

# REQUEST FOR PROPOSALS

FROM QUALIFIED ENVIRONMENTAL OR

INDUSTRIAL HYGIENE FIRMS

*for*

ASBESTOS, LEAD, MOLD,

INDOOR ENVIRONMENTAL QUALITY & INDUSTRIAL HYGIENE

CONSULTING & ANALYTICAL SERVICES

DATE OF ISSUE: March 23, 2026

Proposal in Response to this RFP are due at **2:00 pm on Friday May 1, 2026**

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PITTSBURGH PUBLIC SCHOOLS  
FACILITIES DIVISION  
1305 MURIEL STREET  
PITTSBURGH, PA 15203

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**CONSULTING & ANALYTICAL SERVICES**

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- Attachment 1 – Fee Schedule
- Attachment 2 – Consultant Representation
- Attachment 3 – Minimum Staffing Requirement
- Attachment 4 – Minimum Equipment Requirement
- Attachment 5 – Example PPS Asbestos Abatement Response Action Form
- Attachment 6 – Example PPS Daily Work Summary Sheet
- Attachment 7 – Example of PPS Asbestos Inspection Report Outline Template
- Attachment 8 – Example of PPS Abatement Project Closeout Report Outline Template
- Attachment 9 – Example of PPS Lead Inspection/Risk Assessment Report Outline Template
- Attachment 10 – Example of Mold Screening, IEQ and/or Industrial Hygiene Survey Report Outline Template

## **1.0 INTRODUCTION**

Pittsburgh Public Schools (“PPS” or “District”) is requesting proposals from qualified professional environmental or industrial hygiene consulting firms to provide professional environmental consulting and analytical services on an on-call or as-needed basis across District facilities.

## **2.0 OVERVIEW OF SERVICES**

### **2.1 General Scope**

Services include a full range of environmental consulting and industrial hygiene services, including, but not limited to:

- asbestos inspection and reinspection
- asbestos abatement project design
- asbestos abatement project monitoring and air sampling
- lead-based paint testing and risk assessment
- mold screening
- indoor environmental quality assessments
- industrial hygiene survey
- environmental analytical services
- asbestos awareness training
- environmental regulatory compliance support

### **2.2 District Facilities**

PPS operates schools, athletic facilities, administrative offices and support facilities throughout the City of Pittsburgh.

### **2.3 Project Types**

Selected consultant shall support:

- operation and maintenance projects
- capital improvement projects
- regulatory compliance initiatives
- occupant complaint investigations
- emergency response events.

### **2.4 Contract Award**

The District intends to award a contract to the Respondent providing the best value based on the evaluation criteria set forth in this RFP. Prices along will not determine the award.

The District reserves the right to award one or multiple contracts if deemed in its best interest.

### 3.0 **PROCUREMENT SCHEDULE**

#### 3.1 Contract Duration

The resulting contract(s) will become effective May 28, 2026, and continue through September 30, 2028, unless extended or terminated in accordance with the final executed agreement.

#### 3.2 Issuing Office

The RFP and resulting contract(s) will be administered by the **Pittsburgh Public Schools Facilities – Environmental/ Sustainability**.

#### 3.3 Procurement Timeline

The District intends to adhere to the following schedule; however, dates may be modified at the District’s sole discretion.

Action	Date
Release of RFP	March 23, 2026
Deadline for written questions	April 21, 2026 (2:00 PM)
Proposal Submission Due Date	May 1, 2026 (2:00 PM)
Anticipated contract award	May 28, 2026

The District reserves the right to modify the schedule.

Late submissions will not be accepted.

### 4.0 **PROPOSAL SUBMISSION INSTRUCTIONS**

#### 4.1 Submission Requirements

Submit the following:

- one (1) original hard copy, and
- one (1) electronic PDF (single file) on a flash drive

Deliver to:

Pittsburgh Public Schools - Facilities Division  
1305 Muriel Street  
Pittsburgh, PA 15203

**Attention:**

Sanjeeb Manandhar  
Environmental/Sustainability Manager  
[Smanandhar1@pghschools.org](mailto:Smanandhar1@pghschools.org)

**Subject Line:** PPS Environmental Industrial Hygiene Proposal

4.2 Submission Deadline:

**May 1, 2026 at 2:00 PM**

4.3 Proposal Conditions

A. Authorized signature

A duly authorized legal representative of the Proposer must sign the proposal.

B. Proposal validity

Proposals, upon receipt and are considered valid, may not be withdrawn, cancelled, or modified for one hundred and twenty (120) days after the submission deadline to give the District sufficient time to review the proposals, investigate the Proposer's qualifications, and prepare the pertinent contracts with the selected Proposer.

C. Oral presentations

Upon requested by the District, the Proposer must participate in an oral presentation to assess technical capabilities and other relevant matters as the District may deem necessary in order to determine the Proposer's ability and responsibility to perform the work in accordance with the requirement of the contract.

D. Cost of proposal

The District will not be liable for any costs associated with the development, preparation, transmittal or presentation of any proposal submitted in response to this RFP. All materials submitted become the property of the District.

4.4 Minimum Demonstration Requirements

A. It is fully qualified, experienced, and capable of performing all required services.

B. It possesses all necessary equipment, materials, and resources.

C. All laboratories used are properly permitted, certified, and accredited.

D. It has a minimum of **five (5) years of experience** performing similar services, including:

- environmental investigations, sampling, and analysis, and make appropriate recommendations
- provision of labor, supervision, equipment, and transportation

- E. It maintains sufficient organizational capacity and qualified personnel.
- F. All personnel possess required licenses, certifications, training, and OSHA medical clearance.
- G. It is fully familiar with:
  - applicable federal, state, and local regulations
  - site and operating conditions within PPS facilities

#### 4.5 Regulatory Compliance

During the performance of its services, the Consultant shall comply with all applicable Federal, State and local laws, ordinances, codes, rules, regulations, actions, orders, permits, and guidelines pertaining to the requested services, including, but not limited to, the following:

- Environmental Protection Agency (EPA)
- Allegheny County Health Department (ACHD)
- Occupational Safety and Health Administration (OSHA)
- Pennsylvania Department of Labor and Industry
- Pennsylvania Department of Environmental Protection
- Pennsylvania Department of Health
- National Institute for Occupational Safety and Health (NIOSH)
- American Industrial Hygiene Association (AIHA)
- American Conference of Governmental Industrial Hygienist (ACGIH)
- American National Standards Institute (ANSI)

#### 4.6 Confidentiality

Proposal materials may be subject to public disclosure under the Pennsylvania Right-to-Know Law after award or after all proposals are rejected.

Proposers must clearly mark any portion of their proposal that they believe constitutes a **trade secret** or **confidential proprietary information**.

#### 4.7 Questions and Communications

- A. All questions must be submitted via email to:

Sanjeeb Manandhar  
Environmental/ Sustainability Manager  
[Smanandhar1@pghschools.org](mailto:Smanandhar1@pghschools.org)

Questions must be submitted no later than: April 21, 2026 Tuesday 2:00 pm.

- B. Responses to Questions

Responses will be provided **by email or posted on the designated website**, and all questions and responses will be made available to all interested parties after April 21, 2026.

C. Prohibited Contact

Proposers are strictly prohibited from contacting any District employee, officer, or official regarding this RFP **other than the designated contact listed above**.

Failure to comply may result in **disqualification** from the RFP process.

D. Reliance on Written Statements Only

No oral statements or representations by District staff or representatives shall amend, alter, or interpret any part of this RFP. Only written responses issued by the District shall be considered official.

4.8 Right to reject

The District reserves the right to reject any or all proposals, waive minor irregularities, request clarifications and re-solicit proposals if, in its sole judgment, doing so is deemed to be in the best interest of the District.

The District is not obligated to provide detailed explanations or proposal specific feedback.

4.9 Compliance with Laws and Regulations

A. By submitting a proposal, the Proposer certifies that it will comply with all applicable **federal, state, and local laws, regulations, ordinances, and codes**, including but not limited to:

- Environmental Protection Agency regulations;
- PA Environmental regulations;
- Allegheny County Health Department regulations;
- OSHA regulations;
- Other Environmental, health, and safety laws; and
- All policies, rules, and requirements of governmental agencies having jurisdiction over the Project.

B. The Proposer is solely responsible for ensuring full compliance by its employees, subcontractors, and any affiliated parties performing work under this RFP.

