CITY OF CAMDEN REDEVELOPMENT AGENCY

Request

For

Proposals

REQUEST FOR PROPOSALS
FOR ENVIRONMENTAL MANAGEMENT SERVICES FOR 2026 -2027
FOR THE CITY OF CAMDEN REDEVELOPMENT AGENCY

City of Camden Redevelopment Agency
Issue Date: November 18, 2026
Proposals Due Date and Time:
December 8, 2026 at 2:00 PM/Eastern Prevailing Time
An Equal Opportunity Employer

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1.0 ADVERTISEMENT

NOTICE: SEALED PROPOSALS will be received on **Tuesday, December 8, 2026 at 2:00 P.M. Eastern Prevailing Time** by Olivette Simpson, Executive Director, Camden Redevelopment Agency, 520 Market Street, Suite 1300, Camden City Hall, Camden, NJ 08101 for the following:

Requests for Proposals: Environmental Management Services for 2026-2027 for the City of Camden Redevelopment Agency

The Request for Proposals ("RFP") may be downloaded from the City of Camden Redevelopment Agency ("CRA") website http://camdenredevelopment.org/ in the sections entitled "Notices/ RFP/RFQ" and Legal Notices beginning **Wednesday, November 18, 2026.** It is the responsibility of prospective Respondents to check the CRA website for any addenda to the RFP that may be issued prior to the proposal submission due date.

All questions and/or inquiries regarding the RFP shall be sent via email no later than **Tuesday, November 24, 2026** to Olivette Simpson, Email: olivette.simpson@camdennj.gov and cc'd to Deirdra Williams, Email: deirdra.williams@camdennj.gov. No oral response to any questions by any CRA employee or agent shall be binding on the CRA or in any way considered to be a commitment by the Agency. During the RFP preparation of response period, CRA may issue addenda, including amendments or answers to written inquiries. Addenda will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Submission Date. Addenda shall be issued no later than Tuesday, December 1, 2026.

Proposals shall be submitted to the CRA in sealed envelopes consisting of one (1) original and two (2) printed copies prepared as described in the RFP, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed by the submission due date to Olivette Simpson, at Email olivette.simpson@camdennj.gov and cc'd to Deirdra Williams at: deirdra.williams@camdennj.gov.

The sealed envelopes containing the proposal and documents shall be marked clearly on the outside of envelope with the following words: "**Request for Proposals: Environmental Management Services for 2026-2027 for the City of Camden Redevelopment Agency** and the Respondent's name, address, and telephone number. The sealed envelopes containing the proposal and documents shall be delivered to the following address:

Attn: Olivette Simpson, Executive Director
City of Camden Redevelopment Agency
Camden, City Hall, 520 Market Street, Suite 1300
Camden, NJ 08101

Respondents are encouraged to submit responses prior to the due date via certified mail or overnight delivery carrier. If hand-delivered, sealed proposal submittals may be dropped off in a monitored drop box accessible from the front of City Hall, 520 Market Street, Camden, NJ during normal business hours. Respondents are encouraged to confirm receipt of their proposal by emailing Deirdra Williams: Email: deirdra.williams@camdennj.gov. No proposal shall be considered which is presented after the due date and time established for receiving proposals. The CRA does not accept any responsibility for the timeliness of any mail, delivery, or courier service.

Issued by:
Olivette Simpson, Executive Director
City of Camden Redevelopment Agency

2.0 INTRODUCTION

It is the intent of the City of Camden Redevelopment Agency ("CRA"), pursuant to this request for proposals, to award one contract with one environmental management consulting firm (the "Contractor") to coordinate the CRA's applications and awards for environmental investigation and remediation funds and to manage the CRA's environmental investigation and remediation consultant contracts. Please note, the chosen Contractor will be precluded from performing remediation work on any projects for which they are providing management services.

In addition, the CRA on behalf of the City of Camden has secured and managed over nineteen (19) U.S. Environmental Protection Agency ("US EPA") assessment and remediation grants to assist in funding the CRA Brownfield Program. The CRA also secures and manages brownfield grants awarded to the Agency by the New Jersey Department of Environmental Protection Hazardous Discharge Site Remediation Funds (HDSRF") to address contaminated properties in the City of Camden. Part or all of the contracts to be awarded associated with this Request for Proposals will be funded with US EPA or NJDEP HDSRF grant funds. As such, adherence to Federal Funding Requirements and State Funding Requirements will be associated with this solicitation.

