



Request for Proposals: Lead Paint Adaptation and Abatement Strategies for Historic Windows



The City of Newport, Rhode Island in partnership with the Newport Restoration Foundation

RFP Issue Date: October 4, 2024

Pre-Proposal Conference: October 25, 2024, Zoom, 10:00 a.m.

Proposal Due Date and Time: November 8, 2024, 5:00 p.m.

1.1 Introduction

The City of Newport (City) and the Newport Restoration Foundation (NRF) are requesting proposals for the creation of educational content outlining lead hazard abatement and adaptation strategies to safely retain and use historic wood windows. The project is a collaboration between NRF and the City.

Questions regarding the RFP should be directed to Margaret Back, NRF's Preservation Projects Manager, at margaret@newportrestoration.org.

1.2 Project Overview

NRF and the City are seeking qualified consultants or contractors to produce a report accompanied by physical window adaptation demonstrations that offer several approaches to preserve existing wooden window fabric while removing the friction points that create hazardous lead dust. Specifically, the

consultant will research and produce several adaptation or mitigation solutions for wood windows that allow homeowners to modify and safely operate their lead-hazard windows following all RI state lead laws. Strategies will be put into a report and demonstrated on several windows for review by RI Lead Inspectors to ensure the interventions qualify as Lead-Safe. Successful strategies will be incorporated as an appendix into Newport’s existing “Policy Statement on Window and Door Replacements”.

Alongside window adaptation strategies, the consultant’s report will update existing incentives, tax credits, and local grants to support lead safe efforts. If/where there are gaps in such financial tools, the consultant will research and/or identify incentives used in other communities that could inform Newport and Rhode Island. The goal of the project is to produce and share accessible adaptation and abatement strategies for the safe, affordable, and continued use of lead hazard windows rather than their removal and disposal.

2.1 Schedule

RFP Issue Date:	October 4, 2024
Pre-Proposal Conference:	October 25, 2024
Proposal Due Date and Time:	November 8, 2024
Selected Consultant Notified:	November 22, 2024
Project Starts:	December 2024
Window Demonstrations:	BY April 1, 2025
Draft Report:	BY May 1, 2025
Final Report:	BY June 1, 2025

2.2 Pre-Proposal Conference

A Pre-Proposal Conference will be held online over Zoom on October 25, 2024 at 10:00 a.m. While not mandatory, it is highly suggested at least one member of a firm or team attend the Pre-Proposal Conference to understand the project needs. A summary and all questions and answers will be distributed to all attendees promptly after the Conference.

Interested consultants should RSVP for the Pre-Proposal Conference by emailing margaret@newportrestoration.org by October 24th at 5:00 p.m.; this should include the name and email of individuals from the team that plan to attend the Conference.

2.3 Follow-Up Questions

Any and all follow-up questions to the Pre-Proposal Conference must be received by Margaret Back (margaret@newportrestoration.org) by 5:00 p.m. on November 1, 2024. Where appropriate, NRF will provide written answers and distribute to all Pre-Proposal Conference attendees. Any amendments to the

RFP issued before the proposal due date will be emailed to attendees of the Pre-Proposal Conference as well.

2.4 Proposal Due Date

The deadline for submission of proposals is November 8, 2024 by 5:00 p.m. Proposals must be submitted electronically as a single PDF document. If the Proposal is larger than five (5) megabytes, delivery should be made through a web-based platform such as WeTransfer or Dropbox.

3. Project Background

The Rhode Island Lead Hazard Mitigation Act of 2002 set some of the strongest protections for tenant rights and property owner obligations for the removal or safe conformance of lead paint in rental properties in the United States. The law requires pre-1978 rental properties to be Lead-Safe certified, placing the role of compliance on the property owner to remove or mitigate any friction surfaces that create hazardous lead paint dust. The 2023 passage of new and expanded lead enforcement laws by the Rhode Island General Assembly have heightened the enforcement and financial penalties for not adhering to Lead-Safe practices, namely through a state-wide registry set to open in 2024. The laws call for removing as much of the surfaces that contain lead-based paint as possible, resulting in extensive loss of architectural features and finishes. There are currently no exemptions for historic properties.

