

THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF CAPITAL PROGRAMS  
440 NORTH BROAD STREET, 3<sup>RD</sup> FLOOR PHILADELPHIA,  
PENNSYLVANIA 19130-4015 TELEPHONE (215) 400-4730 /  
FAX (215) 400-4731



**REQUEST FOR  
PROPOSAL/QUALIFICATIONS  
TO PROVIDE  
PROFESSIONAL ENVIRONMENTAL  
CONSULTING SERVICES FOR  
GEOTECHNICAL  
AND  
ENVIRONMENTAL SITE ASSESSMENTS**

**1.0 Subject**

The School District of Philadelphia's (District) Office of Capital Programs is requesting proposals to provide PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENT firms for four (4) fiscal years (July 1, 2018 through June 30, 2022).

The School District of Philadelphia, intends to make awards for professional service contracts to one or more vendors who can provide experienced and quality consulting services firm.

**(THE SCHOOL DISTRICT OF PHILADELPHIA RESERVES TO RIGHT TO AWARD THIS CONTRACT IN ITS BEST INTEREST.)**

The District was designated a distressed school district on December 21, 2001 pursuant to the Pennsylvania Public School Code (PSC), 24 P.S. §6-691(c). The School Reform Commission (SRC) has been established pursuant to PSC, 24 P.S. §6-696, and is responsible for the operation, management, and educational program of the School District pursuant to PSC, 24 P.S. §6-696(e)(1).

**2.0 Place and Date of Submission**

One (1) original and four (4) copies each of the Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes clearly marked: "PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS RFP – TECHNICAL PROPOSAL" and "PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS – FEE PROPOSAL" with the name of the proposing firm and their address.

**Faxed and electronically transmitted proposals will not be accepted.**

**Responses must be received by no later than Monday, April 23, 2018 at 3:00 PM.**

The proposal shall be addressed to:

The School District Philadelphia  
Office of Capital Programs  
440 North Broad Street, "Portal C" Third Floor  
Philadelphia, PA 19130  
Attn: Francine Locke, Environmental Director

It is the submitting firm's responsibility to ensure timely delivery of the RFP at the designated location. We strongly urge that proposals be hand delivered to avoid delivery delays within the District's mail room. Failure to meet this deadline, unless extended by the District, will result in immediate disqualification. The District reserves the right to accept RFP responses received after this date and time if it is determined to be in the best interests of the School District to do so.

**3.0 Questions and Communications**

Please include in all e-mail communications regarding this RFP : "PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS RFP in the e-mail subject.

All questions must be submitted in writing via e-mail to [flocke@philasd.org](mailto:flocke@philasd.org) no later than 10:00am on April 9, 2018. The e-mail must : "PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS RFP " in the subject line. The District will not be bound by any oral communications. All responses, including addenda to the RFP, will be provided for every inquiry and posted on the District's website just below the advertisement of the RFP. From the date of release of the RFP to the date of authorization of a contract, there shall be no communication concerning the RFP between prospective respondents and/or their agents or staff with any District staff, except as provided in the RFP. Communication with other District staff is expressly prohibited. Any communication in violation of this provision will not be binding on the District and shall be grounds for immediate disqualification.

**4.0 Schedule and Milestone Dates:**

Deadline for all RFP Questions	April 9, 2018, 10:00am
Answers to questions posted online	April 10, 2018, 5:00pm
Due date for submission of proposals	April 23, 2018, 3:00pm
Anticipated date of contract award by	June 2018
Anticipated effective date of contract	July 1, 2018

## 5.0 Project Scope

### 5.1 GEOTECHNICAL SERVICES

A. THE SCHOOL DISTRICT OF PHILADELPHIA'S Office of Environmental Management and Services will require the services of a Professional Geotechnical Consultant to perform the following activities at various sites and properties utilized by the School District:

1. Comprehensive underground storage tank management services including, but not limited to, all necessary activities required during underground storage tank installs and removals;
2. Tank testing;
3. Tank management program;
4. Subsurface soil and groundwater investigations;
5. Design and implementation of remediation projects for soil and/or groundwater;
6. Comprehensive geologic and environmental consulting services on an as requested basis.
7. Comprehensive soil management services on an as needed basis.

B. The required services under this contract shall include:

1. The firm shall do any and all work and furnish all the management, supervision, labor, components, materials, tools, instructions, equipment, transportation, and delivery of reports necessary or proper for the performance and completion of geotechnical consulting services.
2. The firm shall provide immediate response to the District's request for field supervision of clean up activities in the event of a regulated substance release at a School District facility. The firm shall serve as the liaison and prepare spill reporting documents on behalf of the School District of Philadelphia with regulatory agencies. The firm's team shall have demonstrated experience collaborating with regulatory agencies.
3. In the event of a release or spill, the firm will meet with the designated School District representative to review the potential environmental impact of the leakage and/or spill. All feasible alternatives for remediation/mitigation of the spill shall be presented as well as plans to delineate the extent of potential contamination. A suggested course of action to immediately mitigate the spill shall be presented as well as a preliminary plan for the clean-up.
4. The firm shall advise and assist the designated School District contact as to required spill reporting requirements to Local, State and Federal agencies. The firm shall serve as the liaison and prepare spill reporting documents on behalf of the School District of Philadelphia with regulatory agencies.
5. The firm shall be capable of evaluating previous reports, records, construction drawings and soil borings provided by the School District. The firm shall obtain, review and/or prepare general soil

maps, hydrogeologic maps, and other reports or information pertaining to the subsurface environmental conditions relative to the contaminant locations.

6. The firm shall meet with the School District representatives to discuss available options, the financial implications of each alternative, and the time frame required to investigate the extent of contamination and implementation of a remedial strategy.

7. Sampling of soil and groundwater, if necessary, is included in this contract. The firm shall develop sampling plans, in accordance with PA DEP guidelines, select the appropriate laboratory analytical tests, supply all necessary sample containers, collect and preserve all samples as prescribed by the PA DEP and EPA protocols, and arrange for transportation to a PA certified laboratory.

8. The firm shall be highly experienced in the design of innovative groundwater remediation and treatment systems. This experience shall include recent experience in methods utilizing bioremediation techniques and chemical oxidation, stabilization and zero valent iron.

9. The firm shall provide the School District with design support services for the removal and closure of underground and aboveground storage tanks. All such services shall be performed in accordance with all requirements of the City of Philadelphia and PA DEP's Storage Tank Program, PADEP Act 2, and solid waste regulations and requirements.

10. The firm shall prepare design specifications, on behalf of the School District, suitable for obtaining competitive bids for tank testing, excavation, tank cleaning, well installation, dewatering or recovery system construction, and other remedial options.

11. The firm shall assist the School District in obtaining and evaluating bids from contractors for the removal of tanks and the remediation of contaminated soils and groundwater.

12. The firm shall meet with the School District and the successful bidders after contracts are awarded, but prior to initiation of work in the field, in order to review project schedule, work scope and procedures and meet at completion of the project to confirm all work was performed in accordance with provided specification.

13. The firm will be the School District's On-site Representative during project installation, providing monitoring and surveillance services, to ensure that the work is conducted in accordance with the bid specifications.

14. The firm shall prepare professional reports that delineate and summarize all pertinent information in a clear, concise, and well organized format. These reports shall include engineering drawings, maps and drawings that are necessary for regulatory submittals or required for project files in the event of future concerns at the subject site.

15. The firm shall assist the School District in obtaining all required state, local and federal permits and approvals, as needed.

16. The firm shall provide the School District with design support during the removal of above ground and underground storage tanks.

17. The firm shall provide the School District with design support services for remediation projects for contaminated soils and groundwater. This support shall include remedy selection, preparation of specifications and bid documents, assistance in the bidding process, bid evaluation, assistance with community outreach activities and public meetings in accordance with PADEP and City of Philadelphia notification requirements, supervision of field and construction activities, and reporting to State and Local regulatory agencies.