3.0 SCOPE OF SERVICES

The Contractor will perform the following tasks:

Develop work plans for environmental sites as identified by the CRA. This task includes the identification of potential professional and technical consulting services necessary for the implementation of the plan.

Identify funding sources for environmental activities and submit application materials to these sources on behalf of the CRA.

Develop requests for proposals ("RFPs") for environmental professional and technical consulting services as identified in the work plans.

Review proposals submitted in response to the RFPs. The Contractor will make recommendations to the CRA regarding the award of consultant services contracts resulting from the RFPs.

Monitor the work progress of consultants. This includes site visits and meetings with the consultants. Review progress reports and submittals by consultants as may be required by funding and regulatory agencies.

Review invoices submitted by consultants and make recommendations to the CRA for payment.

Prepare periodic reports on behalf of the CRA as may be required by funding agencies and appear before the CRA Board of Commissioners, City of Camden City Council, community groups, and/or funding and regulatory agencies, as necessary.

Review of bids for remediation activities. The Contractor will make recommendations to the CRA regarding the award of contracts resulting from Invitations to Bid, Requests for Proposals and Pricing, and Requests for Qualifications.

Assist to facilitate CRA's implementation of redevelopment plans and related actions for identified brownfield sites and areas requiring land use planning expertise and actions.

Coordinate public outreach support activities, as needed and required by federal and/or state grant sources, including preparing community outreach plans and facilitating public meetings and awareness.

4.0 ACCEPTANCE OF RFP

Respondents' submission in response to this RFP shall constitute acceptance by the Respondent of the terms and conditions of the RFP.

5.0 NO WARRANTY

Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has carried out a full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.

6.0 METHOD OF SELECTION

A committee appointed by CRA will review the responses to this RFP. This selection committee will then rate and rank the respondents. The highest ranked firm with respect to written responses and price will be recommended for award by the CRA Board of Commissioners.

Selection Criteria

Knowledge of environmental investigation and remediation and the ability to undertake Brownfield redevelopment projects. Knowledge and expertise in land use planning and redevelopment of brownfield projects and sites.	20
Experience representing public agencies in the supervision of contractors.	20
Demonstrated success in securing state and Federal grants and funding, not just limited to N.J. DEP Hazardous Discharge Site Remediation Fund grants. Knowledge of application processes, grant compliance, reporting, and related requirements for state and federal grants and funding sources.	20
References	15
Quality of the Proposal	10
Price	15
Total	100

7.0 CONTRACT FORM AND TERM

This RFP will lead to a contract to provide environmental management services for the CRA. The Contract will be for a period of one year from the date the contract is awarded by the CRA Board of Commissioners.

Throughout the term of the contract the CRA will reserve the right to terminate the contract for cause.

8.0 DELIVERABLES

The company awarded the contract will be responsible for providing their own equipment and supplies to carry out all tasks.

9.0 SUBMISSIONS AND SELECTIONS

All proposals shall be submitted in sealed envelopes bearing the words "Request for Proposals: For Environmental Management Services 2026-2027 for the City of Camden Redevelopment Agency".

10.0 COST PROPOSAL

The Contractor shall provide an hourly rate schedule for its services. It is estimated that the Contractor will provide an average of ten hours of service per week. The hourly rate must cover all reasonable costs of doing business such as routine telephone, copying or postage. Large volume duplicating, mass mailing or special graphics production may be billed separately on a straight cost basis.

11.0 PAYMENT TERMS

The Contractor will submit monthly, itemized invoices within ten days of the end of the month. The invoice must be accompanied by a narrative description of the services provided by the Contractor during the period.