Wooden windows create friction points commonly identified by lead inspectors as problematic for a property to reach Lead-Safe compliance. Removing the friction that creates lead dust in a window system is a challenge with few affordable or widely shared options. Recognizing that lead paint is a hazardous material but can be properly encapsulated or removed to meet health standards, the City of Newport and NRF seek to use the proposed project as an educational tool and compliance resource for property owners to avoid disposing of architectural features containing lead paint.

Historic wood windows are a character-defining feature of the Newport Historic District. The Newport HDC requires applicants, where feasible, to repair rather than replace historic windows and their assemblies. Given the new lead enforcement laws, Newport's existing window and door policy statements currently face applicants who feel pressured to remove and replace their lead hazard historic windows. Newport's Preservation Planner and HDC are already experiencing the impact of this legislation. In recent months, the HDC has seen an uptick in homeowners reaching out about lead-based paint, pressure by contractors and window salespeople, and misinformation related to historic windows. The City department's bandwidth is such that they feel they are not equipped to respond. The proposed project will not only provide the Preservation Planner and HDC the clarity needed to advise applicants on the topic, but also a resource to which they can point homeowners for further information. The report produced for this project will directly support the HDC's policy objectives by providing sensitive window adaptation options and financial resources for property owners in the historic district.

4. Scope of Work

The project includes reviewing existing policy and legislation around the Lead Hazard Mitigation Act of 2002 and expanded enforcement laws in 2023 to understand the scope of allowable adaptation and mitigation of lead paint on architectural features. Review of Newport's existing "Policy Statement on Window and Door Replacements" will also be necessary to identify how the project can update Newport's existing policy with relevant lead hazard window adaptation strategies rather than removal.

Research will include existing lead hazard mitigation or adaptation strategies for windows, investigating the potential of historic window system “variances,” and seeking new approaches. This may include reaching out to local contractors and consultants to review window retrofit or abatement strategies and their cost estimates. These strategies could include, but not be limited to:

- Encapsulation
- Window track systems
- Window enclosure systems
- Modification for a fixed upper sash
- Paint stripping

Many houses in the Newport Historic District have 18th and 19th century traditional single and double-hung wood windows, often with a weight or sash system, or no system at all. However, there are other window operation styles and mechanisms in the district. Given this diversity of style, the project should include exploring retrofit or abatement strategies on at least two other styles of window operation commonly found in the district, such as sliding, casement, and/or awning/hopper windows.

To support the Newport’s “Policy Statement for Window and Door Replacements”, the project scope must also include common approaches for wooden door lead compliance, such as the removal of friction points and the maintenance of paint. Door friction points are typically resolved through maintenance, however as character defining features of the district, the lead safe compliance of wood doors is also essential to include.

A project kickoff meeting and midpoint meeting with NRF and the City will be required to review progress and discuss deliverables. Expect at least 1-2 visits to Newport to review common window systems found in the City and lead paint challenges. Exploring other RI communities for similar window systems is also encouraged.

The final product will be a report of different lead hazard abatement strategies that preserve as much existing window fabric as feasible while removing the friction points that create hazardous lead dust and chipping. Each strategy will include visuals, cost estimates, installation requirements, impact on fabric, and maintenance needs. The report will outline the differences of each strategy based on cost and effort, so that the approaches are accessible to different audiences. The report will be accompanied by full-window mock-ups of the proposed systems or strategies. Both the report and demonstrations will be vetted by a qualified Rhode Island lead inspector to ensure the adaptations will successfully allow a window applicant to receive a Lead-Safe Certificate. NRF and the City will work with the consultant to identify existing windows in Newport for the consultant to use for these demonstrations.

In addition, the report will outline existing financial resources including incentives, tax credits, and local grants to support Lead-Safe efforts while preserving significant architectural features and finishes such as wood windows. If/where there are gaps in such financial tools, the consultant will research and/or identify incentives used in other communities that could inform Newport and Rhode Island.

