

HADDONFIELD BOARD OF EDUCATION

95 Grove Street
Haddonfield, New Jersey 08033

REQUEST FOR PROPOSALS (RFP)

Environmental Consultant Services

Submission Date:
February, 20 2025
10:00 a.m.



ENVIRONMENTAL CONSULTANT SERVICES

TECHNICAL SPECIFICATIONS

Purpose of Proposal

The purpose of this Request for Proposal (RFP) is to obtain information for Environmental Consultant Services. The successful proposal(s) shall comply with all local, state, and federal directives, orders and laws applicable to this request.

Introduction and Background

The Haddonfield Public School District, located in Camden County, NJ is a PRE-K – 12 educational system, comprising five schools, approximately 2,700 students and 400 staff. The district has multiple special education programs and an extensive extra-curricular and interscholastic athletic program. In December of 2024, the voters of Haddonfield Borough voted in favor of a \$46.7 million bond referendum proposed by the Haddonfield Board of Education. The construction is anticipated to begin Summer 2025 and conclude Summer of 2028.

Statement of Work/Scope of Services

This RFP is being solicited to invite you to submit a proposal for District-Wide Environmental Consulting, Asbestos Removal Management and Monitoring, Indoor Air Quality (IAQ) testing and analysis, Right to Know Compliance, and AHERA inspection services. The scope of work will address but not be limited to the following services: Asbestos, IAQ, Environmental Training, Environmental Laboratory services and other environmental services as requested. The awarded vendor shall also assist the board with the Board's AHERA Compliance Program in accordance with all regulatory agency requirements. The board intends to award a contract pursuant to N.J.S.A. 18A:18A-42. Under N.J.S.A. 18A:18A-5, the board will award the contract based on a determination of the vendor whose proposal is most advantageous to the board, considering price and other factors.

All professionals must possess appropriate qualifications, New Jersey licenses and certifications. Applicants should demonstrate knowledge and experience providing Environmental Consulting services for public school students. Any experience or knowledge of matters that directly affect the Haddonfield Board of Education should be addressed. The selected respondent to this RFP will be an integral partner through the referendum that was passed in December 2025.

Services

Occupational Health and Safety Management

Air quality assessments and monitoring for various agents

- Chemical
- Physical
- Biological

Right to Know Regulations

1. Inventory facilities for hazardous materials and prepare RTK surveys
2. Container labeling
3. Employee training
4. NJDOH approved computer program

Monitoring and control of workers occupational exposures

Noise measurements, hearing conservation programs, and engineering

Ergonomics Surveys and Remedial Activities

Respiratory Protection

1. Written program development
2. Selection, usage, limitations
3. Air monitoring to determine levels of protection
4. Fit testing and training

Radiation

1. Surveys and Protection Programs
2. Training

Confined Space Entry

1. Written Program Development
2. Equipment selection and calibration
3. Training

Ventilation/HVAC Systems

1. Testing and Diagnostics
2. Design/Retrofit Activities

Heat Stress

Hazard Communication

Hazardous Waste Site Activities

1. Site-specific spill response health and safety plans
2. Air, Water, and Soil Sampling
3. Employee Training under 29 CFR 1910.120

Emergency Response

1. Written emergency response plans
2. Coordination with LEPC's
3. Employee Training

Record Keeping Protocols and Procedures

1. Medical
2. Accidents
3. Training
4. Air Monitoring

Chemical Hygiene/ Laboratory Safety

1. Written Program Development
2. Air Monitoring for regulated and non-regulated substances
3. Laboratory/fume hood evaluation and design
4. Hazard identification/Labeling
5. Medical monitoring programs
6. Employee Training

Safety Programs

1. Audits/Survey
2. Process Safety
3. Lock Out/Tag Out
4. Electrical
5. Materials Handling/Storage
6. Forklift Safety
7. Walking/Working Surfaces
8. Construction Safety
9. Fire Protection
10. Hands and Portable Powered Tools

OSHA/PEOSHA Inspections and Audits

Expert Witness

Liaison with Regulatory Agencies

Indoor Air Quality and Sick Building Syndrome

Ventilation System

1. Assess air flow rates of individual rooms, HVAC zones, and entire system
2. Dust inspection including filters
3. Inspections for microbial growth/bio aerosol reservoirs
4. Evaluation of key indicators (CO₂, Relative Humidity, Temperature)
5. HVAC System Evaluation
6. HVAC Operations/Maintenance program development