18. The firm shall provide services related to storage tank regulations, health and safety, right-to-know requirements, public relations and other issues related to the management of storage tanks and the remediation of soil and groundwater. The firm shall have demonstrated knowledge of the policies and procedures promulgated by the Commonwealth of Pennsylvania's "Land Recycling and Environmental Remediation Standards Act (ACT 2) of 1995 and The Storage Tank and Spill Prevention Act (ACT 21)", the Uniform Environmental Covenant Act (UECA), PADEP Waste Management and PADEP and City of Philadelphia Water Department Stormwater Regulations and requirements and LEED compliance.

19. The firm shall provide expert witness testimony on the School District's behalf, if necessary.

20. The firm shall utilize PA DEP approved methods for UST system integrity testing. The testing methodology shall also be approved by The School District of Philadelphia's Office of Environmental Management and Services prior to initiation of the test. All testing shall conform to safety standards established by the Occupational Safety and Health Administration, the National Fire Protection Association, and the City of Philadelphia Fire Marshall.

21. The firm shall have demonstrated expertise in the methodology and equipment utilized for monitoring well installation and construction, soil boring installation, soil and groundwater sampling, non-intrusive subsurface investigation, soil vapor surveys, and all appropriate and relevant laboratory analytical capabilities.

22. The firm shall have total responsibility for analyzing the soils and chemical testing of soil and groundwater to the extent required by the projects. For the purpose of standardization, all testing shall be governed by, but not limited to ASTM and/or EPA methods.

23. The School District of Philadelphia reserves the right to inspect and monitor the soil testing and analysis of the samples collected for testing services under this RFP/RFQ. The School District reserves the right to visit the laboratory to verify certification credentials and to verify the certification of the laboratory. The School District must approve the laboratory as qualified to perform analysis of samples per the individual test methods.

## 5.2 ENVIRONMENTAL SITE ASSESSMENTS

### A. STATEMENT OF WORK - PHASE I - ENVIRONMENTAL SITE ASSESSMENTS

#### 1. INTRODUCTION

THE SCHOOL DISTRICT OF PHILADELPHIA'S Office of Environmental Management and Services will require Consultant to conduct Phase I Environmental Site Assessments (ESAs) of properties it is considering purchasing or selling. At existing sites where there is no real estate transactions, the School District may assign the consultant to conduct a subsurface investigation if there is indication that there was a suspected release of petroleum product and other regulated substances. The Phase I ESAs are to conform to the procedures described in ASTM 1527-05, at a minimum. If the findings indicate that there are potential recognized environmental conditions (RECs) and other conditions that may impact the cost of re-using the site then the consultant shall conduct a Phase II ESA in accordance with ASTM 1903.

#### 2. Phase I - Environmental Site Assessment Shall Consist Of The Following Items:

- a. Purpose and Scope of Work
- b. Site Location and Description
- c. Site History
- d. Site Visit and Investigation
- e. Interviews
- f. Regulatory Agency Review
- g. Assessment Report
- h. Submission of Report

### B. STATEMENT OF WORK - PHASE II - ENVIRONMENTAL SITE ASSESSMENTS

#### 1. DEFINITIONS OF PHASE II

THE SCHOOL DISTRICT OF PHILADELPHIA'S Office of Environmental Management and Services has defined a Phase II as follows: sampling and testing to identify the types of contaminants, analyze the priority pollutants and determine the horizontal and vertical extent of the contamination. There are generally three (3) levels/types of Phase II:

- a. Phase II ESA and Initial Subsurface Investigation
- b. Expanded Subsurface Investigation
- c. Site Characterization

## 2. Phase II ESA and Initial Subsurface Investigation

The objective of the Phase II ESA and Initial Subsurface Investigation is to assess and evaluate a potential recognized environmental condition (REC) as a result of finding of the Phase I Environmental Site Assessment. Subsurface Investigation is to confirm or deny the potential presence of contaminant due to a release of a petroleum product and/or regulated substance. In both Phase II ESA and Initial Subsurface Investigation, the consultant shall design and implement a limited program of collection and analysis of appropriate site samples. The key objective of the Phase II ESA and Initial Subsurface Investigation is to confirm the presence of contaminants, which would require action under current state or federal regulations and guidelines. There are four (4) principal components to the Initial Phase II that must be addressed prior to its implementation:

- a. Development of a Sampling Plan
- b. Preparing for the site visit
- c. Conducting the sampling visit
- d. Making recommendations for further action or no action

## 3. LIMITED PHASE II

The components of the Limited Phase II are identical to those presented above for the Initial Phase II; however the objective of the Limited Phase II is to identify hazardous contaminants in addition to those suggested in the Initial Phase I and evaluated in the Initial Phase II.

## 4. EXPANDED PHASE II

The components of the Site Characterization are to define the horizontal and vertical extent of the contamination confirmed from an Initial and Expanded Subsurface Investigation. Characterization refers to specifying the type of contamination present, assessing three-dimensional occurrence of the contamination, assessing migration rates, directions and possible human and environmental response receptors and the risks posed to them, and establishing a data base to facilitate documentation of changes in the occurrences of the contamination.

## C. REMEDIAL INVESTIGATION/REMEDIAL ACTION WORK PLAN

THE SCHOOL DISTRICT OF PHILADELPHIA'S Office of Environmental Management and Services has defined REMEDIAL INVESTIGATION/REMEDIAL ACTION WORK PLAN as follows: evaluating, discussing, and presenting recommendations regarding all data gathered in the Phase II, as well as, environmental public health risks and costs associated with a variety of proposed remedial alternatives in orders to develop the recommended course of remediation consistent with the regulatory guidelines having jurisdiction for the environmental conditions of the property with minimal risk to the environment and public health.

The Consultant shall be required to review the environmental studies available. Based on the observations, conclusions and recommendations noted in the available environmental studies, and the requirements of this solicitation and the RFP/RFQ, determine the potential presence of environmental contaminants within the objectives outlined in the Scope of Work (SOW).

#### D. SAMPLING AND TESTING METHODS

1. The Consultant shall prepare a work plan identifying the initial sampling procedures, layouts, and testing procedures for each of the requirements including costs associated with completing the requirements of this RFP/RFQ. All sampling and testing methods conducted shall be performed in compliance with and consistent with all EPA Methods applicable to the discovered contamination that impacts the property under instigation, but not limited to:

EPA SW 846 8260 for VOC; EPA SW 846 8270B for Semi-VOCs, SW 846 8081 for PCBs/Pesticides, EPA SW 846 6000 and 7000 series for ICAP and furnace metals, SW 846 1312 for SPLP leachate, SW846 1311 for TCLP or any other methods found in EPA Manual SW 846, and to determine the characteristics of "waste" under 40 CFR 261, Subpart C and Subpart D, AHERA and NESHAPS guidelines, and any applicable State statutes and regulatory testing requirement pertaining to environmental hazards as they are amended from time to time.

#### E. LABORATORIES

1. All laboratories must be EPA accredited to perform EPA Testing Methods and EPA Certified in the case of CERCLA sites or groundwater testing.

#### F. DATA EVALUATION AND REPORT

1. Data interpretation should be discussed in the report. Three (3) copies (2 hard copies and 1 PDF electronic copy on a CD) of the final report will be submitted for the review and approval of the Manager of Environmental Management and Services, THE SCHOOL DISTRICT OF PHILADELPHIA.

2. The Consultant shall provide a written report with respect to the services rendered hereunder, within the specified time provided upon award, according to the SOW and all the respective attachments thereof.

3. The report should describe the SOW defined herein and outline the methods used to sample and investigate for contamination and present sample analyses results as indicated in the Sampling Plan. Including maps, tables, and other graphic presentations of data and sampling locations.

4. Per approval of the School District of Philadelphia Office of Environmental Management and Services (OEMS), the consultant shall submit copies of the reports to the PADEP and the City of Philadelphia as required.

#### G. PROPERTY DAMAGE

The property shall be restored to the condition in which it was found, subject to cuttings, sampling and other materials removed for the purpose of investigations. In addition, weekly and monthly follow up inspections are required to verify conditions (Digital Photo Documentation) as a result of potential settlement related issues.



