



City of Newark

Department of Development

40 West Main Street, Newark, Ohio 43055 ♦ (740) 670-7530 ♦

JEFF HALL
Mayor

MARK MAUTER
DOD Director

REQUEST FOR PROPOSAL (RFP)

RADON TESTING

The City of Newark Department of Development is soliciting qualifications/proposals from State of Ohio Certified Radon Testing contractors/firms to their capabilities and qualifications to act on behalf of the City of Newark to perform Radon Testing for grant projects, included but not limited to FY2024 Housing and Urban Development (HUD) Lead Hazard Control Grant and HUD Community Development Block Grant (CDBG) funded rehabilitation projects.

We are expecting to service 75 residences throughout the City of Newark limits over the course of the next 2 years with a contractual end date of 12/31/2028.

SCOPE OF WORK

The successful service applicant will perform Radon Testing for the Lead Hazard Control Program, CDBG projects, or other State or Federal grants for rehabilitation or repair projects located in the City of Newark. The individual or firm selected will undertake the following services:

- Perform radon testing in compliance with the State of Ohio Department of Health regulations.
- Provide test results which must be reported by a State of Ohio Department of Health Environmental Laboratory – Approval Program certified lab.
- All work must be done in accordance with EPA and HUD Regulations.
- Multiple sites are not anticipated to be ready at the same time so proposal price must reflect a per location, single visit basis.

PROPOSAL FORMAT

All proposals shall include the following minimum information:

- Description of Organization
 - The organization description should clearly identify who will be the project manager for the term of this contract, and the day-to-day contact person for the jobs.
- Organization Qualifications
 - Provide an outline of organization qualifications indicating relevant background experience, certification, and capabilities for this work. Give examples of work accomplished that is similar in size and content to the Scope of Services.

- References, Related Experience and Examples of Work
 - Provide client references with phone numbers and relevant work. Specify the client, location, type of work, implementation results, examples of work and relevant information.
- Billing Rate/Fee Schedule
 - Proposal for services shall indicate a flat fee for the cost of radon testing on a case-by-case basis. All fees proposed shall be inclusive of any and all costs related to the scope of work (fees, permits, etc).
- Copies of all professional licenses, certificates, etc. including credentials from a credited NRP program.
- Sample copy of the Radon Inspection Report that your organization utilizes.

Insurance Coverage

A minimum of \$1,000,000 in general liability (\$500,000 death/disability and \$500,000 property) and a workers compensation policy is required, proposal shall include copies of current workers compensation and liability insurance.

REVIEW CRITERIA

The City of Newark Department of Development will review all Radon Testing proposals submitted. Negotiations will begin with the top candidate selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on. Upon completion of successful negotiations, a contract will be executed with the City of Newark.

After solicitation of proposals from an adequate number of professional service providers, a qualified panel will review the proposals received against factors for award identified in the RFP. The panel, will use a competitive range procedure to establish a ranking order of successful proposals which may lead to a determination of whether negotiations should be held with service providers that fall within the competitive range, or if the contract should be awarded to the top offeror in the range. A recommendation will then be made to the City of Newark Service Director. If negotiations are held, “best and final offers” are requested and re-scored with the best offer, as well as, most qualified offeror of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

SUBMISSION OF PROPOSALS

Proposals will be received at the address below or via email to mmauter@newarkohio.net until the close of business on **Wednesday, November 4, 2026**. If submitted via email, it is the responsibility of the sender/offeror to confirm “Receipt of Proposal” by Mr. Mauter.

Please address all correspondence to:

Mark Mauter, Director
 City of Newark, Department of Development
 40 West Main Street
 Newark, Ohio 43055