c) A resume describing position, qualifications and experience from each firm's employee/member proposed to provide subject consulting services (include information about any relevant professional licensures);
- d) A current schedule of fees for all individuals involved in performing the subject radon testing services; fees shall include all direct and indirect labor expenses, and transportation fee mark-ups (note: firm must notify UCPCOG of any fee schedule or other cost changes while on the On-Call List);
- e) A description of the typical turnaround time for radon testing services, and the steps most commonly required;
- f) A minimum of 3 references of relevant clients, including a contact person with their current telephone number, e-mail address, and title, for similar projects completed within the previous 5 years;
- g) The name, address, telephone number, and email address of the designated contact and principals authorized to conduct negotiations for the firm;
- h) An overview of the firm's insurance coverage;
- i) A statement disclosing any and all lawsuits, debarments, suspensions, decertifications, administrative claims, fine proceedings or responsibility matters that the firm or any of its principals has been a party to in the past five (5) years; and,
- j) Other information that will assist UCPCOG and member governments in selecting the most qualified firm(s).

III. Quote Submission Requirements

Quote submissions should be emailed to Ben Farmer, BFarmer@ucpcog.org, with the subject "PDS Radon Testing Services RFQ" by **5:00 PM on April 7, 2025** (the "Application Deadline").

Questions regarding this RFQ should be in writing or electronically submitted by **March 31, 2025** to Ben Farmer at bfarmer@ucpcog.org, with subject: "PDS Radon Testing Services RFQ Question." Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be provided. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect. No personal inquiry or marketing meetings will be conducted or allowed.

Firms intending to submit a quote should notify Ben Farmer via email of their intent so that they are included on addenda or any additional project related correspondence. Additionally, any generated question responses will be posted as clarifications or addenda via the UCPCOG website (<https://ucpcog.org/planning-development-services/>). It is the sole responsibility of each potential respondent to provide contact information for RFQ updates. The UCPCOG assumes no responsibility or liability for notifying respondents who do not make their intentions known.

IV. Evaluation Criteria

The selection committee will review each quote submission for completeness and content. Each quote submission will be evaluated based upon the relevant qualifications and experience of the firm. Staff may conduct interviews if necessary. References will also be verified. The quote submission review will focus on the following criteria:

- A) **50 Points** – Cost of the radon testing services, including transportation fee markups and labor expenses.
- B) **20 Points** – Does the firm possess experience completing the radon testing services identified in Section I?
- C) **15 Points** – Do key personnel possess the qualifications to be assigned to the anticipated projects?
- D) **10 Points** – Reasonableness of the expected turnaround time and steps most commonly required for radon testing services.
- E) **5 Points** – Experience conducting radon testing services for federal environmental reviews.

100 Total Points

Generally, the Selection Committee will consider the firm’s overall suitability to provide the professional services outlined in this request within the timeframe, budget, and operational constraints that may be present, and the comments and/or recommendations of the firm’s previous clients, references and others.

The Selection Committee shall have the right, before awarding any contract, to require a responding firm to submit such evidence of qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a firm.

V. Selection Process

- A) A review committee of UCPCOG staff and selected officials (the “Selection Committee”) will review the proposals and invite the most qualified firms to engage in discussions, and/or formal interviews, if desired.
- B) Proprietary information from competing firms (including any data on estimated hours or rates and the plan for accomplishing the scope of work) will not be

disclosed to the public or to competitors provided such information is duly marked as “trade secret” or “confidential” by the respondent and the designation is justified pursuant to NCGS 132-1.2 (1).

- C) At the conclusion of the discussions and/or formal interviews, based on evaluation factors published in this RFQ and all information developed in the selection process to this point, UCPCOG shall select the order of preference for two or more firms whose professional qualifications and quote for proposed services are deemed most appropriate.
- D) UCPCOG reserves the right to modify, alter, or reject, in whole or part, any and all proposals, and to waive formalities. Firms will not be compensated for time spent preparing responses to this RFQ.
- E) All firms selected for the On-Call Radon Testing Services List will be notified of their selection by April 18, 2025. If UCPCOG desires to extend this timeline, all responding firms will be notified via email in advance of that date.
- F) Due to the nature of the PDS On-Call Radon Testing Services List program, UCPCOG does not guarantee that any minimum quantity of services will be purchased during the term of a contract. Selected firms will be “on-call” to provide services on a project-by-project basis for the period described in Section I.

UCPCOG Service Area

More information is available at ucpcog.org. [additional work may be requested in Bertie, Martin, and Hertford Counties]