## 6.0 Proposal Requirements

Technical proposals shall provide the following required information and adhere to the following organization in the proposal by providing **tabs** for sections listed below as noted.

### *Tab 1– Cover Letter, Table of Contents and Legal Structure of Firm*

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- Provide a cover letter that references the RFP and confirms that all elements of the RFP have been read and understood. The cover letter shall be signed by an individual authorized to contractually bind the proposer and shall include Attachment F (Acceptance of Terms and Conditions of the Contract). In the event that the firm does not provide signed and sealed Attachment F, the District will deem the firm’s proposal non-responsive to the RFP.
- Identification of the legal structure of the firm, or consortium of firms, making the proposal. Discuss the organizational structure for the project, the management approach and how each partner and major subcontractor in the structure fits into the overall team.
- Table of Contents

### *Tab 2 – Experience*

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Provide the following specific information:

- “PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS program management projects for similar organizations. (minimum 5 projects).
- Sample reports
- An outline of how firm will implement items in section 5.0 (Inclusive of Geotechnical 5.1 and Environmental Site Assessments 5.2.

### *Tab 3 – Project Organization, Personnel Experience, and Qualifications*

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Define the key personnel who will perform the tasks outlined in the scope of this RFP, the decision-making ability in the process, and the qualifications of the key personnel. At a minimum, include the following:

- Project Manager’s qualifications and experience in developing and managing Geotechnical and Environmental Site Assessments
- Organization Chart to include key personnel responsible for completing all tasks of this RFP as outlined in the Scope.
- Key personnel experience and educational requirements.
- “Certificate of Authorization” from the State granting the authority of the proposing

Laboratory firm to provide analytical services in the Commonwealth of Pennsylvania.

- Three references of clients similar in scope to the requirements of this RFP with other school districts. (Do not list School District of Philadelphia references).

*Tab 4 – Project Schedule and Plan*

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Provide a conceptual schedule and plan that includes the following:

- Sample schedule of milestones estimated for Soil Sampling Events
- Sample inventory and condition audit
- Sample collection and transport to laboratory Plan
- Laboratory analytical timeframes and reports
- Data Management and communication with District
- Data Reporting and public communication
- Final Report submission

*Tab 5 – Proof of Current Insurance Coverages*

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The firm shall provide a Certificate(s) of Insurance reflecting current insurance coverage of the firm for the following:

- Workers' Compensation and Employees' Liability Insurance
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Professional Liability Insurance
- Excess Umbrella Insurance

Successful proposer(s) must provide evidence of current insurance coverage prior to the execution of the Contract for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS firm. The amounts and types of such insurance coverage are as followed and as indicated in the consulting services sample Contract that will be posted with this RFP.

*Tab 6 – Good Standing or Subsistence Certificate*

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All firms must submit a copy of their firm's Good Standing or Subsistence Certificate issued by the Pennsylvania Department of State, Corporation Bureau. You can contract the Corporation Bureau at (717) 787-1057 or you can go online and order the Certificate. You may have to register your company before ordering.

*Tab 7 – Completed Executed Attachments*

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The RFP proposing firm shall complete attachments as follows:

1. Attachment A – Complete the Disclosure of Ownership form.
2. Attachment B – Equal Opportunity
3. Attachment C – Review and sign the Anti-Discrimination Policy.  
The proposer shall not discriminate in employment and shall abide by all anti-discrimination laws.
4. Attachment D – MBE/WBE Participation Plan
5. The MBE/WBE Participation Goal will be set for the entire duration of the project. See Attachment “C”, ANTI- DISCRIMINATION POLICY, for details. Proposers must complete and sign Attachment “D”, MBE/WBE Participation Plan. Proposers shall identify the specific firms that make up its commitment to the percentage goals stated. Do not put TBD (to be determined) for M/WBE participation goals. Goals are scored by the % provided in Attachment “D”, M/WBE Participation Plan of your Proposal.
6. Attachment F – Acceptance of Terms and Conditions of the Contract  
In the event that the firm does not provide signed and sealed Attachment F, the District will deem the firm’s proposal non-responsive to the RFP.
7. Attachment G – City of Philadelphia Tax Compliance Certificate  
The District will not enter into a contract with a firm, business, or other legal entity that has not submitted a copy of its “Certificate of Tax Clearance” with the City of Philadelphia to the District. See the attachment for the City of Philadelphia website to obtain the certificate and the City of Philadelphia Department of Revenue Tax Clearance Unit phone number.
8. Attachment H- Fee Schedules for PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS.  
(Must be separate from proposal)

*Tab 8 – Acknowledgement of Receipt of Addenda (if any)*

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The firm will acknowledge and list the number of addenda received.

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*Tab 9 – Company’s Financial Statements*

The proposing firm must provide a copy of the most current financial statement. Audited financial statements are preferred. If not available, provide reviewed financial statements or compilation.

## 7.0 Fee Proposal

Firms responding to the RFP shall complete and return a separate fee proposal in a separate sealed envelope at the same time as their technical proposals. **If it is deemed to be in the best interest of the District, the District may select one or more vendors for these services. In addition, the District does not guarantee any amount or percentage of the work to any vendor.**

All fees are to be provided on the “ fee template” provided (Attachment H) in this RFP. All fee line items must be completed and no changes, deletions or exceptions to the fee schedule will be accepted.

All proposed fees should cover all related overhead, profit, supplies, materials, travel, etc., for performance of work required.

**FEE SCHEDULE (ATTACHMENT H)** - The information requested in this section is for THE SCHOOL DISTRICT OF PHILADELPHIA’s use only. These schedules will be used for evaluation and not as the sole criteria for an award. This portion of the proposal must be bound and sealed separately from the remainder of the proposal and both are to be received by the submission deadline.

Information for the cost and price analysis evaluation must be submitted on the completed cost breakdown form(s) and fee schedules included in this RFP/RFQ. Only one (1) price per line item is permitted.

All fees are to be based on each unit identified as Per Hour, Per Day, Per Week and/or Per Sample as listed in the fee schedule.

Respondents are not permitted to place minimum or maximum values to any line item listed in the fee schedule.

Rates and costs provided on the form(s) should cover all related overhead, profit, supplies, materials, travel, etc., for performance of work required. Request for compensation beyond that stated on the Cost Breakdown form will be rejected. Costs shown on the Cost Breakdown form(s) will remain firm and fixed for the duration of this contract except that costs shown will increase or decrease each year in accordance with the CPI-U Index. Prices for each of the option years will be adjusted (increased or decreased) according to the corresponding increase or decrease in the CPI-U Index “All Urban Consumers, All Items, Philadelphia, Wilmington, Atlantic City, PA-DE-NJ-MD” for the previous twelve month period from April to April.

All fees are to be based on each unit identified as Per Hour, Per Day, Per Week and/or Per Sample as listed in the fee schedule.

Respondents are not permitted to place minimum or maximum values to any line item listed in the fee schedule.

## 7.1 Personnel

List individuals from your company (with employment history) who will be working on District projects. For each individual, provide a brief resume that includes the following: Education, Experience, Certification(s), and the responsibilities each will be assigned. A copy of any Employee Certifications and all Laboratory Certifications should be included along with other documentation.

## 8.0 Evaluation Criteria

The selection committee will review all RFP submittals and assign a technical score based on the evaluation criteria and the weighting for each section described, including:

- a. Qualifications of the personnel and education of the key team members to provide the services being proposed.
- b. Proposer's ability to responsibly manage the completion of the proposed programs.
- c. Ability to support meeting M/WBE goals for the project as a whole.
- d. Extent and depth of experience specific to PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS as outlined in the Scope section of this RFP.
- e. Level of client satisfaction determined from supplied references (5 minimum)
- f. Quality of proposal depth response to Section 5.0, Project Scope.

## 9.0 Selection Procedure

The District is following a two-stage qualifications-based-selection (QBS) process for this solicitation (sometimes referred to as the Brooks Act process). The District may at any time terminate the RFP process provided for herein for any reason or no reason in the sole discretion of the School District. The receipt of proposals or other documents by proposers during any state of the RFP process will in no way obligate the School District to enter into any agreement with any proposer or make the District liable for any proposer costs.