## 5.0 **MINIMUM QUALIFICATIONS**

5.1 Experience Requirements

The respondents shall demonstrate:

- a minimum five (5) years of experience

- experience with similar environmental/industrial hygiene services
- experience with public education facilities (preferred)

## 5.2 Personnel Qualifications and Staffing

The Respondent shall demonstrate that it has sufficient qualified staff with the experience, certifications, and licensing necessary to perform the services described in this RFP. At a minimum, the following requirements shall be met:

### A. Staffing Documentation

The proposal shall include:

- staff list with defined roles
- resumes (education, experience, certification, responsibilities)
- copies of certifications
- completed Minimum Staffing Form (Attachment 3)

### B. Asbestos Inspection Personnel

- PA licensed Asbestos Inspector and/or Management Planners
- Minimum four (4) licensed personnel

### C. Asbestos Project Designers

- PA licensed Asbestos Project Designers
- Minimum two (2) personnel
- At least one with proficiency in CAD drawing capability

### D. Asbestos Project Monitoring and Air Sampling Personnel

- Personnel performing asbestos abatement project oversight and air sampling shall, at a minimum:
  - Have NIOSH 582 (Asbestos Fiber Counting)
  - possess valid asbestos supervisor certification and/or license recognized by the Commonwealth of Pennsylvania
- Minimum four (4) personnel

### E. Lead Inspection Personnel

- PA licensed Lead Inspector and/or Risk Assessor
- Minimum two (2) personnel

F. Industrial Hygiene and Mold Assessment Personnel

Must:

- Hold relevant Bachelor's degree
- Have minimum 5 years experience
- Minimum two (2) personnel required

G. Certified Industrial Hygienist (CIH)

- Minimum one (1) CIH available
- Required for complex or directed assignment

H. Subcontracting

If subcontracting is proposed, the Respondent shall:

- clearly identify all subcontractors;
- describe the scope of services to be performed by each subcontractor; and
- provide compliance history for each subcontractor.

The District reserves the right to approve or reject the use of subcontractors.

**Subcontracting not permitted for core services**, including but not limited to:

- asbestos inspection
- asbestos project design
- asbestos abatement project monitoring and air sampling
- on-site PCM air sample analysis
- lead inspection and risk assessment
- mold screening and IEQ investigations
- environmental data or information management

5.3 Laboratory Qualifications

A. Accreditation

The Consultant's laboratory, and any laboratory utilized by the Consultant for Polarized Light Microscopy (PLM) and Transmission Electron Microscopy (TEM) analysis of asbestos samples, shall be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP).

B. PCM Laboratory Requirements

- **In-house PCM laboratory required**

- AIHA PAT participation required

C. Other Laboratory Capability

- Minimum of two (2) additional accredited laboratories required for analysis of asbestos, lead, mold, chemicals, and other contaminants.

5.4 Equipment Requirements

The Respondent shall submit a list of owned equipment, complete Attachment 4 and a statement verifying the availability of, at a minimum, the following equipment necessary to perform the required services:

A. Asbestos Monitoring Equipment

- Minimum of four (4) PCM microscopes
- Minimum twenty (20) high-flow air sampling pumps
- Minimum of twenty (20) low-flow air sampling pumps

B. Lead Testing Equipment

- Minimum of one (1) X-Ray Fluorescence (XRF) analyzer

C. Indoor Environmental Quality Monitoring Equipment

- Minimum of two (2) data loggers capable of monitoring:
  - carbon dioxide (CO<sub>2</sub>)
  - carbon monoxide (CO)
  - temperature
  - relative humidity
  - total volatile organic compounds (VOCs)

D. Particulate Monitoring Equipment

- Minimum of one (1) dust monitors capable of measuring respirable (PM-10) and total particulate matter

E. Microbial Sampling Equipment

- Andersen N-6 sampler (or equivalent)
- spore trap sampling pumps

F. Moisture Detection Equipment

- Moisture meters
- Infrared camera (preferred)

## 5.5 Licenses and Regulatory Compliance

The Respondent shall:

- be licensed to conduct business in the Commonwealth of Pennsylvania;
- maintain all required federal, state, and local licenses and certifications; and
- provide three (3) year compliance history including violations/penalties.

## 6.0 **PROPOSAL CONTENT REQUIREMENTS**

### 6.1 General Requirements

Proposals shall be clear, concise, and organized in the order outlined in this Section. Proposals shall be structured to directly correspond to the **Evaluation Criteria set forth in Section 7.0**. Failure to clearly address each criterion may result in a lower evaluation score or disqualification.

All proposals shall be prepared at the Respondent's expense. All submitted materials shall become the property of the District.

### 6.2 Proposal Organization

Proposals shall be organized and tabbed in the following order:

#### A. Cover Letter

Provide a cover letter and consultant representation form (attachment 2) signed by an authorized representative including firm name, contact information, and acknowledgment of addenda.

#### B. Statement of Qualifications

Provide all information, including firm background, certifications, licenses, and regulatory compliance.

#### C. Technical Approach and Understanding (*Evaluated under Section 7.2.A – 10 Points*)

Describe the Respondent's approach to performing the services, including:

- understanding of the scope of services
- methodologies for asbestos, lead, mold, and IEQ services
- QA/QC procedures
- regulatory compliance approach (EPA, ACHD, OSHA)
- emergency response and rapid mobilization approach

D. Staffing, Capacity, and Resources (*Evaluated under Section 7.2.B – 20 Points*)

Provide:

- organizational chart
- staffing levels and qualifications
- roles and responsibilities of key personnel
- ability to meet response time requirements (2-hour emergency / 12-hour routine)
- local staffing and availability
- attachment 3

E. Relevant Project Experience (*Evaluated under Section 7.2.C – 10 Points*)

Provide at least three (3) similar projects completed within the past five (5) years, including:

- project description
- scope of services
- client name and contact information
- outcomes

F. Laboratory and Technical Capability (*Evaluated under Section 7.2.D – 15 Points*)

Provide:

- laboratory accreditations (NVLAP, AIHA, etc.)
- PAT and AAT participation
- analytical capabilities and turnaround times
- **on-site PCM analysis capability**

G. Equipment and Resources (*Evaluated under Section 7.2.E – 15 Points*)

Provide a list of available equipment consistent with Section 5.0, including:

- asbestos monitoring equipment
- XRF analyzer
- IEQ monitoring equipment
- microbial sampling equipment
- attachment 4

H. EBE Participation Plan (*Evaluated under Section 7.0.F – 5 Points*)

The District has established an aspirational goal of ten percent (10%) EBE participation, emphasizing meaningful and commercially useful involvement of minority-owned and women-owned business. If the Respondent does not meet the 10% aspirational goal, documentation of good faith efforts shall be provided.

I. Fee Proposal (*Evaluated under Section 7.2.G – 25 Points*)

Provide a detailed fee proposal including:

- attachment 1
- hourly rates
- unit rates
- laboratory costs
- emergency and overtime rates

Submit in the required format.

J. Exceptions and Clarifications

Identify any exceptions to the RFP requirements.

K. Required Forms and Attachments

Submit all required forms and attachments.

6.3 Proposal Validity

Proposals shall remain valid for 120 days.

6.4 Completeness

The District reserves the right to reject incomplete proposals and request clarifications.

## **7.0 PROPOSAL EVALUATION CRITERIA**

7.1 General Evaluation

Proposals will be evaluated to determine the best value to the District, based on technical qualifications and cost.

7.2 Evaluation Criteria and Weighting

<b>Criteria</b>	<b>Points</b>
A. Technical Approach and Understanding	10
B. Staffing, Capacity, and Resources	20
C. Relevant Project Experience	10
D. Laboratory and Technical Capability	15
E. Equipment and Resources	15
F. EBE Participation Plan	5

	<b>Criteria</b>	<b>Points</b>
G. Fee Proposal		25
<b>Total</b>		<b>100</b>

7.3 Detailed Evaluation Criteria

A. Technical Approach and Understanding (10 Points)

Evaluation will consider:

- understanding of scope
- methodologies and procedures
- QA/QC approach
- regulatory compliance knowledge
- emergency response approach

B. Staffing, Capacity, and Resources (20 Points)

Evaluation will consider:

- qualifications and experience of staff
- staffing levels and availability
- ability to meet response times
- local presence and operational capacity

C. Relevant Project Experience (10 Points)

Evaluation will consider:

- experience with similar projects
- experience with school districts
- project outcomes and references

D. Laboratory and Technical Capability (15 Points)

Evaluation will consider:

- laboratory accreditations
- analytical capabilities
- turnaround times
- on-site analysis capability

E. Equipment and Resources (15 Points)

Evaluation will consider:

- availability and adequacy of equipment

- ability to support all required services
- readiness for field deployment

F. EBE Participation Plan (5 Points)

Evaluation will consider:

- extent of participation relative to the 10% aspirational goal
- quality and feasibility of the plan
- demonstrated commitment to EBE inclusion
- documented good faith efforts

G. Fee Proposal (25 Points)

Evaluation will consider:

- competitiveness of pricing
- completeness and clarity
- reasonableness of rates
- overall value

7.4 Additional Evaluation Considerations

The District may consider:

- oral presentations
- reference checks
- past performance

7.5 Right to Award

The District reserves the right to:

- award to one or multiple firms
- reject any or all proposals
- waive minor irregularities

## 8.0 **SCOPE OF SERVICES**

8.1 The selected Consultant shall provide comprehensive Environmental and Industrial Hygiene Consulting Services on an on-call or as-needed basis for the District.