The report will be a well-designed, graphically supported document able to be easily shared digitally. The report content should include, but not be limited to:

- Introduction
- Background on RI lead laws
- How to assess lead hazards in the home
- Wood window systems

- Why maintain versus replace your wood windows
- How to adapt or mitigate lead paint hazards on window systems
- How to adapt or mitigate lead paint hazards on doors
- Examples with visuals
- Cost estimates for adaptations and/or mitigations
- Financial resources and incentives for RI homeowners
- Adoption of report into Newport HDC “Policy Statement on Window and Door Replacements”

The goal of the project is to produce accessible adaptation and abatement strategies for the safe, affordable, and continued use of lead hazard windows and doors rather than their removal and disposal. While the project focuses on window resources for homeowners within the Newport Historic District, the report will serve as a resource for anyone seeking to understand Rhode Island’s lead laws and solutions for safe and compliant historic wood windows.

Due to the educational, public-facing nature of this project, NRF intends to collaborate with the chosen consultant to use the process as a public educational tool. This will require the consultant/project member’s participation in NRF-led marketing or social media about the project, including 3-5 short videos, photographs, and/or interviews about ongoing project work.

5.1 Contract Type

The contract entered into between NRF and the selected consultant shall be a fixed price contract. The contract will be administered by NRF in partnership with the City. The project is being funded by a federal grant from the Rhode Island Historical Preservation and Heritage Commission (RIHPHC) Certified Local Government Grant Program administered under the National Historic Preservation Act. Grant funds will be dispersed only at project completion and approval by the RIHPHC.

5.2 Contract Term

The project resulting from this RFP shall commence upon execution of the contract by NRF and terminate one year thereafter unless extended by written agreement between the parties.

5.3 Tax Exemption

As a nonprofit entity, NRF is exempt from taxes.

6.1 Deliverables

The final report must be delivered in a format agreed upon by NRF and the City. Part of the report will be incorporated into the City’s existing window and door policy as an addendum and must be done in a way for easy upload to a website. Visuals such as photographs or drawings must be submitted in a high-quality format.

6.2 Work Products

The required project deliverables include:

- Three print copies of the report
- Electronic (e.g., PDF) version of the report
- Abbreviated version of the report incorporated into Newport's existing "[Policy Statement on Window and Door Replacements](#)" as an addendum to include how applicants can approach lead-hazard windows
- Window demonstrations of the proposed adaptations and/or mitigations (expecting 3-5 demonstrations total)

All work products prepared under the terms of the contract are the property of NRF and the City and shall be delivered at the end of the contract to NRF in a form or forms specified in this RFP, the contract, or as otherwise agreed in writing by the parties.

Any publications of work by consultant requires approval from NRF and the City. As the project is grant funded, any publication requires acknowledgment of federal funds.

7. Professional Standards

Key personnel completing this project must meet or exceed the Secretary of the Interior's "Professional Qualifications Standards" (36 CFR Part 61) in the fields of Historic Architecture and/or Architectural History. Additional areas or levels or expertise will be needed with regard to some of the tasks outlined in the Scope of Work.

If a window contractor or fellow consultant is to be included in the project, it is the role of the project lead to ensure the sub meets project professional standards in the field of historic preservation. NRF and the City have the right to confirm the sub meets these professional standards before adding them to the project.

8. Proposal Submission Requirements

- Overview of consulting firm
- Resume(s) of project lead(s)
- Name and contact information for the proposed project lead
- Description and examples of the firm's experience with similar research and historic property design/retrofit projects
- Description of the firm's experience with project management
- Two references for similar projects, including contact name, phone number, and project description
- Description of the proposed methodology to accomplish the tasks outlined in the Scope of Work
- Proposed project timeline, including target dates for draft and final products
- Detailed cost estimate for project scope

9. Selection Criteria

The project consultant will be selected using the following selection criteria:

- General quality and responsiveness of the proposal
- Degree to which the proposal addresses the Scope of Work
- Methodology and approach to the project
- Qualifications and expertise of key personnel
- Experience with preservation retrofit projects and managing contractors
- Experience with professional design and report layout
- Cost of services

NRF is an equal opportunity employer and complies with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990 in all consultant selection.

10. Submission Directions

The deadline for submission of proposals is November 8, 2024 at 5:00 p.m. Proposals must be submitted electronically as a single PDF document. If the Proposal is larger than five (5) megabytes, delivery should be made through a web-based platform such as WeTransfer or Dropbox. The email address for delivery is margaret@newportrestoration.org.

Submissions should be clearly marked “Lead Paint Adaptation and Abatement Strategies for Historic Windows.”

NRF reserves the right to waive this requirement in its discretion.