### **Stage 1:**

*Step 1:* Technical proposals of firms will be evaluated by the selection committee and ranked on the basis of their technical qualifications and suitability for this assignment.

*Step 2:* A limited number of firms (to be determined by the District) with the highest rated technical proposals will be invited to interviews and oral presentations with the selection committee.

Each technical proposal will be reviewed by a selection committee to determine responsiveness. Proposals deemed non-responsive will be rejected without evaluation. The District reserves the right to reject any or all proposals when such rejection is in the best interest of the District. A responsible proposal is complete and addresses all requirements of the RFP. The District reserves the right to waive any informalities and technicalities in the RFP process or any non-material defects in proposals.

If for any reason whatsoever, the District rejects the proposer's proposal, the proposer agrees that it will not seek to recover lost profits on work not performed nor will it seek to recover its proposal preparation costs. By submitting its proposal, the proposer expressly states that it intends to be legally bound and accepts the limitation of remedies set forth in this paragraph. By submitting its proposal, the proposer further expressly states that should it file, initiate, or persuade another to file, initiate or in any other manner pursue or encourage any lawsuit or that such filing, initiating, or other pursuit constitutes a breach of its agreement with the District and that it will be liable for damages incurred by the District arising from the breach of this agreement including, but not limited to, the District's attorneys' fees and costs of defending such action.

The District may at any time terminate the RFP process provided for herein for any reason or no reason in the sole discretion of the District. The receipt of proposals or other documents by proposers during any state of the RFP process will in no way obligate the District to enter into any agreement with any proposer or make the District liable for any proposer costs. The District may alter these and any other procedures as it deems necessary and appropriate. The District will evaluate all proposals based on a number of factors to determine what is in the best interests of the District.

If the selected firm(s) are approved by the School Reform Commission, the District will notify the successful proposer(s) of the award and prepare and distribute the necessary contract documents for execution. The unsuccessful proposers will be notified by letter after the awarding of the contract.

**ATTACHMENT "A"**

**DISCLOSURE OF OWNERSHIP  
FOR PROFESSIONAL AND CONSULTING SERVICES**

All businesses submitting proposals are required to complete the appropriate portion of this form. If more space is needed attach additional pages. In submitting its proposal, of which this Disclosure of Ownership form is a part, the business certifies that the information submitted in this Disclosure of Ownership form is correct as of the date of the submittal of the proposal.

**1. If the business is a corporation, check here \_\_\_ and complete the following:**

If the shares of the Corporation are not listed on the New York Stock Exchange or any regional exchange, list the names of each person who possesses either normal or beneficial ownership of 5% or more of the Corporation's stock (listed below). If none, type or print "none" in space below.

Is the Corporation listed on the New York Stock Exchange?    yes \_\_\_ no

If the Corporation is listed on an exchange other than the NYSE, list the name of the exchange

\_\_\_\_\_

<b>Name</b>	<b>% Interest</b>
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**2. If the business is a partnership, check here \_\_\_ and complete the following:**

The name of each general, limited or individual partner entitled to receive 5% or more of the profit derived from partnership activities (list below). If none, type or print "none" in space below.

<b>Name</b>	<b>% Interest</b>
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**3. If the business is a sole proprietorship, check here \_\_\_ and complete the following:**

The name of each person other than the owner entitled to receive 5% or more of the profits derived from the activities of the business (list below). If none, type or print "none" in space below.

<b>Name</b>	<b>% Interest</b>
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This form is completed and certified as accurate by:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT "B"**

**EQUAL OPPORTUNITY NON-DISCRIMINATION IN  
HIRING NON-DISCRIMINATION IN CONTRACTING**

**NOTICE**

1) The successful Proposer shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, sexual orientation, union membership, disabled or Vietnam era veteran status, in the performance of the contract including but not limited to, preparation, manufacturer, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the successful Proposer or its agents, employees or representatives, District shall have the right to terminate the Contract. In the event of the continued refusal on the part of the Proposer to comply with this anti-discrimination provision, the Proposer may be removed from the list of approved bidders of District

2) The successful Proposer agrees to include subparagraph (1) above with appropriate adjustments for the identity of the parties in all subcontracts, which are entered into for work to be performed pursuant to the Contract.

\_\_\_\_\_  
(seal) (Trade Name of Firm)

\_\_\_\_\_  
(seal) (Signature of Owner or Partner)

\_\_\_\_\_  
(Date)



## **ATTACHMENT "C"**

### **ANTI-DISCRIMINATION POLICY of the SCHOOL DISTRICT OF PHILADELPHIA ADOPTED NOVEMBER 14, 2007**

#### **SECTION 1. THE POLICY**

It is the policy of the School District of Philadelphia (the "District") acting through and by the School Reform Commission (the "SRC") to ensure equal opportunity in all contracts let by the District (the "Contracts"). In light of this policy, the District has adopted this Anti-discrimination Policy (the "Policy") which is applicable to all Contracts, including but not limited to, Contracts for the design, development, construction, operation and maintenance of school buildings and other buildings and structures owned, leased or used by the District or its contractors, assignees, lessees and licensees (the "Facilities"); Contracts for professional services and Contracts for the purchase of goods, services, supplies and equipment for the District and the Facilities. The objective of the Policy is the promotion of prime contract and subcontract opportunities for minority and woman-owned business enterprises ("M/W/BEs") that are approved by the District or that are certified by the Minority Business Enterprise Council of the City of Philadelphia, Southeastern Pennsylvania Transportation Authority or any other certifying agency designated by the District in its discretion.

The fundamental requirement of the Policy is that all contractors, vendors and consultants that contract with the District (the "Contractors"), satisfy the District that they will: (1) not discriminate against any person in regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability; and (ii) provide a full and fair opportunity for the participation of M/W/BEs in Contracts. Contractors must demonstrate that the participation of M/W/BEs is "meaningful and substantial" in all phases of a Contract under criteria adopted by the District. "Meaningful and substantial" shall be interpreted by the District as meaning the range of participation that reflects the availability of bona fide M/W/BEs in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/W/BEs.

As used in this Policy, the word "Contractors" includes any person, firm, partnership, non-profit corporation, for-profit corporation, Limited Liability Company or other legal entity that contracts with the District.

For purposes of this policy, "minority person" refers to the following: African American or Black (persons having origins in any of the Black racial groups of Africa); Hispanic American (persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin regardless of race); Asian American (persons having origins from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, Hong Kong, India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka); and Native Americans (which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians).

## **SECTION 2. PROCEDURES FOR IMPLEMENTATION**

### **1. Articulation of the Policy. Staffing and Reporting**

The Office of General Counsel and Office of Small Business Development will develop language to be included in bid solicitations and requests for proposals that clearly sets forth the objective of the Policy (the "Solicitation Language"). District employees shall include the Solicitation Language in all bids, public solicitations, requests for proposals and all communications to potential Contractors, including those who wish to provide professional services to the District. The Policy shall be articulated to the public in general, and to each Contractor, assignee, lessee or licensee doing or seeking to do business with the District. The District may employ additional staff or contract with other public or private entities to assist in the implementation of the Policy. SBD shall provide the SRC with annual reports on the level of M/W/BE participation in all contracting activities.

### **2. Promotion of M/W/BEs**

The District recognizes the importance of having meaningful and substantial M/W/BE participation in all Contracts. To that end, the District will take steps to ensure that M/W/BEs are afforded a fair and equal opportunity to participate. Those steps may include but are not limited to: (i) making public contracting opportunities; (ii) advertising in newspapers and periodicals published by community-based organizations and M/W/BEs; and (iii) designing bid packages in such a way as to promote rather than discourage M/W/BE participation.