The Consultant shall manage all aspects of environmental consulting services including but not limited to:

- project planning and mobilization
- environmental investigation and sampling

- analytical services
- regulatory compliance
- quality assurance and quality control (QA/QC)
- coordination with District personnel and contractors
- timely preparation and submission of all required reports

All services shall be performed in accordance with applicable federal, state, and local laws, regulations, and guidelines.

## 8.2 Preparation, mobilization, and Emergency Planning

### A. Safety and Regulatory Compliance

The Consultant shall comply with all applicable federal, state, and local rules and regulations and professional practice standards. All personnel performing services must maintain all required licenses, certifications, and training required under applicable laws.

### B. Sampling and Analytical Protocols

The Consultant shall establish appropriate bulk, surface, and air sampling and analytical protocols for each project site in accordance with applicable federal, state and local regulations and recognized professional guidelines, including those issued by the American Industrial Hygiene Association (AIHA) and American Conference of Governmental Industrial Hygiene (ACGIH).

### C. Equipment and Materials

The Consultant shall utilize utilities available at PPS facilities where appropriate; however, all equipment, materials, instruments, personal protective equipment, and respiratory protection required to perform the services shall be provided by the Consultant.

### D. Notification of Work Constraints

If the Consultant anticipates any difficulty in performing the requested work as directed, the Consultant shall notify the PPS Environmental/Sustainability Manager or their designee prior to commencing work.

### E. Emergency Response Planning

The Consultant shall maintain an emergency response and safety plan applicable to services performed under this contract.

## 8.3 Coordination and Scheduling

### A. Direction of Work

The Consultant shall perform services under the direction of the PPS Environmental/Sustainability Manager or the Director of Facilities.

Assignments may be issued via telephone or email directing the Consultant to report to specified PPS facilities at a designated date and time.

B. Availability

The Consultant shall be available to provide services between **7:00 AM and 11:00 PM**, including weekdays, weekends, school holidays, and summer or winter school breaks when required by the Environmental/Sustainability Manager and/or the Director of the Facilities of the PPS, or their designee.

C. Coordination with Abatement Contractors

For asbestos abatement projects, the Consultant shall coordinate work scope and schedule with the asbestos abatement contractor and the PPS school custodian or other designated personnel.

D. Routine Response Time

The Consultant shall be available and prepared to provide labor, required sampling and analytical equipment, and **all required services upon twelve (12) hours' notice** by telephone or email.

E. Emergency Response Time

When an assignment is designated as an **emergency or priority project**, the Consultant shall respond as expeditiously as possible but in no event later than **two (2) hours after notification**.

Failure to respond to emergency or routine work requests within the specified timeframes may, at the District's discretion, constitute grounds for termination of the contract.

#### 8.4 ASBESTOS INSPECTION

For projects involving Asbestos Inspection, the Consultant with its licensed Asbestos Inspector/Management Planner, shall perform the following tasks in accordance with all applicable Local, State and Federal regulations:

A. Review of Available Information

The Consultant shall review design documents provided by the PPS or its designee or its Architects/Engineers, and perform site visits as needed.

B. Review of Existing Asbestos Data

The Consultant shall review and incorporate available asbestos information maintained by PPS, including:

- bulk sample laboratory reports

- drawings and records
- prior inspection reports

This review is intended to reduce redundant sampling and support preparation of an all-inclusive asbestos inspection report.

The Consultant may review the AHERA Management Plan; however, AHERA reports prepared solely for regulatory compliance shall not be used for construction, determining scope of work, bidding or any other purposes and must not be included in bidding documents or specifications.

C. Sampling Plan

The Consultant shall develop and implement an asbestos sampling and analysis plan for suspect materials impacted by proposed work activities.

D. Bulk Sampling

Bulk samples shall be collected and analyzed in accordance with EPA and ACHD protocols.

Where applicable, materials containing less than 10 percent asbestos shall be analyzed using point-count methods consistent with AHERA recommendations.

E. Inspection Report

The Consultant shall prepare asbestos inspection reports including sampling locations, analytical results, material quantities, and recommendations. Reports shall follow the format guideline provided in Attachment 7 or an improved equivalent format.

## 8.5 ASBESTOS ABATEMENT PROJECT DESIGN

For projects involving asbestos abatement project design, the Consultant, through its certified Pennsylvania-licensed Asbestos Project Designer, shall perform, at a minimum, the following tasks in accordance with all applicable federal, state, and local regulations:

A. Review of Project Documents

The Consultant shall review all design documents provided by PPS or its designee (Architects/Engineers) related to renovation, demolition, and utility work. The Consultant shall perform site visits as necessary to verify existing conditions and confirm the extent and location of asbestos-containing materials (ACM).

B. Integration of Asbestos Inspection Data

The Consultant shall review and incorporate findings from the project-specific Asbestos

Inspection Report, including material identification, quantities, locations, and condition assessments, into the abatement design.

C. Preparation of Abatement Design Documents

The Consultant shall design, prepare, and submit asbestos response actions, including:

- detailed project specifications with clearly defined scope of work, material locations and work procedures
- bidding documents, where applicable
- architectural drawings (CAD) and/or schematic representations of ACM locations

All asbestos abatement design work shall be performed by a Pennsylvania-licensed Asbestos Project Designer, as required by applicable regulations.

D. PPS Standard Specifications

The Consultant shall incorporate the PPS standard asbestos abatement specifications into the project documents. The specifications shall be modified as necessary to align with the project schedule, site conditions, and any special work requirements applicable to the project.

E. Regulatory and District Compliance

The Consultant shall ensure that all specifications, drawings, and related documents comply with current applicable federal, state, and local regulations, including ACHD requirements, as well as PPS policies, procedures, and directives.

F. Inclusion of Inspection Report

The asbestos abatement specification shall reference and include the project-specific Asbestos Inspection Report as an attachment.

## 8.6 ASBESTOS ABATEMENT PROJECT OVERSIGHT AND AIR MONITORING

For projects requiring Asbestos Abatement Project Oversight and Air Monitoring, the Consultant shall meet the minimum qualifications set forth in this RFP and shall perform the following tasks in accordance with all applicable federal, state, and local regulations.

A. Project Monitoring Personnel

The Consultant shall provide trained Project Monitors or Air Monitoring Technicians who are qualified to perform on-site analysis and reporting of Phase Contrast Microscopy (PCM) air samples during asbestos abatement project oversight.

B. Personnel Certification

All Project Monitors, Air Monitoring Technicians, and other personnel performing asbestos project monitoring services shall hold current Asbestos Analysis and Monitoring (NIOSH

582 equivalent) certificates and possess valid Asbestos Supervisor training certificates or licenses. Registration to participate in AIHA Asbestos Analysts Testing (AAT) program is preferred. Documentation of certifications shall be provided to the District.

C. Laboratory Proficiency Requirements

The Consultant shall demonstrate that, for Phase Contrast Microscopy (PCM) analysis and reporting of airborne asbestos fiber concentrations, its in-house laboratory participates in and maintains a current rating of “Proficient” in the Proficiency Analytical Testing (PAT) Program administered by the American Industrial Hygiene Association (AIHA).

D. Laboratory Accreditation

All asbestos analytical services shall be performed by a laboratory accredited by AIHA or another nationally recognized accreditation body for the applicable analytical methods used for PCM and TEM asbestos fiber analysis.

E. Site Coordination

The Environmental/Sustainability Manager or its designee shall advise the Consultant of the location of individual work sites in advance of the performance of the work. The Consultant shall further coordinate and schedule the performance of its work on site with the school custodian, maintenance personnel, on-call abatement contractor, Architects/Engineers and/or project contractors as applicable.

F. Documentation Forms

The Consultant shall record the information requested in the PPS Asbestos Abatement Response Action Form (Attachment 5) and the PPS Asbestos Abatement Daily Work Summary Sheet (Attachment 6).

Two copies of the completed forms shall be submitted:

- one as a separate document; and
- one attached to the Project Closeout Report or Final Report.

PDF copies of the completed forms shall also be emailed within three (3) days after completion of the abatement project.

G. Verification of Contractor Licensing

The Consultant shall review, verify, and document the Asbestos Abatement Contractor’s:

- Commonwealth of Pennsylvania Asbestos Abatement Contractor License
- Asbestos Supervisor License
- Asbestos Worker Licenses

The Consultant shall also review engineering controls at the start of and during each asbestos abatement project.

