



**Indiana State  
Department of Health**  
*An Equal Opportunity Employer*

**Eric J. Holcomb**  
*Governor*

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*State Health Commissioner*

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## **Introduction**

The Indiana State Department of Health (ISDH), Lead and Healthy Homes Division is seeking contractors for radon inspection services in support of the Radon Enforcement Program. The purpose of this RFP (Request for Proposal) is to solicit licensed radon mitigators to conduct inspection services on behalf of ISDH. In total ISDH is looking to conduct 60 radon inspections throughout the State.

## **Purpose**

The intention behind the radon inspections throughout the State is provide support to ISDH in their efforts to ensure all radon mitigation systems are installed in a high-quality professional manner in accordance with industry standards. Each unit inspected will be to ensure that all mitigation and testing was performed appropriately by licensed personnel. The following are key areas of focus for this program:

- 1) Proper licensing of contractors
- 2) Accurate radon detection
- 3) Proper complaint procedures adhered to and followed
- 4) Proper radon mitigation
- 5) Quality workmanship

The goal in focusing on these five key areas of the radon program is to identify areas for improvement to ensure a high level of quality across the State.

## **Scope of Work**

### **Work Plan**

Work will consist of 60 inspections in total across the State. Inspection locations will be random, based on completed work in the prior calendar year. Work will be awarded to each contractor based on that contractors specified geographic coverage. Contractor(s) selected must complete a full investigation, document findings and recommendations, and provide a written report back to ISDH. ISDH will provide a Mitigation Inspection Checklist to report all findings and documentations. Contractor(s) will be responsible for scheduling with homeowners to conduct their inspection. Contractors will not be allowed to inspect their own work or that of current or former employees.

## **Inspection Criteria**

Inspection criteria will follow the guidelines as specified in the following:

- ANSI/AARST Soil Mitigation Standards for Existing Homes
- ANSI/AARST Reducing Radon in New Construction
- ANSI/AARST Soil Gas Control systems in New Construction of Buildings

Any contractor applying for this RFP should be familiar with these standards and should have a working knowledge of how they apply in residential settings. Contractors selected will be expected to be able to cite elements of these standards when identifying findings and recommendations.

A copy of the Mitigation Inspection checklist is attached in Appendix A.

## **Costs and Reimbursement**

Awarded contractor(s) will be paid a flat fee of \$400 per completed inspection. All costs associated with travel, scheduling, and reporting expenses are to be included within this \$400. All compensation will be provided upon completion of an inspection and invoicing. All items below must be submitted and approved by ISDH prior to reimbursement.

- 1) Completed Mitigation Inspection Checklist
- 2) Photos associated with all work findings and recommendations
- 3) Any notes not included in the inspection template
- 4) Invoice that specifies the date of the invoice, date the inspection was completed, and the address of the home inspected

ISDH will issue each contractor a check once all reporting expenses are submitted and approved.

**\*Costs associated with preparation or response to this RFP are not included and will not be reimbursed.**

## **Limitations**

Contractors selected may not sell any services to homeowners of homes inspected. Issues that are found must be documented in the inspection report that is to be submitted to ISDH. Issues may not be communicated directly to the homeowner. Once the inspection report is submitted to ISDH, ISDH will contact the homeowner and notify them of any findings. Any issues found in system operation or that jeopardize the health and safety of the home must be immediately reported to ISDH. If the homeowner decides to have these issues fixed, it will be their responsibility to find a contractor to have those issues addressed.

## **Timing**

Release of RFP	7/27/2020
Question & Answer Conference Call (See below for details)	8/03/2020
Applications submitted to ISDH	8/10/2020
Notification to selected contractors by ISDH	8/17/2020
Contractors to begin inspections	9/07/2020
All inspections concluded and documentation submitted to ISDH	12/31/2020

### Question & Answer Conference Call Details:

1-240-454-0887 United States Toll  
Access code: 160 714 8337

Call is scheduled at 10:00 AM (Eastern Standard Time) and will conclude at 11:00 AM.

## **Requirements**

### **Contractor Selection**

In response to this RFP, each applicant must provide documentation and/or address the below required criteria:

- Must have a valid and active Indiana radon/mitigator license (submit copy)
- Currently in good standing with NRPP/NRSB
- How many years of experience in doing mitigation systems does the contractor have?
- How many mitigation systems are completed per year?
- What is the area of focus for the contractor? Single-family residential? Multi-family dwellings? Schools? Industrial/Commercial?
- Does the contractor primarily do their work in one portion of the State?
- How are the mitigations typically performed? Does the contractor do both the design and installation of the systems or work with another contractor to perform the installation?
- What percentage of the contractor's homes that have been mitigated get below 4pCi/L? Below 2 pCi/L?
- Does the contractor currently teach or have ever taught a mitigation class?
- What does the contractor charge for doing an inspection?
- How far is the contractor willing to travel daily?
- Has there ever been a complaint filed against the contractors' work?

## **Submission Instructions**

Applicants can find the application on ISDH'S website at [www.isdh.in.gov](http://www.isdh.in.gov) under Lead and Healthy Homes Division/Radon Enforcement Program Contract Application.

Submit application and all documents by email to Katie Etter at [ketter@isdh.in.gov](mailto:ketter@isdh.in.gov) or by mail at Indiana State Department of Health:

Lead & Healthy Homes  
100 N Senate Ave Suite N855  
Indianapolis, IN 46204

## **Questions**

All questions regarding information provided in this RFP should be directed to Katie Etter at [ketter@isdh.in.gov](mailto:ketter@isdh.in.gov)