### **3. Contracting Requirements**

#### ***a. Bids, Request for Proposals, and Public Solicitations***

Prior to the dissemination of any bid, request for proposals or public solicitation (the "Solicitation"), the applicable contracting department of the District shall submit proposed ranges of M/W/BE participation in the area to be bid (the "Participation Range") to SBD for approval. The Participation Range, as approved by SBD, shall be included in each Solicitation and, if applicable, the Solicitation shall include the names and addresses of bona fide M/W/BEs that are available for contracting or joint-venture opportunities. Each bidder or respondent shall be required to submit: (i) a plan with its bid or proposal that meets the Participation Range set forth in the Solicitation and lists the names, addresses, dollar amounts and scope of work to be performed by M/W/BEs (the "Participation Plan"); or (ii) brief narrative explaining its reasons for not submitting a Plan that meets the Participation Range set forth in the Solicitation. Submission of the Participation Plan is an element of responsiveness. Failure to submit a completed Participation Plan or a narrative explaining the reasons that the Participation Ranges could not be met may result in the rejection of a bid or proposal. If the Participation Range in a bid or proposal meets or exceeds the level determined by the District to be meaningful and substantial, there shall be a presumption of compliance with the Policy. If, however, the proposed Participation Range falls below the level determined by the District to be meaningful and substantial, the bidder or respondent must prove to the satisfaction of the District that it did not discriminate in the solicitation of potential subcontractors and/or joint venture partners.

#### ***b. Contracts for Professional Services***

Contracts for professional services that are not the subject of a Solicitation must also include approval

Participation Plans. If a proposed Contract for professional services is subject to the approval of the Limited Contracts Authority Committee of the District (the "LCA"), the applicable contracting department shall submit a proposed Participation Plan for the written approval of SBD prior to the submission of the Contract to the LCA. In instances where proposed Contract for professional services must be approved by a Resolution adopted by the SRC, SBD's approval of the Participation Plan shall be incorporated into the on-line resolution process prior to the submission of Resolution to the SRC.

#### 4. Sanctions

The Participation Plan shall be a part of each Contract between the District and a Contractor and shall be enforceable as any other contractual term or condition. Sanctions for breach of a Participation Plan may include suspension, cancellation of the Contract and/or disbarment from future contracting opportunities with the District.

### **EQUAL OPPORTUNITY**

#### **A. EQUAL OPPORTUNITY**

The School District of Philadelphia (the "School District") is an Equal Opportunity Employer and demands no less of the companies with which it does business. The School District will not do business with companies or persons who unlawfully discriminate on the basis of race, color, national origin, sex, creed, disability, or any other impermissible ground in their hiring, promotion, subcontracting or procurement practices. By submitting any proposal to contract or entering into any contract with the School District, the Respondent (the "Respondent") represents and certifies that Respondent is an Equal Opportunity Employer; and conducts business affairs without improper regard to race, color, national origin, sex, creed, or disability, and has not been debarred, suspended, or declared ineligible to contract by any public or private agency or entity because of the Respondent's discriminatory practices. If the Respondent has been debarred or suspended, Respondent must submit a statement with the bid identifying the debarment or suspending entity and giving the date that the debarment or suspension was or is scheduled to be lifted. All certifications contained in a Respondent's proposal are material representations of fact upon which reliance will be placed if the School District awards a contract pursuant to this Request for Proposals. If it is later discovered or determined that the Respondent knowingly rendered an erroneous certification, then the School District may pursue available remedies, including termination of the contract.

#### **B. NON-DISCRIMINATION**

##### 1. Non-Discrimination in Hiring

The Respondent agrees that it will comply with provisions of the Philadelphia Fair Practices Ordinance administered by the Human Relations Commission of the City of Philadelphia, the Pennsylvania Human Relations Act, No. 222, October 27, 1955, as amended, 43 P.S. Section 951 et seq; Title 7 of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 et seq., and all pertinent regulations adopted pursuant to the foregoing in providing equal employment opportunities in connection with all work performed by it pursuant to any contract awarded to Respondent, (the "Contract"). The Respondent therefore agrees:

- (a) That it will not discriminate nor permit discrimination by its agents, servants or employees against any employee or applicant for employment with regard to hiring, tenure or

employment, promotion, or any other terms, conditions or privileges of employment because of race, color, sex, religion, age, national origin, sex, ancestry, handicap or disability and will move aggressively as is hereinafter set forth to prevent same.

- (i) In all publications or advertisements for employees to work at the job site covered by the Contract placed by or on behalf of the Respondent, the Respondent will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability.
  - (ii) The Respondent will notify each labor union or workers' representative from whom it seeks workers of the Respondent's commitment as set forth in its proposal, and request that each union or workers' representative include minority group members and women among its referrals.
  - (iii) The Respondent will hire minority and female workers for the skilled and unskilled jobs required to perform the Contract in proportion to their availability in the relevant labor pools in the Philadelphia Metropolitan Statistical Area, or to their availability in its qualified applicant pool, whichever is greater.
  - (iv) The Respondent will post in conspicuous places available to its employees and to applicants for employment, a notice of fair practices to be provided by the Philadelphia Human Relations Commission.
  - (v) The Respondent will maintain a work environment free of harassment, intimidation and coercion, and will ensure that all on-site supervisory personnel are aware of and carry out Respondent's obligation to maintain such a working environment.
- (b) That it will identify on each certified payroll form submitted to the School District those of its employees who are minority group members and those who are female. As used here, "minority" means African American, Hispanic, Asian, or Native American. The School District shall at all times have access to work site and to the Respondent's employment records to assure compliance with this subsection.
- (c) That it will maintain on forms to be supplied by the School District, the name, race, sex, national origin, skill or craft, address, telephone number, and source of referral of each applicant for employment, which record shall show which applicants were hired.
- (d) (That in the event apprentices are hired in any skilled craft area, the Respondent will endeavor to hire equal numbers of culturally diverse male and female trainees in each skill area.

## 2. Non-Discrimination in Contracting

It is the policy of the School District of Philadelphia, that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. A Respondent's plan to joint venture with or subcontract to minority and woman-owned firms (M/WBEs) and/or to utilize M/WBEs as sources of supplies, equipment, or services will be a significant part of the evaluation of the Respondent's responsibility.

- (a) The Respondent will consider all proposals from potential M/WBE firms and document on the forms supplied by the School District, the reasons for not entering into a joint venture or subcontract with a M/WBE.
- (b) Respondent to this RFP shall employ the services of Sub-consultant(s), as necessary, to achieve combined Minority Owned Business Enterprise (MBE) and Woman Owned Business Enterprise (WBE) participation goals in a range of 15%-20% of the total amount of services provided. If the Firm is a MBE or WBE firm, then the Firm will have achieved the goal for that category. A non-MBE or WBE firm shall employ a MBE or WBE firm to achieve these goals.**
- (c) The Respondent's agreement to meet the requirements of the Section is a material representation of fact upon which reliance will be placed if a contract is awarded. If it is later determined that the Respondent has not made a good faith effort to comply, within the School District's sole judgment, the School District may pursue available remedies, including suspension or debarment of the Respondent from future School District work as non-responsible.

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 and shall be subject to the same penalties for failure to comply as set forth below.

3. Penalties for Failure to Comply

It is hereby agreed that failure to comply and demonstrate a good faith effort to comply with the foregoing requirements shall constitute a substantial breach of the Contract.

\_\_\_\_\_  
 (seal) (Trade Name of Firm)

\_\_\_\_\_  
 (seal) (Signature of Owner or Partner)

\_\_\_\_\_  
 (Date)

**ATTACHMENT "D"**

**SCHOOL DISTRICT OF  
PHILADELPHIA OFFICE OF  
PROCUREMENT SERVICES**

**MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM**

I. Information in this section refers to the Prime Contractor/Vendor.

Company Name \_\_\_\_\_ Contact Person: \_\_\_\_\_  
\_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_ Owner: African-American, Hispanic, Asian, Native American, Woman, Non-Profit, Caucasian, Other  
Federal Tax ID \_\_\_\_\_ Certifying Agency: \_\_\_\_\_ Certification No.: \_\_\_\_\_  
\_\_\_\_\_ Bid Number or Subject of Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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II. Information in this section refers to MWBE firms to be used in the performance of this contract.