H. Contractor Compliance Monitoring

The Consultant shall monitor the asbestos abatement contractor's activities for compliance with applicable federal, state, and local regulations and contract requirements. Any nonconformance to abatement contract documents shall be recorded, and shall notify the Environmental/Sustainability Manager verbally and in writing.

I. Exposure Prevention

The Consultant shall provide recommendations and enforce corrective actions as needed for the protection of students, staff, custodians, and the general public from potential asbestos exposure.

J. Project Documentation

The Consultant shall maintain:

- a daily project log
- air sampling log sheets
- chain-of-custody documentation for all samples
- photographic documentation
- all other required project documentation

K. Air Monitoring Requirements

The Consultant's air sampling schedules shall comply with the requirements of ACHD Article XXI – Rules and Regulations, Air Pollution Control, and applicable EPA AHERA regulations, including the following:

1. Background Air Testing

Background PCM air testing shall be conducted prior to initiation of asbestos abatement work in order to establish background levels of airborne contamination.

2. Air Sampling During Abatement

During asbestos abatement project oversight, the Consultant shall collect, at a minimum:

- one (1) PCM area air sample inside the work area
- one (1) PCM air sample at the decontamination unit
- one (1) PCM air sample at the HEPA exhaust
- two (2) PCM air samples outside the work area or adjacent to the critical barriers isolating the work area from occupied areas

PCM samples collected during single or multi-day projects shall be analyzed on site daily.

3. Final Clearance Air Testing

Final clearance air testing shall be conducted after completion of asbestos abatement and after the Consultant's visual inspection confirms that the work area is clean.

4. Undersized Abatement Projects

When the quantity of asbestos-containing material (ACM) removed is less than 160 square feet or 260 linear feet, the Consultant shall collect PCM final clearance air samples unless Transmission Electron Microscopy (TEM) analysis is required by the Environmental/Sustainability Manager.

At least three (3) PCM final clearance air samples shall be collected for undersized abatement work.

5. Large Abatement Projects

When the quantity of ACM removed exceeds 160 square feet or 260 linear feet, final clearance air testing shall consist of both PCM and TEM samples. Sampling procedures shall follow EPA 40 CFR Part 763, Appendix A to Subpart E, as applicable.

6. On-Site PCM Analysis

PCM final clearance samples shall be analyzed on site upon completion of the work. Copies of the analytical results shall be made available for review by ACHD, where applicable.

L. Regulatory Documentation

The Consultant shall obtain copies of the ACHD asbestos abatement notification or permit, as applicable, and copies of the Generator's waste manifest from the abatement contractor and submit those documents to PPS.

M. Final Project Closeout Report

Upon completion of each project, the Consultant shall prepare and submit a Project Closeout Report (Final Report) within four (4) weeks after receipt of the final sample results. The report shall document in sufficient detail all activities performed at the project site and shall include, but not be limited to, the requirements outlined in Attachment 8.

N. Independence of Monitoring

The Consultant performing asbestos project monitoring and air sampling shall be independent of the asbestos abatement contractor and shall not have any financial interest in the contractor performing the abatement work.

## 8.7 LEAD INSPECTION/RISK ASSESSMENT

For projects involving lead inspection, risk assessment, and/or water quality testing, the Consultant, through its certified Lead Inspector and/or Risk Assessor, shall perform, at a minimum, the following tasks in accordance with all applicable federal, state, and local regulations:

### A. Regulatory Compliance

The Consultant shall perform all testing, evaluation, and reporting in accordance with applicable regulations, including but not limited to the EPA Lead-Based Paint Renovation, Repair and Painting (RRP) Rule, as well as all other federal, state, and local requirements applicable to school facilities.

### B. Lead-Based Paint Testing

The Consultant shall conduct lead-based paint testing using a properly calibrated X-Ray Fluorescence (XRF) analyzer, operated by certified personnel in accordance with HUD and EPA guidelines.

### C. Lead in Drinking Water Testing

The Consultant shall conduct lead in drinking water sampling and analysis in accordance with the EPA's 3Ts (Training, Testing, and Taking Action) for Reducing Lead in Drinking Water in Schools and Child Care Facilities, or most current applicable guidance.

### D. Supplemental Sampling

When necessary, the Consultant may collect:

- lead-based paint chip samples
- lead dust wipe samples

to supplement XRF testing and further evaluate potential exposure risks.

### E. Reporting Requirements

The Consultant shall prepare and submit a comprehensive final report within two (2) weeks after receipt of final laboratory results. The report shall include, at a minimum:

- sampling locations and methodology
- analytical results
- identification of lead hazards, if present
- regulatory interpretation
- conclusions and recommendations

The report shall conform to the requirements and format outlined in Attachment 9, or an equivalent or improved format acceptable to the District.

## 8.8 INDOOR ENVIRONMENTAL QUALITY (IEQ) SCREENING, INDUSTRIAL HYGIENE SURVEYS AND MOLD SCREENING

For projects involving mold screening, indoor environmental quality (IEQ) screening, and industrial hygiene surveys, the Consultant, through a qualified Industrial Hygienist (and/or Certified Industrial Hygienist (CIH), where applicable), shall perform, at a minimum, the following tasks in accordance with applicable federal, state, and local regulations, and in accordance with guidelines established by EPA, AIHA and ACGIH:

### A. Review of Background Information

The Consultant shall obtain and review available information related to occupant complaints, including but not limited to:

- moisture intrusion issues
- odors
- ventilation concerns
- other environmental stressors
- prior history of the affected area

### B. Development of Evaluation Strategy

The Consultant shall develop an evaluation strategy based on the available information, the nature of the complaint, and the duration and type of occupant exposure within the affected area(s).

### C. Moisture testing

Moisture testing shall be performed, as necessary, using an appropriate moisture meter, and where needed using infrared camera, to evaluate potential moisture intrusion conditions that may contribute to material deterioration.

### D. Mold Screening and Sampling

#### 1. Air Sampling

The Consultant may collect non-viable (spore trap) air samples in the complaint or affected area(s), along with a minimum of two (2) reference samples from non-affected areas for comparison, where feasible.

Viable (culture-based) air samples may be collected when:

- the nature of the complaint is related to potential health concerns; or
- directed by a Certified Industrial Hygienist (CIH) or the PPS Environmental/Sustainability Manager (or designee).

#### 2. Surface and Dust Sampling

The Consultant may collect surface swab samples and/or dust samples, as necessary, to determine the presence, type, and extent of microbial growth.

E. Reporting Requirements

The Consultant shall prepare and submit a comprehensive Final Report that includes, at a minimum:

- background and complaint summary
- inspection observations
- moisture testing
- sampling methodology and locations as applicable
- analytical results
- interpretation of findings (including comparison to reference conditions)
- conclusions
- recommendations for corrective actions, if applicable

The report shall conform to the requirements and format outlined in Attachment 10, or an equivalent or improved format acceptable to the District.

The preliminary findings of the report should be emailed to the Environmental/Sustainability Manager promptly upon receipt of the analytical results with the applicable recommendations.

The final report for these should be submitted via email within 1 week of the receipt of the analytical results.

8.9 PERIODIC ASBESTOS PLASTER INSPECTION AND BACKGROUND AIR MONITORING

For projects involving Periodic Asbestos Plaster Inspection and Background Air Monitoring, the Consultant, through its certified Asbestos Inspector and/or Management Planner and Air Monitoring Technician, shall perform, at a minimum, the following tasks in accordance with all applicable federal, state, and local regulations:

A. Visual Assessment and Moisture Testing

The Consultant shall conduct a visual hazard assessment of asbestos-containing plaster throughout assigned school buildings to identify damaged, deteriorated, or otherwise compromised materials.

Moisture testing shall be performed, as necessary, using an appropriate moisture meter, and where needed using infrared camera, to evaluate potential moisture intrusion conditions that may contribute to material deterioration.

B. Background Air Monitoring

The Consultant shall collect a minimum of three (3) PCM air samples per floor level at representative locations within each building. Sampling locations may include:

- randomly selected areas; and/or
- areas of concern, including locations with visible damage or deterioration

C. Emergency or Priority Response Coordination

If emergency or high-priority response actions are identified based on the condition assessment, the Consultant shall immediately notify PPS and coordinate with the District and the on-call abatement contractor to facilitate timely implementation of appropriate response actions.

D. Reporting Requirements

The Consultant shall prepare and submit a comprehensive Final Report within two (2) weeks after receipt of analytical results. The report shall document, in sufficient detail, all findings and shall include, at a minimum, the following:

1. Executive Summary

2. Personnel Information

Names, titles, and Commonwealth of Pennsylvania license numbers of the certified Asbestos Inspector and Air Monitoring Technician.

