Elizabeth Public Schools

500 North Broad Street
Elizabeth, New Jersey 07207
Telephone: (908) 436-5112
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January 2027

PUBLIC NOTICE

REQUEST FOR PROPOSALS

It is the intention of the Elizabeth Board of Education to award annual appointments and contracts through a fair and open process as set forth in N.J.S.A 19:44A-20.4 and intends to award the contracts pursuant to N.J.S.A.18A:18A-5(a)(1). The Elizabeth Board of Education is requesting separate proposals from qualified individuals or firms (prior experience with a City school board is desirable but not required) to provide the following professional services:

Legal Counsel
Auditing Services
Chief Medical Inspector
Medical Inspector
Treasurer of School Moneys
Insurance/Health Benefits Consultant
Architect Services
Engineering Services/MEP Services
Environmental Services
Construction Management Services

Term

The length of term will be effective as of the January 2027 Reorganization Meeting and shall terminate as of the January 2028 Reorganization Meeting.

Scope of Services

Legal Counsel

To provide legal services as may be needed at the fixed rate of $225/hr.

Auditing Services

To provide professional accounting, financial consulting, and auditing services including auditing the District's financial statements for the year ending June 30, 2027 in accordance with generally accepted auditing standards, Government Auditing Standards, and audit requirements prescribed by the Division of Finance, Department of Education, State of New Jersey.

Chief Medical Inspector
To provide medical services and duties in accordance with N.J.S.A 18A:40. Evidence of licensure to practice medicine and surgery within the state and documentation of malpractice insurance coverage is required.

Medical Inspector
To provide medical services and duties in accordance with N.J.S.A 18A:40. Evidence of licensure to practice medicine and surgery within the state and documentation of malpractice insurance coverage is required.

Treasurer of School Moneys
To provide monthly and annual reports of sums of school moneys received and disbursed in accordance with duties prescribed in N.J.S.A. 18A:17

Insurance/Health Benefits Consultant
Responsible for negotiating and recommending annual renewal of existing insurance coverage and assisting the district in evaluating all bids received in the event that coverage is marketed. Additionally, assists central administration with cost projections and preliminary renewal figures during the budget process and assisting District staff with presentations to the Finance Committee.

Architect Services
To provide professional architect services on an as needed basis, including identifying the costs to modernize, renovate, and add facilities and infrastructure, preparation of project specific design and construction documents, also preparation of project budget estimates, conducting pre-bid conferences, preparation of contract documents and administration services, including review of applications for payment, receipt and review of bids, etc. to protect the interest of the Board and further the intended goals and purposes of the projects.

Engineering Services/MEP Services
To provide professional engineering and planning services including mechanical, electrical and plumbing engineering on an as needed basis, including preparation of project budget estimates, conducting pre-bid conferences, preparation of contract documents and administration services, including review of applications for payment, receipt and review of bids, etc. to protect the interest of the Board and further the intended goals and purposes of the projects.

Environmental Services
To provide professional environmental services on an as needed basis to complete the various phases of site investigation and/or remediation as defined by and in accordance with the DEP Technical Requirements for Site Remediation (N.J.A.C. 7:26E), the requirements of the EPA, and state and federal regulatory agencies.

Construction Management Services
To provide professional construction management services on an as needed basis including providing ongoing advice to the Board and its administration regarding the status and quality of construction; acting as the Board's representative on-site during every day and every aspect of construction; reviewing and opining on all change orders and other contract amendments prepared or requested by either the construction contractor or the architect; and performing all other services required by the Board as is customarily required of a construction manager.

Proposal Requirements:
Proposals shall contain a description of the respondent's qualifications and experience. The description of the respondent's qualifications and experience shall evidence knowledge of the applicable procedures pertaining to the Scope of Services. A schedule of specific compensation requirements/fee for services or if applicable hourly billing rates for all categories of staff who will be assigned to perform contract services if a contract is awarded; other charges, if any, to be billed under the contract. Additionally, respondents shall provide evidence of professional liability insurance in the amount of $2 million.

Submissions of Proposals
Proposals (original + 2) shall be delivered to the Elizabeth Board of Education **no later than 10 a.m. on Friday, December 18, 2026**. Proposals shall be addressed as follows:

Harold E. Kennedy, Jr.
School Business Administrator/Board Secretary
Office of the School Business Administrator/Board Secretary
Elizabeth Board of Education
500 North Broad Street
Elizabeth, New Jersey 07207

All Proposals shall be submitted in sealed envelopes; the applicable wording *specific to the proposal* shall appear on the envelope as follows:

"**PROPOSAL FOR LEGAL COUNSEL**"
"**PROPOSAL FOR DISTRICT AUDITOR**"
"**PROPOSAL FOR CHIEF MEDICAL INSPECTOR**"
"**PROPOSAL FOR MEDICAL INSPECTOR**"
"**PROPOSAL FOR TREASURER OF SCHOOL MONEYS**"
"**PROPOSAL FOR INSURANCE/HEALTH BENEFITS CONSULTANT**"
"**PROPOSAL FOR ARCHITECT SERVICES**"
"**PROPOSAL FOR ENGINEERING SERVICES/MEP SERVICES**"
"**PROPOSAL FOR ENVIRONMENTAL SERVICES**"
"**PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES**"

Proposals received in the Office of the School Business Administrator/Board Secretary after the date and time prescribed shall not be opened and will be returned unopened to the sender.

Proposals will be opened in public at 10:15 a.m. on Friday, December 18, 2026 in the Office of the School Business Administrator/Board Secretary.

The proposals will be reviewed by a special Committee appointed by the President of the Board of Education. Interviews may be established, if necessary. Please note that individuals or firms submitting proposals are not guaranteed an interview. Proposals will be evaluated on the qualifications and experience of the applicant and acceptable fees. All questions pertaining to the proposals should be directed to Harold E. Kennedy, Jr., School Business Administrator/Board Secretary (908) 436-5112.

If awarded a contract your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and Federal Executive Order 13672.