Company Name \_\_\_\_\_ Contact Person: \_\_\_\_\_  
\_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_ Owner: African-American, Hispanic, Asian, Native American, Woman, Non-Profit, Caucasian, Other  
Federal Tax ID \_\_\_\_\_ Certifying Agency: \_\_\_\_\_ Certification No.: \_\_\_\_\_  
\_\_\_\_\_ Description of Work: \_\_\_\_\_  
\_\_\_\_\_ Dollar Value \$ \_\_\_\_\_ Percentage of Total Contract  
\_\_\_\_\_ Vendor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If no commitment, give reasons and supporting documentation (e.g., evidence of contacting M/WBEs).

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I certify that the information provided is true and correct \_\_\_\_\_ Date:

\_\_\_\_\_

Authorized Representative

Rev. 01-12

**ATTACHMENT "E"**  
**PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL  
AND ENVIRONMENTAL SITE ASSESSMENTS**

***The PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS Contract" shall serve as a "sample" document for the Firms to review. Said "sample" contract shall not be construed as a contract between the Firm and the District.***

***The Sample Contract will be posted on the website for this RFP.***



**ATTACHMENT "F"**

**ACCEPTANCE OF TERMS AND CONDITIONS OF CONTRACT FOR  
PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL  
AND ENVIRONMENTAL SITE ASSESSMENTS**

I have read the *"The PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL AND ENVIRONMENTAL SITE ASSESSMENTS Contract"* and agree to enter into a Contract for this Project under the Terms and Conditions of the CONTRACT and will not take any exceptions to the Terms and Conditions.

Firm Name: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_ Affix Here

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal/Owner)

**ATTACHMENT "G"**  
**TAX COMPLIANCE**  
**WITH THE CITY OF PHILADELPHIA**

Provide a copy of your firm's "Certificate of Tax Clearance" with the City of Philadelphia. You can search your firm's tax compliance at the following website:

<https://secure.phila.gov/revenue/TaxCompliance/Header.aspx>

If your firm is compliant, you can print out the "Certificate of Tax Clearance".

If your firm is not tax compliant, please contact the City Revenue Department Tax Clearance Unit at (215) 686-6565.

**PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL  
AND ENVIRONMENTAL SITE ASSESSMENTS**

**ATTACHMENT "H"**

**FEE SCHEDULES**

**GEOTECHNICAL SERVICES**

**A. Labor**

1. Project Manager	per hour
2. Project Geologist/Hydro geologist	per hour
3. Professional Engineer	per hour
4. Staff Geologist	per hour
5. Environmental Site Assessor	per hour
6. Environmental Technician	per hour
7. CAD Operator	per hour
8. PA DEP UMR Certified Tank Inspector	per hour
9. Equipment Operator	per hour
10. Clerical	per hour

**B. Subsurface Investigations**

1. Installation of Borings utilizing an Auger Drill Rig	per foot
2. Installation of Borings utilizing an Air Drill Rig	per foot
3. Cased Soil Boring	per foot
4. Rock Core - Double Tube NX Size	per foot
5. Collection of Split-Spoon Samples	per sample
6. Installation of Monitoring Wells without soil boring	per foot
7. Conversion of Soil Borings to a Monitoring Well	per foot
8. Geoprobe Use	per foot
9. Collection of Phase I Data	per day
10. Survey Team _____	per day

11. IN SITU Testing	See Below List
(a) Cone Penetrometer	per foot
(b) Standard Penetration	per sample
(c) Pressure Meter	per sample
(d) Dilato Meter	per foot
(e) Permeability	per sample
(f) Observation Well, Only with Soil Boring	per foot
(g) Observation Well, Only without Soil Boring	per foot
(h) Slope Indicator Casing	per sample
12. EM/GPR	per day

C. Excavation and Disposal Activities

1. 6 Cubic Yard Dump Truck	per day
2. Track Hoe (without operator)	per day
3. Back Hoe (without operator)	per day
4. Track Loader (without operator)	per day
5. Rubber Tire Loader (without operator)	per day
6. Box Truck (without operator)	per day
7. Flat Bed Trailer (without operator)	per day
8. Forklift (without operator)	per day
9. Transportation and Disposal of Residual Soil	per ton
10. Import "CLEAN" Fill	per ton

11. Bobcat (without operator)	per day
12. Equipment Mobilization	per load
13. Backfill Material	per ton
14. Paving, Asphalt	per square foot
15. Paving, Concrete	per square foot
16. Vacuum Truck	per hour

17. Cutting Oil	per gallon
18. Transportation/Disposal of Oil Product	per gallon
19. Transportation/Disposal of Unleaded Gasoline Product	per gallon
20. Transportation/Disposal of Diesel Fuel Product	per gallon

D. Equipment

1. Photo ionization Detector	per day
2. Portable Gas Chromatographs	per week
3. Flame Ionization Detector	per day
4. O2-LEL-Toxic Gas Monitor	per day
5. Groundwater Level Meter	per day
6. Oil/Water Interface Probe	per day
7. Soil/Gas Survey Unit	per day
8. pH/Redox Meter	per day
9. 2" Centrifugal Pump	per day
10. 1 3/4" Submersible Pump	per day
11. Portable Generator	per day
12. PCB Test Kits	per kit
13. Disposal Teflon Bailers	per bailer
14. 10 ft. x100 ft. Roll of Polyethylene Sheeting	per roll
15. Latex Gloves	per box
16. DOT Approved 55 Gallon Drum	per drum
17. Absorbent Pads/Wipes	per bundle
18. Oil Absorbent	per bag
19. HNu/OVM Photo ionization Detector	per day
20. Geoprobe	per day
21. Pressure Washer	per day
22. Wet/Dry Vacuum	per day

E. Investigation Equipment

1. Tank Testing Equipment (including operator)	per day
Environmental Characterization Organics:	Total Cost/ Per Sample
Volatiles Organics TCL/PP Analytical Method Reference #624/8260	
Volatiles Organics TCL/PP +10 Analytical Method Reference #624/8260	
Volatiles Organics Drinking Water Analytical Method Reference #502.2	
Volatiles Organics Universal Treatment Stds. Analytical Methods Reference # 8260	
Volatiles Organics MCP GW1, GW2 Analytical Method Reference #8260B	

Environmental Characterization Organics:	Total Cost/ Per Sample
Volatile Organics Method Full List Analytical Method Reference SW5030B/8021B	
VOC Halocarbons Analytical Method Reference #601/8010	
Base/Neutrals and Acids PP/TCL Analytical Method Reference #625/8270B	
Base/Neutrals and Acids Univ. Treat. Stds. Analytical Method Reference #8270	
Base/Neutrals and Acids MCP GW1, GW2 Analytical Method Reference #8270B	
Base/Neutrals and Acids PP/TCL+25 Analytical Method Reference #625/8270	
Base/Neutrals PP/TCL Analytical Method Reference #625/8270	
Base/Neutrals PP/TCL+15 Analytical Method Reference #625/8270	
Acid Extractables PP/TCL Analytical Method Reference #625/8270	
Acid Extractables PP/TCL +10 Analytical Method Reference #625/8270	
PAH (PNA) Analytical Method Reference #625/8270 SW846 160	
Pesticides/PCBs Analytical Method Reference #608/8081/8082	
Pesticides Only Analytical Method Reference #608/8081	
PCB Only (GC/PCB) Analytical Method Reference #608/8081/8082	
Cyanide Analytical Method Reference #335.2	
BTEX - GC/MS (PA UST & PI DUST/ELCD 88) Analytical Method Reference #624/8021	
Herbicides Analytical Method Reference #SW-846:8151	
Full Priority Pollutant (PP) Analysis Analytical Method Reference #200/600/6000/ 7000/8000 Series	
Full PP Analysis +40 Analytical Method Reference #200/600/6000/ 7000/8000 Series	

Environmental Characterization Organics:	Total Cost/ Per Sample
Target Analyte List (TAL) Analytical Method Reference #200/600/6000/ 7000/8000 Series	
TAL with Library Searches Analytical Method Reference #200/600/6000/ 7000/8000 Series	