3. Visual Assessment Results

A clear tabular summary identifying:

- room number
- condition of asbestos-containing plaster
- changes in condition, if applicable
- location and estimated quantity of damaged areas

4. Photographic Documentation

Photographs of damaged plaster areas, including identification of response action priority levels (e.g., high, medium, low).

5. Air Sampling Methodology

Description of sampling methods, equipment, and procedures utilized.

6. Air Sampling Results

A tabulated summary of air sampling results including:

- sampling locations
- volume of air sampled

- detection limits
- analytical results

The report shall include a comparison of results to applicable exposure limits, including OSHA Permissible Exposure Limits (PEL) and Allegheny County Health Department (ACHD) clearance criteria, along with conclusions and recommendations.

#### 8.10 ASBESTOS AWARENESS TRAINING

For projects involving Asbestos Awareness Training, the Consultant, through its qualified and properly trained personnel, shall perform, at a minimum, the following tasks in accordance with all applicable federal, state, and local regulations:

##### A. Training Requirements

The Consultant shall develop and provide Asbestos Awareness Training tailored to meet the District's obligations under the Asbestos Hazard Emergency Response Act (AHERA) for custodial and maintenance staff.

The training shall, at a minimum, include:

- identification of asbestos-containing materials (ACM)
- health effects associated with asbestos exposure
- locations of ACM within school facilities (as applicable)
- recognition of damaged or deteriorated materials
- appropriate response procedures and work practices
- regulatory requirements and District policies

##### B. Training Documentation

The Consultant shall provide complete documentation for each training session, including:

- a transmittal letter summarizing the training conducted
- copies of presentation materials and training slides
- a sign-in sheet with printed names and signatures of all attendees
- completed quiz or assessment forms for each participant

All documentation shall be submitted to the District as part of the final training record.

#### 8.11 REPORTING AND DOCUMENTATION

The Consultant shall provide timely, accurate, and complete reporting and documentation for all services performed under this contract.

##### A. Reporting of Priority Work Order Results

Results of air samples analyzed by Phase Contrast Microscopy (PCM), Polarized Light

Microscopy (PLM), and/or direct-reading instruments for priority work orders shall be reported verbally and by email to the Environmental/Sustainability Manager of PPS or their designee within three (3) hours of analysis.

Written reports, including laboratory reports and chain-of-custody documentation (PDF format), shall be submitted within one (1) working day.

B. TEM Final Clearance Reporting

Results of air samples analyzed by Transmission Electron Microscopy (TEM) for final clearance of asbestos abatement projects shall be reported verbally and by email to the Environmental/Sustainability Manager of PPS and the Asbestos Abatement Contractor immediately upon receipt of analytical results.

Written reports, including laboratory reports and chain-of-custody documentation (PDF format), shall be submitted within four (4) weeks after sampling.

C. Notification of Hazardous Conditions

If analytical results for asbestos, lead, mold, IEQ, or other environmental investigations indicate unsafe or hazardous conditions, the Consultant shall immediately notify the Environmental/Sustainability Manager and/or the Director of Facilities of PPS, or their designee, both verbally and by email.

A written preliminary summary report shall be provided within one (1) working day following sample analysis.

D. Chain-of-Custody and Regulatory Documentation

The Consultant shall properly complete and maintain all required documentation, including:

- chain-of-custody forms
- sample shipment records
- laboratory submittals
- regulatory notifications

All documentation shall comply with applicable federal, state, and local requirements.

E. Waste Manifest Documentation

The Consultant shall obtain signed copies of waste manifests for asbestos abatement projects from the PPS on-call abatement contractor and include them in the Final Project Closeout Report.

F. Final Project Closeout Report Requirements

All Final Project Closeout Reports shall include, at a minimum, the following:

- Title Page

- Signature Page
- Table of Contents
- Executive Summary
- Introduction / Background
- Discussion of Activities and Findings
- Conclusions
- Recommendations (if applicable)
- Photographic Documentation
- Final Clearance Documentation (if applicable)
- Waste Manifests and other supporting or certifying documentation

## **9.0 GENERAL TERMS AND CONDITIONS**

- 9.1 The Consultant shall be required to provide services throughout various schools, facilities and properties of the PPS.
- 9.2 The Consultant will provide and maintain a sufficient organization, personnel, and management to carry out the requirements of this RFP. The Consultant will assign personnel having the necessary experience, skill and knowledge required to perform the respective services. The Consultant shall maintain all required accreditations, certificates, licenses and requirements throughout the term of the contract.
- 9.3 All work shall be done during regular working hours, which for the purposes of this contract, are inclusive of normal after school hour work and weekend work. The Consultant shall be available and prepared to provide the work specified herein, including but not limited to, inspections, assessments, screening, surveys, abatement project oversight and air sampling services between 7 am to 11 pm on weekdays and on weekends during the school year, including during the summer, winter and school vacation days, and holidays, as may be required.
- 9.4 During the school year, a majority of the work will be performed after school hours on Friday and during the weekend. The consultant shall be available to provide the services during the school year (September thru mid-June) between 3pm to 11pm Monday thru Fridays and between 7am to 11pm on Saturday, and during the summer, winter and other school vacations days and holidays between 7am to 11pm on weekdays and weekends.
- 9.5 All work under this Contract is anticipated to be performed at rates inclusive of premium time. Overtime rates shall only apply where authorized in advance by the PPS. Normal after school hour work and weekend work shall be considered as regular working hours unless on-site workers have exceeded their normal work week hours for that specific PPS project or group of PPS projects assigned under this contract, and pre-approval has been given by the PPS.
- 9.6 The Consultant shall be responsible to pay for, and shall include within the unit prices which comprise its proposed rate, any and all charges imposed by Federal, State and local laws, rules and regulations applicable to the work specified herein during the term of this contract including fees or charges which may be imposed after the submission of the proposal. No reimbursement for such fees shall be made by the PPS.

- 9.7 Proposed unit prices for labor hours shall include **all** costs associated with the work specified herein, and including, but not limited to materials, personal protective equipment, travel, travel time, fuel, fuel surcharge, phone service calls, reproductions, mailing, report preparation, record retention, readiness to serve, overhead and profit. All labor shall be billed for on-site time only, from the time Consultant's employee arrives at the job site to the time the employee departs from the job site. The PPS shall not accept nor authorize payment for travel time or mileage expenses of the Consultant's employee to any of the PPS sites.
- 9.8 Proposed unit prices for laboratory analytical services shall include **all** costs associated therewith including, but not limited to: sample media (e.g., filter cassettes, spore-trap cassettes, wipes, containers, etc.), materials, pumps and canisters, sampling equipment, laboratory analysis, samples, calibration samples, report preparation, record retention, sample shipping & handling, forms, chain of custody forms, sample profiles, shipping records, transportation, fuel, fuel surcharge, disposal, overhead and profit. The PPS will pay for a maximum of two field blanks when required for quality control.
- 9.9 All non-specified or emergency laboratory analyses, such as volatile organic compounds profile (60 compounds EPA TO15), poly nuclear aromatic hydrocarbons, pesticides, lead in drinking water, radon, soil, heavy metals, noise dosimeter rental, common allergens screening, formaldehyde, etc., are to be invoiced at consultant cost plus 10% markup. Submit copies of such invoices when required by PPS.
- 9.10 The Consultant shall assume costs associated with errors made by consultant personnel, including but not limited to labor for re-inspection, re-sampling and penalties.
- 9.11 The Consultant shall assume costs associated with defective materials provided by the Consultant, and materials damaged by the Consultant.
- 9.12 The Consultant may submit invoices for the services not more often than once every two weeks. All invoices submitted for payment shall be separated by line items as per pricing outlined in the Fee Schedule, with the PPS project facility name, project location, brief description, project date(s), and the PPS contract number clearly identified.
- Request for payment shall be submitted to:
- Pittsburgh Public Schools  
Attn.: Sanjeeb Manandhar, Environmental/Sustainability Manager  
1305 Muriel Street  
Pittsburgh, PA 15203
- 9.13 Payment will not be made until completion of individual project services, which includes submission of final project close-out reports, along with the invoices to the PPS. Partial payments will not be made.
- 9.14 Individual projects may require the Consultant to provide specific cost estimates for services based on the unit price rates; with a maximum project fee billed at by the unit price rates established in the Fee Schedule.