Inspection/Survey for Point Sources of Pollution

1. Inspection of chemical storage and usage areas
2. Review contractor usage of chemicals

Employee Interviews and Questionnaires

1. Determine symptomatology, problem areas
2. Determine daily, weekly, or seasonal patterns

Air Sampling of Pollutant Sources and Pathways

Engineering Design/Retrofit Procedures

1. Performance and construction specifications
2. Project management
3. System testing and commissioning

Building Science Evaluations

1. Moisture control evaluations
2. Infrared thermography
3. Pressure mapping and blower door studies
4. Design review
5. LEED certification assistance
6. Tracer gas evaluations
7. Training
8. Forensic building evaluations and failure analysis
9. Pressure mapping and pathway diagnostics

Mold Assessment and Remediation

1. Building evaluations
2. Sampling and evaluation of surface and air samples
3. Forensic evaluations
4. Remedial recommendations
5. Project specifications and scopes of work
6. Contractor selection and oversight
7. QA/QC activities a.k.a “clearance”
8. Training

Asbestos Management

1. Building surveys to locate and categorize thermal system insulation, surfacing, and miscellaneous asbestos-containing materials (ACM). Sampling and analysis of suspect materials via phase contrast, polarized light, and electron microscopic techniques.
2. Development of Asbestos management plans for ACM including removal, encapsulation, enclosure, repair, or through operations and maintenance (O & M) program.
3. Asbestos abatement project design and specification prescribing procedures to be used by abatement contractors to safely remove asbestos.
4. Air monitoring and project oversight to ensure contractors are following project specifications and that building contamination does not occur.
5. Asbestos abatement project management including pre-construction activities, project bidding and evaluation, project bidding and evaluation, project closeout and inspection, and payment authorization.
6. Development of O & M programs for properly managing ACM in place.
7. Training programs for custodial/maintenance and O & M personnel.

Environmental Compliance

1. Site assessments including Soil/Water sampling and analysis
2. Project management, coordination, bidding and oversight

Hazardous Waste Management/Waste Minimization

Waste Determination and Characterization

1. Physical and chemical properties
2. Re-use potential

Pollution Prevention

1. Identify inflow and outflow waste streams
2. Develop priorities and design plans

Waste Minimization Programs

1. Recycling
2. Equipment/process modification, product substitution
3. Source reduction

Integrated Waste Management Plans Including Handling and Disposal Practices

Bidding Requirements/Vendor Qualifications

All vendors shall furnish satisfactory evidence that they have sufficient means and experience in the type of work to complete the scope of work. A vendor personnel and experience sheet shall be submitted to the board as part of these documents. The board may make such additional investigations as it deems necessary to determine the ability, competence and financial responsibility of the vendor to perform its work.

The vendor and their employees, where applicable, shall be certified and licensed by all certifying State and Federal regulatory agencies with respect to this RFP, and maintain and update licenses as required by law.

All applicants shall be duly authorized to do business by the State of New Jersey.

Competency, fitness and financial responsibility of contractors and any subcontractors will be considered in making the award. If required, they shall support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board of Education.

All applicants must have sufficient staff to perform part or all environmental consulting services required by the Board of Education.

All applicants must successfully complete criminal history review as required by the New Jersey Department of Education. The successful applicant shall provide to the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract.

Insurance

The minimum insurance coverage required by the Board must be maintained by the successful vendor through either insurance policies from insurance companies licensed to do business in the State and rated A- or better by A.M. Best Company, or through formal fully funded self-insurance programs authorized by law and acceptable to the Board, shall be as follows:

Workers Compensation: (in accordance with the laws of New Jersey and any other jurisdiction required to protect employees of the board and any and all contracted parties who will be engaged in the performance of the work on this project)

Applicable Federal, State:	Statutory
Employers' Liability (each accident)	\$500,000

Vendors Liability Insurance: Comprehensive General Liability and Comprehensive Automobile Liability as follows:

Bodily Injury:	
Each Occurrence	\$1,000,000

Property Damage: (Including Completed Operations Broad Form)	
Each Occurrence	\$1,000,000

Personal Injury (with Employment Exclusion Deleted):	
Each Occurrence	\$1,000,000

Automotive Liability: (Owned, Non-Owned and Hired/Combined Single Limit)	
Bodily Injury	\$1,000,000
Bodily Injury	\$1,000,000
Each Occurrence	\$1,000,000

Excess Umbrella Liability:	\$2,000,000
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Excess liability shall have a drop down provision to cover over \$1,000,000 of Employers Liability section of Workers Compensation listed above.

Professional Liability:	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Maintain until one year after issuance of Final Certificate of Payment.

A certificate of insurance which names the board as additional named insured shall be furnished to the board at the time the contract is signed. Each policy shall contain a provision that the policy cannot be cancelled or allowed to expire and the limits will not

be reduced until at least 30 days' notice is given to the vendor and the board by certified mail, return receipt requested.