Environmental Characterization Metals:	Total Cost/ Per Sample
PP Metals (Total Metals) Analytical Method Reference #200 series/ 7000 series/6010	
TAL Metals Analytical Method Reference #200 series/ 6010/335.3/9065	
ICAP - Routine Metals (1 metal/sample) Analytical Method Reference #Metals by ICAP/EPA-600 Mtd. 200.7/SW 846 Mtd. 6000	
ICAP (1-5 metals/sample) Analytical Method Reference #Metals by ICAP/EPA-600 Mtd. 200.7/SW 846 Mtd. 6000	
ICAP (>5 metals/sample) Analytical Method Reference #Metals by ICAP/EPA-600 Mtd. 200.7/SW 846 Mtd. 6000	
Non-routine ICAP Metal Analytical Method Reference #Metals by ICAP/EPA-600 Mtd. 200.7/SW 846 Mtd. 6000	
GFAA Metals (per metal) (As, Se, Th, Pb) Furnace AA/EPA-600 200 Series/SW-846 Mtd. 6000 Series	
Mercury Cold Vapor AA/EPA-600 Mtd. 245.1/SW-846 Mt. 6000 Series	
Flame AA Metals per sample 200 series/7000 series	

PADEP Short Lists for Petroleum:	Total Cost/ Per Sample
PADEP Leaded Gasoline, Aviation Gasoline, and Jet Fuel	
PADEP Unleaded Gasoline	
PADEP Kerosene, Fuel Oil No. 1	

PADEP Short Lists for Petroleum:	Total Cost/ Per Sample
PADEP Diesel Fuel, Fuel Oil No. 2	
PADEP Fuel Oil Nos. 4, 5, and 6, Lubricating Oils and Fluids	
PADEP Used Motor Oil	
PADEP Mineral Insulating Oil	

Disposal Analyses/RCRA Hazardous Waste Characteristics:	Total Cost/ Per Sample
PADEP's Clean Fill Parameters Analytical Method Reference #200/600/6000/ 7000/8000 Series	
PCB Only (GC/PCB) Analytical Method Reference #608/8082A	
Total Sulfur Analytical Method ASTM D129	
Reactive Cyanide Analytical Method Reference #SW-846: 7.3.3.2	
Reactive Sulfide Analytical Method Reference #SW-846: 7.3.4.2	
Corrosivity pH Analytical Method Reference #SW-846: 9040	
Ignitibility/Flashpoint (RCRA Ignite) Analytical Method Reference #SW-84:1010	
Petroleum Hydrocarbons (TPH Solids) Analytical Method Reference # Mtd. 1664	
Total Volatile Organics Analytical Method 8260	
Total Semi Volatile Organics Analytical Method 8270	
TPH GC/FID Gasoline (Diesel) Analytical Method Reference #8015 Modified/CA LUFT	
TPH GC/FID Distillates - Dro Analytical Method Reference #8015 Modified/CA LUFT	
BTEX - GC Analytical Method Reference #608/8260	
Organic Halide, TOX Analytical Method Reference #Organic halide, extractable/EPA-600, Mtd 450.1 with mod	



TOX Analytical Method 9023	
RCRA Metals + Cu, Ni, Zn Analytical Method Reference #200 series/ 7000 series/6010	

Toxicity Characteristic Leaching Procedure (TCLP):	Total Cost/ Per Sample
SPLP Leachate Analytical Method Reference #SW-846; 1312	
ASTM Leachate Analytical Method Reference #ASTM D3987-85	
Extraction Procedure (for TCLP Metals) Analytical Method Reference #SW-846: 1311	
ZHE Procedure Analytical Method Reference #SW-846: 1311	
Volatiles (TCLP) Analytical Method Reference #SW-846: 8260	
Semi Volatile Organics (TCLP) Analytical Method 8270	
Land Ban Alcohols Analytical Method Reference #SW-846: 8015	
Base Neutrals Acids (TCLP) Analytical Method Reference #SW-846: 8270	
Metals (TCLP) Analytical Method Reference #SW-846: 7000 series/6010	
Pesticides Analytical Method Reference #SW-846: 8081	
Herbicides Analytical Method Reference #SW-846: 8081	
Full TCLP (Extraction, ZHE, metals, all organic fractions)	

Disposal Facility Analyses:	Total Cost/ Per Sample
Pennsylvania Form U Parameters: Analytical Method Reference #Full TCLP, ASTM Leachate for COD, TS, NH3, TPH, O&G, pH, TVS, TPH, Reactivity, Ignitibility, Free Liquid Description	

Conventionals/General Chemistry:	Total Cost/ Per Sample
Acidity Analytical Method Reference # Trimetric to pH 8.3/EPA-600 Md. 305.1	
Alkalinity Analytical Method Reference #Trimetric to pH 4.5/EPA-600 Md. 310.1	
BOD Analytical Method Reference #Std Methods, 16th ed, Mtd 507	
BOD (CBOD) Analytical Method Reference #Std Methods, 16th ed, Mtd 507, nitrification inhibited	
BOD (CBOD), 20 day Analytical Method Reference #Std Methods, 16th ed, Mtd 507, nitrification inhibited	
BOD (CBOD), ult Analytical Method Reference #Std Methods 16th ed, Mtd 507, nitrification inhibited	
Bromide Analytical Method Reference #EPA-600, Mtd 320.1	
BTU, as received Analytical Method Reference #Parr bomb calorimeter, ASTM 3286	
BTU-103 Analytical Method Reference #dried at 103oC, Parr bomb calorimeter, ASTM 3286	
Carbon-IC Analytical Method Reference #Inorganic carbon/EPA-600, Mtd. 415.1	
Carbon-POC Analytical Method Reference #Purgeable organic carbon/ EPA-600 Mtd. 415.1	
Carbon-TC Analytical Method Reference #Total carbon, MCode 118 w high Cl mod/EPA-600, Mtd 415.1	
Carbon-TC Analytical Method Reference #Total carbon, UV/EPA-600, Mtd 415.1	
Carbon-TC Analytical Method Reference #Total carbon, furnace, TC-IC/EPA 600, Mtd. 415.1	

Conventionals/General Chemistry:	Total Cost/ Per Sample
Carbon-TOC Analytical Method Reference #Total Organic, furnace, TC-IC/EPA-600, Mtd 415.1	
Carbon-TOC Analytical Method Reference #Total Organic, UV, pre-sparged/EPA-600, Mtd 415.1	
Carbon-IC Analytical Method Reference #Inorganic Carbon/EPA-600, Mtd. 415.1	
Carbon-TOC Analytical Method Reference #Total Organic, furnace pre-sparged/EPA-600, Mtd 415.1	
Carbon-TOC Analytical Method Reference #Total Organic, Mcode 113, w high Cl mod/EPA-600, Mtd. 415	
Chloride Analytical Method Reference #(Hg,(NO3)2) /EPA-600, Mtd. 300.1/S W-846, Mtd. 9452	
Chlorine, T Res Analytical Method Reference #Std Methods, 16th ed, Mtd 408E/EPA-600 Mtd 330.5	
COD Analytical Method Reference #EPA-600, Mtd 5220	
Color Analytical Method Reference #Std Methods	
Cr+6 Analytical method Reference #USGS Mtd 1-1230- 84	
Cyanide, amendable (C+3) Analytical Method Reference #SW-846, Mtd 9010	
Cyanide, total Analytical Method Reference #autoanalyzer/ EPA-600, Mtd 335.2 or #SW-846, Mtd 9010	
Density Analytical Method Reference #ASTM Mtd 29-60	
Flash Point Analytical Method Reference #ASTM Mtd D93-73	
Fluoride Analytical Method Reference #ISE, without distillation/EPA-600, Mtd 340.2	
Hardness, Ca Analytical Method Reference #EPA-600, Mtd 200.7	