- 9.15 It shall be the responsibility of the Consultant to submit an end-of-the-month statement, which details the following: payments received, invoices outstanding and a cost estimate of work in progress. The Consultant will be responsible for tracking the bottom line. Cost overruns could result in non-payment for work.
- 9.16 The Consultant is cautioned that payment shall not be made for any work that is not authorized by the PPS Environmental/Sustainability Manager or the Director of the Facilities.
- 9.17 The PPS reserves the right, during the period while the contract is in force, to take proposals and award separate contracts for individual projects.
- 9.18 The PPS reserves the right during the term of this contract to determine the number of work orders. This contract does not obligate the PPS to issue a required number of work orders.

## **10.0 INDEMNIFICATION**

To the fullest extent permitted by law, the respondent shall indemnify and hold harmless the Owner, agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to, attorneys' fees and defense costs, arising out of or resulting from performance of the work, but only to the extent caused in whole or in part by the acts or omissions of the Consultant, a sub-consultant, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this article.

## **11.0 INSURANCE REQUIREMENTS**

The Contractor (Consultant) shall procure and maintain, at its expense, the types and minimum limits of insurance specified below covering the performance of the work. All insurance shall be procured from reputable insurers who are financially responsible and authorized to do business on an admitted basis in the Commonwealth of Pennsylvania or otherwise acceptable to the Pittsburgh Public Schools.

All insurance herein, except the professional liability insurance, shall be written on an 'occurrence' basis and not a 'claims-made' basis. In no event shall work be performed until the required evidence of insurance has been provided. The insurance shall provide for at least thirty (30) days prior written notice to be given to the school district in the event coverage is materially changed, cancelled or non-renewed. The Pittsburgh Public Schools and its officers, employees and agents shall be named as additional insured on the general liability insurance policy, and the policy shall be so endorsed. An endorsement is required stating that the coverage afforded the school district and its officers, employees and agents as additional insured will be primary to any other coverage available to them and, that no act or omission of the school district or its officers, employees and agents shall invalidate the coverage, other than an act or omission that would constitute willful misconduct or gross negligence.

11.1 Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory Limits
<u>Employers' Liability</u>	
Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

11.2 General Liability Insurance

- a. General Liability Insurance shall provide coverage for premises operations, products and completed operations, blanket contractual liability, personal injury liability (including claims by employees), independent contractors, employees and volunteers as additional insured, cross liability and broad form property damage (including completed operations).

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Products & Completed Operations Aggregate	\$1,000,000

- b. Bodily Injury (including death) limit and property damage liability (including explosion, collapse & underground damage) \$1,000,000 per occurrence combined single limit
- Personal & Advertising injury \$1,000,000

11.3 Automobile Liability Insurance

Automobile Liability Insurance shall provide coverage for all business automobile, including owned vehicles, hired and non-owned vehicles.

Bodily injury (including death) and property damage liability	\$1,000,000 per occurrence combined limit
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11.4 Professional Liability, Errors and Omissions

Professional Liability shall provide coverage for environmental contractors' errors and omissions, including liability assumed under this contract.

Each Occurrence	\$3,000,000
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11.5 Excess Umbrella Liability

Umbrella Liability shall provide coverage for limits in excess of underlying limits in underlying primary insurance policies and broader coverage that combined scope of underlying primary insurance policies

\$1,000,000 combined single limit and \$1,000,000 aggregate limit with additional insured endorsement for the school district on the liability policy.

Certificates of Insurance evidencing the required coverages shall name Pittsburgh Public Schools as additionally insured and specifically reference the school district contract number set forth on the contract document. As additional insured and certificate holder, the school district should be named as follows:

Pittsburgh Public Schools  
341 S. Bellefield Avenue  
Pittsburgh, PA 15213

The original certificate shall be submitted to the address below:

Facilities  
Pittsburgh Public Schools  
Attn: Contracts Manager  
1305 Muriel Street  
Pittsburgh, PA 15203

The certificate of insurance must be submitted to the school district with the contract document or at least ten (10) days before any contract renewal term begins. Under no circumstances shall the Contractor actually begin services (or continue services, in the case of renewal) without providing the evidence of insurance. School District reserves the right to require Contractor to provide certified copies of the original policies of all insurance required under this contract at any time upon ten (10) days written notice to the Consultant.

## **12.0 BOARD POLICIES & REQUIREMENTS**

### **12.1 BOARD POLICIES**

The Consultant shall abide by all Board policies, briefly described below:

- A. Non-smoking – It is the intent of the Board to have a tobacco-free School District, which includes all buildings and grounds owned and/or operated by the School District, with only the following exceptions: designated smoking areas outside of buildings.
- B. Prohibition of Sexual Harassment – The Board prohibits the sexual harassment of, or by, all persons within the School District of Pittsburgh including, by way of illustration but not by way of limitation, all students, employees, applicants for employment, and non-employees who transact business within the School District with or without compensation. This policy applies to conduct during and related to the operation of the

schools, school sponsored activities, and all School District business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances.

- C. Code of Ethics – The Code of Ethics sets forth ethical guidelines for reference by Board Members, employees, volunteers, and persons doing business with the School District when involved in the expenditure and/or obligations of public funds or the collection and/or review of confidential information, assuring that decisions are made independently, free of any conflicts of interest and through the appropriate decision making channels.
- D. Substance Abuse – Comply in full with the Substance Abuse Policy of the School District of Pittsburgh as adopted on January 22, 2003, and as revised on February 28, 2003.

A copy of these policies, in their entirety, will be made available upon request.

## 12.2 PARTICIPATION BY ELIGIBLE BUSINESS ENTERPRISE (EBE)

EBE refer to a firm that is certified as Minority (MBE), Women (WBE), Disadvantaged-owner (DBE) Business Enterprises, and/or are registered with, or eligible to be registered with, the district and eligible to take advantage of affirmative action efforts established in the Eligible Business Opportunity Program.

- A. The Pittsburgh Public Schools has established policies promoting the participation of MBE, WBE and DBE.
- B. It is a goal of the school district that the Consultant will utilize the services of qualified MBE, WBE and DBE in non-traditional roles in accomplishment of the services to be performed.

## 12.3 EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

- A. The Pittsburgh Public Schools is an Equal Opportunity Employer and as such expects successful consultant to comply with the following Equal Employment Opportunity Policy - No person shall be denied the benefit of, or otherwise discriminated against, on the basis of race, creed, color, national origin, handicap, sex, age, marital status, or sexual orientation in connection with the award performance, and/or modification of a contract between a vendor or contractor and the Pittsburgh Public Schools.
- B. The Pittsburgh Public Schools has instituted an Affirmative Action Plan to ensure equality of opportunity in employment practices by firms contracting for goods and services with the District. All successful bidders are strongly encouraged to employ and utilize a workforce that is representative of the diversity of the citizens in the Greater Pittsburgh area for all District contracts.

## 12.4 LIABILITY OF SUBCONTRACTORS

Any subcontractor of the respondent shall have the same responsibilities and obligations as the respondent to comply with the provisions of this section.

12.5 **Background Check of Employees:** The Consultant, any of his/her employees, and sub-Consultants who come in direct contract with children during the discharge of responsibilities under this contract must obtain at the Contractor's expense the following background clearances. As required by Section 1-111 of the Public School Code of 1949, as amended by Act 114 of 2006, and Act 34 of 1986, and the Child Protective Services Law, as amended, 23 Pa C.S. 6301, and Act 168 of 2014, et seq. the Contractor shall provide Federal Criminal History Record, a Pennsylvania State Police Clearance, a Pennsylvania Child Abuse History Clearance, and an Employment History Review. The results must be submitted to the District before performing any services under this contract.

A. Required forms can be viewed on-line at the following website:  
<https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

1. **Act 151 – Pennsylvania Child Abuse History Clearance** - Electronically complete the PA Child Abuse History clearance at <https://www.compass.state.pa.us/cwis/public/home>.
2. **Act 34 – Request for Criminal Record Check** - Electronically complete the Criminal History clearance on the Pennsylvania State Police website at <https://epatch.state.pa.us>.
3. **Act 114 - FBI Federal Criminal History Check** - (fingerprinting required – FBI report apply online <https://uenroll.identogo.com>; Service Code 1KG6Y3; Cost: \$21.35 paid at the fingerprinting site). You can also apply via phone at 1-844-321-2101.
4. **Act 168 – Employment History Review** – Download and complete the PA Sexual Misconduct/Abuse Disclosure Release form available at [https://www.education.pa.gov/Documents/Codes\\_and\\_Regulations/Basic\\_Education\\_Circulars/Purdons\\_Statutes/Act\\_168\\_-\\_Attachment\\_-\\_Commonwealth\\_of\\_Pennsylvania's\\_Sexual\\_Misconduct-Abuse\\_Disclosure\\_Release.pdf](https://www.education.pa.gov/Documents/Codes_and_Regulations/Basic_Education_Circulars/Purdons_Statutes/Act_168_-_Attachment_-_Commonwealth_of_Pennsylvania's_Sexual_Misconduct-Abuse_Disclosure_Release.pdf) Instructions are on the form and the Contractor shall review and report any affirmative response to any of the questions listed in sections 1 and 2 to the District.