Liability

The vendor shall assume full responsibility and liability for any and all injuries to any person and any and all damages to any property resulting from or in connection with project which are caused by any error, omission or negligent act of the vendor, its agents and employees, and any subcontractor which he may employ.

The vendor shall be liable for any and all damages caused by a breach of the terms of this contract.

Indemnification

The indemnification obligations of the vendor shall be deemed to include the indemnification obligations of the vendor's subcontractor's suppliers.

The vendor shall indemnify and hold harmless the board , its employees, officers , agents and servants, from any and all claims, liabilities, damages and expenses, including reasonable attorney's fees arising out of, resulting from or in connection with the project, which are caused by an error, omission, neglect or intentional act of the vendor, its employees and agents.

The vendor shall indemnify and hold harmless the board, its employees, officers, agents and servants, from any and all claims, demands, suits, damages, costs and expenses, including reasonable attorney's fees, arising out of or in any way related to a breach of the vendors agreement with the board or any personal injury or property damage that may arise out of or result from the acts or omissions of the vendor in performing the work; or as a result of the following:

1. The acts or omissions of the vendor, its agents, servants, officers, employees, subcontractors, sub consultants or any other person working at the vendors request, subject to is discretion, or on its behalf;
2. The loss of life or property, or injury or damage to the person, body or property of any person or persons whatsoever, that arises or results directly or indirectly from performance of the work or delivery of deliverables by the vendor, its agents, servants, officers, employees, subcontractors, sub consultants, or any other person acting at the vendors request, subject to its direction, or on its behalf;
3. Any negligence, default, breach, or errors or omissions of the vendor, its agents, servants officers, employees, subcontractors, sub-consultants, or any other person acting at the vendors request, subject to its discretion, or on its behalf;

4. Violation or non-compliance, with federal, state, local, municipal laws and regulations, ordinances, building codes (including without limitation the Americans with Disabilities Act, OSHA, Environmental Protection Act) arising from the performance or non-performance of; or arising out of conditions created or caused to be created by, the vendor, its agents, servants, officers, employees, subcontractors, sub-consultants, or any other person acting at the vendors request, subject to its direction, or on its behalf; and
5. The use of copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the work.

The board may defend itself, at the vendor's expense, from any claim or lawsuit which may arise out of the vendor's performance or lack of performance under the terms of this contract or the board may elect to have the vendor provide the board with legal representation at the vendor's own expense.

The provision of this section shall survive the termination of the contract documents.

Award of Contract

The procedures developed for the award of the contract constitutes a "fair and open" process. The Superintendent of Schools and/or Business Administrator may arrange for interviews with the professionals submitting proposals for the purpose of obtaining additional clarification or information, with such interviews possibly taking place before the Board of Education and/or an Ad Hoc Committee (not all firms submitting an RFP will necessarily be asked to participate in an interview). Performance on the interview shall be considered in accordance with the criteria below.

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the professional who submits the most advantageous proposal based on price and the qualifications of the professional and other factors considered.

QUESTIONS

All questions should be directed through the office of:
Michael Catalano / School Business Administrator/Board
Secretary 856-429-7510 ext. 6217
mcatalano@haddonfield.k12.nj.us

SUBMISSION DEADLINE

All proposals shall be submitted to:

Michael Catalano
School Business Administrator/Board Secretary Haddonfield Board
of Education
95 Grove Street
Haddonfield, New Jersey 08033

The deadline to submit all RFP Packages is

**Thursday, February 20, 2025
10:00 a.m.**

SUBSEQUENT DOCUMENTS TO BE SUBMITTED

The following documents will be required to be submitted by the successful proposer prior to the award of contract. They are not required to be submitted with the initial proposal.

- Affirmative Action Questionnaire/Affirmative Action Compliance ;
- Stockholders Disclosure Statement;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit; and
- Prohibited Russia-Belarus Activities & Iran Investment Activities Form.

Templates of these forms can be found on the NJ Department of Community Affairs, Division of Local Government Services local agency procurement laws website:

https://www.nj.gov/dca/dlgs/programs/NJ_LAPL.shtml

SELECTION CRITERIA

The Board of Education will evaluate proposals using the following criteria:

- **Qualifications of Staff** - Analysis of respondent's personnel structure and proposed staffing; qualifications and experience of personnel
- **Firm's/Individual's Experience/References** - History and experience with NJ public schools, including references
- **Apparent Ability to Perform Services** - Provide availability of staff and other resources. Record of reliability and responsiveness to meet the services needs of the district.
- **Cost Criteria** – Fee Proposal
- **Quality of Submission**

All areas will be evaluated individually.