Conventionals/General Chemistry:	Total Cost/ Per Sample
Hardness, Total Analytical Method Reference #EPA-600, Mtd 130.2	
Langelier Index Analytical Method Reference #Std methods, 16th ed, Mtd 203	
MBAS Surfactant Analytical Method Reference #Std Methods, 16th ed., Mtd. 5540	
Nitrogen Ammonia per sample Analytical Method Reference #Autoanalyzer/ EPA-600, Mtd 350.1	
Nitrogen Ammonia Analytical Method Reference #Titrametric/ EPA-600, Mtd 350.2	
Nitrogen - Organic Analytical Method Reference #TKN-NH3 (Calculation)	
Nitrogen - Nitrite Analytical Method Reference #Autoanalyzer/ EPA-600, Mtd 353.1	
Nitrogen - Nitrate Analytical Method Reference #Autoanalyzer/ EPA-600, Mtd 351.3	
Nitrogen - TKN Analytical Method Reference #Autoanalyzer/ EPA-600, Mtd 351.2	
Oil and Grease, sludge Analytical Method Reference #SW-846, Mtd 9071	
Oil and Grease, solids Analytical Method Reference #SW-846, Mtd s 3540, 9071	
Oil and Grease, water Analytical Method Reference #EPA-600, Mtd 413.1/ SW-846, Mtd 9070/1664	
Odor Analytical Method Reference #EPA-600, Mtd 2550	

Conventionals/General Chemistry:	Total Cost/ Per Sample
Organic Halide, EOX Analytical Method Reference #Organic halide, extractable/EPA-450.1 with mod, Mtd 9023	
Organic Halide, POX Analytical Method Reference #Organic halide, purgeable/EPA-600, Mtd 450.1 with mod	
Organic Halide, TOX Analytical Method Reference #Organic halide, total/EPA-600, Mtd 450.1/SW-846, Mtd 9020	
Phosphorus, ortho-PO4 Analytical Method Reference #EPA-600, Mtd 365.2	
Phosphorus, total Analytical Method Reference #EPA-600, Mtd 365.2	
pH (Aqueous, solids, RCRA) Analytical Method Reference #EPA-600, Mtd 150.1/SW-846, Mtd 9040, #ASTM D129, #SW-846, Mtd 9045	
Phenolics Analytical Method Reference #EPA-600, Mtd 420.1, SW-846, Mtd 9065	
Residue, ash Analytical Method Reference #EPA-600, Mtd 160.4	
Residue, Setteable Analytical Method Reference #EPA-600, Mtd 160.5	
Residue, TDS Analytical Method Reference #EPA-600, Mtd 160.1	
Residue, TVDS Analytical Method Reference #EPA-600, Mtd 160.4	
Residue TS (Total Solids, Asbestos/Dust Samples) Analytical Method Reference #EPA-600, Mtd 160.3	
Residue TVS Analytical Method Reference #EPA-600, Mtd 160.4	
Residue TSS Analytical Method Reference #EPA-600, Mtd 160.2	
Residue TVSS Analytical Method Reference #EPA-600, Mtd 160.4	
Salinity Analytical Method Reference #Std Methods, 16th ed, Mtd 2520C	
Silica, dissolved Analytical Method Reference #EPA-600, Mtd 200.7	
Specific Conductance Analytical Method Reference #EPA-600, Mtd 120.1	

Conventionals/General Chemistry:	Total Cost/ Per Sample
Specific Gravity Analytical Method Reference #Std Methods, 16th ed, Mtd 213E	
Sulfate Analytical Method Reference #Turbidimetric/ EPA-600, Mtd 375.4	
Sulfide Analytical Method Reference #Trimetric/EPA-600, Mtd 376.1/SW-846, Mtd 9030	
Sulfite Analytical Method Reference #Std Methods 16th ed, Mtd 377.1	
TPH, water Analytical Method Reference #EPA-600, Mtd 1664	
TPH, solid Analytical Method Reference #EPA-600, Mtd 1664	
Turbidity Analytical Method Reference #EPA-600, Mtd 180.1	
Viscosity Analytical Method Reference #falling ball viscometer	
Water by Distillation Analytical Method Reference #ASTM Mtd D95-70	

Microbiological Methods:	Total Cost/ Per Sample
Total Heterotrophic Plate count	
Total Hydrocarbon Utilizers	
Coliform, Fecal Analytical Method Reference #Std Methods, 18th ed, Mtd 9222D	
Coliform, Total Analytical Method Reference #Std Methods, 18th ed, Mtd 9221B	

Geotechnical Testing:	Total Cost/ Per Sample
Unconfined Compressive Strength of Cohesive Soils Analytical Method Reference #D2166	
Particle Size Analysis (Sieve Only) Analytical Method Reference #D442	

Particle Size Analysis (Spec. Gravity, Sieve, Hydrometer)	Total Cost/ Per Sample
Water Content (Includes natural density) Analytical Method Reference #D2216	
One-Dimensional Consolidation Test Analytical Method Reference #D2435	
Modified Proctor Test Analytical Method Reference #D1557	
Standard Proctor Test Analytical Method Reference #D698	
Shrinkage Factors of Soils Analytical Method Reference #D427	
Atterberg Limits Analytical Method Reference #D4318	
Specific Gravity of Soils Analytical Method Reference #D854	
Hydraulic Conductivity (Flexible Wall Permeameter) Analytical Method Reference #D5084	
Hydraulic Conductivity (Rigid Wall Permeameter) Analytical Method Reference #D2434	
pH Analytical Method Reference #D4972	
Void Ratio Determination	
Consolidation	
Swell Consolidation	
Flexible Wall Triaxial Permeability	
Unsaturated Hydraulic Conductivity	
C I U Triaxial Sheer (includes pore pressure measurement)	
U U Triaxial Sheer	
1 Mohr Circle 3	
Mohr Circle	

All Inclusive Pricing Schedule:

Phase I - Environmental Site Assessment Shall Consist Of The Following Items:
The Phase I Environmental Site Assessment report must be conducted in accordance with the American Society for Testing and Materials (ASTM) Guidance 1527.00 and include Purpose and Scope of Work, Site Location and Description, Site History, Site Visit and Investigation, Interviews, Regulatory Agency Review, Assessment Report and Submission of Report. This Total fixed fee is inclusive of all labor and associated cost.
Total Fixed Fee \$_____

UST System Integrity Testing
The firm shall utilize PA DEP approved methods for UST system integrity testing. The testing methodology shall also be approved by The School District of Philadelphia's Office of Environmental Management and Services prior to initiation of the test. All testing shall conform to safety standards established by the Occupational Safety and Health Administration, the National Fire Protection Association, and the City of Philadelphia Fire Marshall. UST System Integrity Testing Total fixed fee is inclusive of all labor and cost associated with reporting and testing requirements and all Tank Testing Equipment (including operator).
Total Fixed Fee \$_____



Compliance Monitoring with Chapter 245.436 regarding Regulated Tanks
The firm shall provide the District with a Class C Operator as follows:
The Firm shall manage and provide trained operators in Chapter 245.436 of the Act on behalf of the School District of Philadelphia, by having trained operators who can carry out the responsibilities of the designated class (A, B or C).
The Class (A & B Operator will be available for immediate telephone consultation when the facilities are in operation and will be able to be onsite at the storage tank facility within 24 hours to ensure regulatory compliance with PA Code 25 Section 245.436 (a)(3)(i).
The Class C Operator will be available for immediate telephone consultation and be on-site within 2 hours of being contacted.
In the event a designated class (A or B) is replaced, it is the responsibility of the tank owner (School District of Philadelphia / SDP), that a new operator is trained within 30 days of assuming duties for that class of operator.
The locations are Saul HS Garage, Widener HS Garage, Passyunk Garage, Shallcross HS Garage, and 2600 N Broad Transportation Garage.
This hourly rate must include all cost associated with any required submission of Monthly Reports and/or any other reporting requirements to SDP and/or PA DEP.
Class A Operator \$_____ Class B Operator \$_____ Class C Operator \$_____

All fees are to be based on each unit identified as Per Hour, Per Day, Per Week and/or Per Sample (etc.etc.etc) as listed in the fee schedule.

Respondents are not permitted to place minimum or maximum values to any line item listed in the fee schedule.

**PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR GEOTECHNICAL  
AND ENVIRONMENTAL SITE ASSESSMENTS**

**ATTACHMENT "H"**

END OF GEOTECHNICAL SERVICES FEE SCHEDULE