B. All clearance documentation is required to be less than one year old at the time of contract execution.

# **ATTACHMENT 1**

## **Fee Schedule**



## FEE SCHEDULE

### ASBESTOS, LEAD, MOLD, INDOOR ENVIRONMENTAL QUALITY & INDUSTRIAL HYGIENE CONSULTING & ANALYTICAL SERVICES

NOTE: The unit price given below will be used to determine payment for work actually performed. Failure to complete this section in detail shall result in the rejection of the proposal. Blanks cannot be left on any line item on the Fee Schedule Form. If the Consultant does not complete the form or place any blank, the proposal shall be considered incomplete and nonresponsive and will result in the rejection of the proposal.

<b>LABOR:</b>						
(All unit prices for labor will include cost per person per hour including, but not limited to, premium time work (after normal hours, weekends, and holidays), personal protective equipment, travel, travel time, phone service calls, reproductions, mailing, report preparation, record retention, readiness to serve, overhead and profit.)						
A	B	C	D		E	F
Item No.	Description	Work Hours	Unit Price		Weighing Factor	Estimated Cost (D X E)
1.	Certified Industrial Hygienist/Project Manager	Regular	\$	/hr	50	\$
		Overtime	\$	/hr	15	\$
2.	Asbestos Inspector/Management Planner <i>(PA Licensed/EPA Certified)</i>	Regular	\$	/hr	1000	\$
		Overtime	\$	/hr	80	\$
3.	Project Monitors <i>(NIOSH 582 equivalent, AIHA AAT and as required by Allegheny County Health Dept.)</i>	Regular	\$	/hr	1600	\$
		Overtime	\$	/hr	100	\$
4.	Industrial Hygienist for Mold/IEQ Assessments <i>(Certified Indoor Environmentalist or equivalent)</i>	Regular	\$	/hr	400	\$
		Overtime	\$	/hr	20	\$
5.	XRF Lead-based Paint/Water Quality Testing <i>(PA Lead Inspector/Risk Assessor &amp; use of instrument)</i>	Regular	\$	/hr	400	\$
		Overtime	\$	/hr	20	\$
6.	Clerical	Regular	\$	/hr	400	\$
		Overtime	\$	/hr	20	\$
7.	Asbestos (Lead & Mold) Project Designer <i>(PA Licensed/EPA Certified for asbestos)</i>	Regular	\$	/hr	1000	\$
		Overtime	\$	/hr	50	\$
<b>Subtotal I (Add Items 1 – 7)</b>						<b>\$</b>

**LABORATORY ANALYTICAL SERVICES:**

(All unit prices for laboratory analytical services will include all costs associated therewith including, but not limited to: sample media (e.g., filter cassettes, spore-trap cassettes, wipes, containers, etc.), materials, equipment, laboratory analysis, samples, sample shipping & handling, forms, chain of custody forms, sample profiles, shipping records, transportation, fuel, fuel surcharge, disposal, overhead and profit.)

A	B	C	D		E	F
Item No.	Description	Turn Around Time (TAT)	Unit Price		Weighting Factor	Estimated Cost (D X E)
8.	Air Sample Analysis for Asbestos Phase Contrast Microscopy (PCM) <i>(Must participate in AIHA AAT)</i>	On-site and/or 3 hr TAT	\$	/sample	1400	\$
9.	Air Sample Analysis for Asbestos Transmission Electron Microscopy (TEM) - includes weekend rates <i>(Must be AIHA Accredited)</i>	Same day	\$	/sample	200	\$
		Next day	\$	/sample	100	\$
10.	Air Sample Analysis for Lead using Atomic Absorption Spectroscopy (AAS) Methodology <i>(Must be AIHA Accredited)</i>	Same day	\$	/sample	40	\$
		Standard TAT	\$	/sample	20	\$
11.	Air Sample Analysis (Spore-trap) for Mold <i>(Must be AIHA Accredited)</i>	Next day	\$	/sample	50	\$
		3 day	\$	/sample	40	\$
12.	Air Sample Analysis (Viable) for Mold <i>(Must be AIHA Accredited)</i>	Standard TAT	\$	/sample	20	\$
13.	Bulk Sample Analysis for Asbestos by PLM <i>(Must be NVLAP Accredited)</i>	4 hr TAT	\$	/sample	600	\$
14.	Bulk Sample Analysis for Asbestos by PLM point count <i>(Must be NVLAP Accredited)</i>	4 hr TAT	\$	/sample	100	\$
15.	Paint chip Sample Analysis for Lead by AAS <i>(Must be AIHA Accredited)</i>	Next day	\$	/sample	40	\$
		3 day TAT	\$	/sample	60	\$
16.	Water Quality Testing for Lead <i>(Must be PA Licensed)</i>	Next day	\$	/sample	40	\$
		3 day TAT	\$	/sample	40	\$
17.	Surface Wipe Sample Analysis for Lead by AAS <i>(Must be AIHA Accredited)</i>	Next day	\$	/sample	40	\$
		3 day TAT	\$	/sample	60	\$
18.	Swab sample/carpet dust analysis for mold (non-viable) <i>(Must be AIHA Accredited)</i>	Next day	\$	/sample	20	\$
		Standard TAT	\$	/sample	20	\$
19.	Swab sample/carpet dust analysis for mold (viable) <i>(Must be AIHA Accredited)</i>	Standard TAT	\$	/sample	20	\$

A	B	C	D		E	F
Item No.	Description	Turn Around Time (TAT)	Unit Price		Weighting Factor	Estimated Cost (D X E)
20.	IEQ Indicator Continuous Monitoring Data Logger - (Temperature, Relative humidity, CO2, CO & VOCs)	48 hr TAT	\$	/day	30	\$
		48 hr TAT	\$	/week	10	\$
21.	Total dust/PM 10 Continuous Monitoring Data Logger	48 hr TAT	\$	/day	10	\$
		48 hr TAT	\$	/week	10	\$
<b>Subtotal II (Add Items 8-21)</b>						\$
<b>TOTAL ESTIMATED COST of Subtotals I &amp; II</b>						\$

The undersigned, in submitting this Fee Schedule, expressly states and represents that it is made in good faith, and that calculations were made on reasonable estimates.

\_\_\_\_\_  
(Company)

By \_\_\_\_\_  
(Signature of representative authorized to sign this proposal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

(Corporate Seal)

TO BE NOTARIZED

\_\_\_\_\_  
Notary Public

## **ATTACHMENT 2**

### **Consultant Representation**

**PITTSBURGH PUBLIC SCHOOLS  
Facilities**

**Proposal Submission for:**

**ASBESTOS, LEAD, MOLD,  
INDOOR ENVIRONMENTAL QUALITY & INDUSTRIAL HYGIENE  
CONSULTING & ANALYTICAL SERVICES**

**CONSULTANT REPRESENTATION  
(Please Complete Form)**

The Pittsburgh Public Schools reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Pittsburgh Public Schools.

**Name of Consultant:** \_\_\_\_\_

**Tax Identification No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Proposal Submission:** \_\_\_\_\_

**Authorized Representative Name:** \_\_\_\_\_

The above-named consultant affirms and declares:

1. The several matters stated and information furnished therein are in all aspects true.
2. By submission of this proposal, each consultant and each person signing on behalf of any consultant certifies, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other consultant or with any competitor or potential competitor; (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the consultant and will not knowingly be disclosed by the consultant prior to opening, directly or indirectly to any other consultant or to any competitor or potential competitor; and (3) No attempt has been made or will be made by the consultant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
3. That no officer or employee or person whose salary is payable in whole or in part from the Pittsburgh Public Schools is directly or indirectly interested in this proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

- 4. By submission of this proposal, consultant certifies that they now have and will continue to have the financial capability to fully perform the work required for this contract. Any award of this contract will be made in reliance upon such certification. Upon request therefore, the consultant will submit written verification of such financial capability in a form that is acceptable to the Pittsburgh Public Schools.
- 5. That the party signing the Fee Schedule is duly authorized to sign this agreement on behalf of the Consultant.

The undersigned hereby certifies to the truth and accuracy of all figures and answers contained herein, and authorizes the Pittsburgh Public Schools to make any necessary examination of the records of the consultant or other investigation to determine its responsibility.

\_\_\_\_\_  
(Company)

By \_\_\_\_\_  
(Signature of representative authorized to sign this proposal)

\_\_\_\_\_ Date

\_\_\_\_\_  
(Print Name)

(Corporate Seal)

TO BE NOTARIZED

\_\_\_\_\_  
Notary Public

**Attachment 3**

*(This form must be completed and submitted with the proposal)*

**Minimum Staffing Requirement**

<b>Personnel</b>	<b>Credential</b>	<b>Minimum Staff Required For This Contract</b>	<b>Check (X) to indicate availability</b>
Project Designer	Valid PA Asbestos Project Designer Certification	2	
Asbestos Inspector/ Management Planner	Valid PA Asbestos Inspector or Management Planner Certification	4	
Project Monitors	NIOSH 582 equivalent certificate, Registered with AIHA AAT program, & Asbestos Supervisor/Contractor Training Certificate	4	
Industrial Hygienist	Five years of experience & Bachelor's Degree in Environmental Sciences, Industrial Hygiene or related field	4	
XRF Lead-based Paint/Water Quality Testing	Valid PA Lead Inspector or Risk Assessor Certification	2	
Certified Industrial Hygienist	ABIH Certification	1	

By \_\_\_\_\_  
(Signature of representative authorized to sign this proposal)

\_\_\_\_\_  
Date

**Attachment 4**

*(This form must be completed and submitted with the proposal)*

**Minimum Equipment Requirement  
Minimum Equipment Requirement**

Equipment	Minimum Quantity	Check (X) to indicate availability
Fiber Counting Microscopes	4	
High Flow Sampling Pumps	20	
Low Flow Sampling Pumps	20	
X-ray Fluorescence (XRF) Analyzer	1	
IEQ Data loggers for VOCs, CO2, CO, temperature & Relative Humidity Monitoring	2	
Portable Dust Monitors	1	
Anderson N-6 Sampler	1	
High Flow Spore-trap (mold) sampling pump	1	
Moisture Meter	1	
Infrared Camera	1	

By \_\_\_\_\_  
(Signature of representative authorized to sign this proposal)

\_\_\_\_\_  
Date

**ATTACHMENT 5**

PPS Asbestos Abatement Response Action Form

**Pittsburgh Public Schools** *(Subject to modification)*

**Asbestos Abatement Response Action Form – Project Summary**

<b>Work Order No.:</b>			
<b>Project School:</b>			
<b>Project Start Date:</b>		<b>End Date:</b>	
<b>Environmental Consultant Name:</b>			
<b>Technician on-site:</b>			
<b>Certification / License No.:</b>			
<b>Type of Abatement:</b>	<input type="checkbox"/> Surfacing Material	<input type="checkbox"/> TSI	<input type="checkbox"/> Miscellaneous
<b>Location of Abatement:</b>			
<b>Description &amp; Quantity of ACM Abated:</b>			
<b>Reason for Response Action:</b>			
<b>Abatement Contractor:</b>			
<b>Contractor's License No.:</b>			
<b>Date of Final Clearance Air Sampling:</b>			
<b>Types of clearance air samples:</b>			
<input type="checkbox"/>	TEM	<input type="checkbox"/> < 70 s/mm <sup>2</sup>	NVLAP Accredited Lab Name: <input type="text"/>
<input type="checkbox"/>	PCM	<input type="checkbox"/> < 0.1 f/cc	NVLAP Accredited Lab Name: <input type="text"/>
<b>Allegheny County Health Dept. (ACHD) :</b>		<input type="checkbox"/> Notification	
		<input type="checkbox"/> Permit	Permit No.: <input type="text"/>
<b>Date of ACHD Final Inspection:</b>			
<b>Number of ACM waste bags removed:</b>			
<b>Name of ACM waste disposal landfill:</b>			
<b>Comments:</b>			
<b>Completed by:</b>			

**ATTACHMENT 6**

**PPS Daily Work Summary Sheet**

**Pittsburgh Public Schools** *(Subject to modification)*

**Asbestos Abatement - Daily Work Summary Form**

<b>Work Order No.:</b>					
<b>Project School:</b>					
<b>Date:</b>					
<b>Environmental Consultant Name:</b>					
<b>Technician on-site:</b>					
<b>Certification / License No.:</b>					
<b>Type of Abatement:</b>	<input type="checkbox"/> Surfacing Material	<input type="checkbox"/> TSI	<input type="checkbox"/> Miscellaneous		
<b>Location of Abatement:</b>					
<b>Description &amp; Quantity of ACM Abated on This Day:</b>					
<b>Abatement Contractor:</b>					
<b>Contractor's License No.:</b>					
<b>Contractor's Employees:</b>					
<b>Name</b>	<b>Supervisor (S)/ Worker (W)</b>	<b>PA Asbestos License No.</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>
<b>Completed By:</b>					

## Attachment 7

Required Elements:  
Asbestos Inspection Report

<b>Section</b>	<b>Contents</b>
Cover	Cover and Title Page listing site name, address, and location & type of work
TOC	Table of Contents
1	Executive Summary Describing Project
2	Introduction/Project Description
3	Name(s), title(s), and license number(s) of the Commonwealth of Pennsylvania Licensed Asbestos Inspector and/or Management Planner
4	Sampling Criteria: include a description of classes of suspect ACMs that were sampled and a description of sampling frequency
5	Analytical methods: identify the analytical methods that were used and include the name of the laboratory and proof of their NVLAP accreditation
6	Sampling Results: provide sampling results in a clear tabular format that contains a description of each sampling location, the type of ACMs, the estimated quantity and whether it's a friable or non-friable material.
7	Provide photo documentation of the ACMs, locations and their corresponding sample numbers
8	Provide a floor plan that clearly identifies each sample location and types in a visual way
9	Limitations: include a description of building areas, systems, surfaces or structural components that were not sampled due to inaccessibility and/or safety concerns

## Attachment 8

Required Elements:  
Abatement Project Closeout or Final Report

Section	Contents
Cover	Cover and Title Page listing site name, address, and type of work
TOC	Table of Contents
1	Executive Summary Describing Project
2	PPS Response Action Sheet
3	Project certificate of completion signed by: <ul style="list-style-type: none"><li>• Contractor's supervisor</li><li>• Environmental Consultant's Project Monitor</li></ul>
4	PPS Daily work summary sheet(s) with Contractor's supervisors & workers names, certification numbers and start/end times
5	Written narrative describing work at site, work practices and engineering controls
6	Environmental Consultant's air sampling data in a tabular format and Consultant's Interpretation of Results separated into the following subsections: <ul style="list-style-type: none"><li>• Perimeter samples</li><li>• Area samples</li><li>• Clearance samples</li><li>• Other/special purpose samples</li><li>• Equipment calibration records</li></ul>
7	Provide description of bulk sampling and analysis that was conducted during the analysis phase to identify any asbestos that were not included in the original survey due to inaccessibility
8	Appendices with copies of: <ul style="list-style-type: none"><li>• Photo documentation of abatement materials</li><li>• Consultant's legible handwritten daily log reports</li><li>• Copies of laboratory analytical reports with chain of custody forms</li><li>• Regulatory agency notifications and/or permits for project</li><li>• Waste disposal manifest(s)</li></ul> Note: Original Generator copy of the waste manifest is to be submitted to the PPS

## Attachment 9

Required Elements:  
Lead Inspection/Risk Assessment Final Report

<b>Section</b>	<b>Contents</b>
Cover	Cover and Title Page listing site name, address, and, location & type of work
TOC	Table of Contents
1	Executive Summary Describing Project
2	Introduction/Project Description
3	Name(s), title(s), and license number(s) of the Commonwealth of Pennsylvania Licensed Lead Inspector and/or Risk Assessor
4	Sampling Criteria
5	Analytical methods: identify the analytical methods that were used and include the calibration data
6	Sampling Results: provide sampling results in a clear tabular format that contains a description of each sampling location, the type of building materials, and whether it's contains lead-based paint.
7	Provide photo documentation of the lead-based paints, and locations
8	Provide a floor plan that clearly identifies each sample location and types in a visual way
9	Limitations: include a description of building areas, systems, surfaces or structural components that were not sampled due to inaccessibility and/or safety concerns

## Attachment 10

Required Elements:

Mold Screening, IEQ and/or Industrial Hygiene Surveys Final Report

<b>Section</b>	<b>Contents</b>
Cover	Cover and Title Page listing site name, address, and, location & type of work
TOC	Table of Contents
1	Executive Summary Describing Project
2	Recommendations, as applicable
3	Introduction and Project Description
4	Name(s), title(s), and accreditation of Industrial Hygienist(s)
5	Sampling Methodology & Analytical Methods
6	Sampling Results: provide sampling results in a clear tabular format that contains a description of each sampling location, volume sampled, detection limit, standards or guideline (e.g., PELs or TLVs) and the analytical results, including written interpretation of results
7	Conclusion
8	Appendices: <ul style="list-style-type: none"><li>• Photo documentation</li><li>• Laboratory reports with chain of custody forms</li></ul>