12.0 STATEMENT OF QUALIFICATIONS AND REQUIREMENTS

The Statement of Qualifications package is to contain a cover letter, table of contents, and the following sections:

12.1 Company Identification

A. Name of firm, address, telephone and fax number of main office and any branch office, which will be involved in the project in any way.
B. Name, title, address, telephone and fax number of the principal-in-charge.
C. Type (e.g. corporation, partnership) and size firm, including number of offices, number of employees, and representative disciplines.
D. **At least three references from clients with contracts of similar scope and work product are mandatory.**

2.2 Key Personnel

Key personnel associated with the items provided in the above qualifications' sections shall provide a brief description of what they conducted or performed did on the relevant projects listed.

12.3 Debarment Certification

The CRA must ensure that the contractor is not debarred from receiving federal funds. All respondents shall provide a properly executed form ensuring the contractor is not debarred from receiving federal funds. (See Attachment)

*********It is required that each proposer disclose parent companies, subsidiaries, affiliates, and subcontractors that may be responsible parties at the sites of concern.*

12.4 Adherence to Federal Requirements

As US EPA Assessment Grant monies will be used to fund this work, the Consultant are required to adhere to all applicable Federal requirements. These requirements include, but are not limited to:

(1) The contract will be subject to those conditions of the cooperative agreement that relate to eligibility of costs and to contracts, including the administrative cost prohibition (see Attachment).
(2) The contract will be subject to regulations that govern contracts under cooperative agreements (such as, but not limited to, 40 CFR Part 31 requirements for accounting and record keeping, 40 CFR Part 30 requirements for financial reporting, and 40 CFR Part 35 Sub part O).
(3) The contract will be subject to general Federal requirements for contracts under cooperative agreement, including mandatory steps for contractors to follow related to areas such as the Davis Bacon Act and utilization of Disadvantaged Business Enterprise (DBE).
(4) The relative cooperative agreement conditions and applicable regulations are included in this RFP as an Attachment.
(5) All contractors must verify that they are not debarred from receiving Federal Funds.
(6) The Minority-owned Business Enterprise (MBE) goal set under the grant agreement funding this work is 8%. The Woman-owned business enterprise (WBE) goal is 8%.

While evaluating bids or proposals, the CRA will consult the most current "List of Parties Excluded from Federal Procurement or Non-Procurement Programs" to ensure that the firms submitting proposals are not prohibited from participation in assistance programs. The CRA will comply with the requirements regarding sub awards to debarred and suspended parties described in 40 CFR 31.35 or 40 CFR 30.13.

13.0 EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Companies and their subcontractors will not discriminate because of race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The potential company must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990, as amended.

In response to this RFP, companies shall furnish a detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

14.0 INSURANCE REQUIREMENTS

1. The company shall carry and maintain in full force and effort for the duration of this contract, and any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the CRA, the United States Environmental Protection Agency, and their employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the CRA in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the CRA, death or damages to property (including property of the CRA) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the CRA. Company will designate and provide the CRA with the identity of a person or persons in the company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

   Policies shall be issued by an insurance company authorized to do business in the State of New Jersey.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract and included in all subcontracts.

3. Insurance certificates must be presented at the time of bid, documenting overage for the following:

   A. Worker's Compensations and Employers Liability in accordance with State of New Jersey requirements, employer liability Insurance should have endorsement for occupational disease coverage.

   B. Public Liability Insurance: Comprehensive general Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with bodily injury and death limit of $500,000 on account of death or injury to one person and $500,000 for death or injury to more than one person in any one occurrence and property damage limit of not less than $500,000 per occurrence.

C. Comprehensive Automobile Liability Insurance. Covering all owned, hired and Rented vehicles and equipment, with limits of liability of not less than $500,000 for Injuries to, or death of any one person and $500,000 for injuries to, or death of more than one person resulting from any one occurrence and property damage limit of liability of not less than $500,000 per occurrence. Said Certificate must state that coverage cannot be cancelled or materially altered without ten (10) days written notice to the CRA.

D. Professional liability and errors & omissions insurance in the amount of $500,000.

15.0 DEADLINE FOR SUBMISSION

Proposals and documents shall be submitted to the CRA in sealed envelopes consisting of one (1) original and two (2) printed copies of the submission, prepared as described in this RFP, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed by the submission due dated to Olivette Simpson, Email: olivette.simpson@camdennj.gov and cc'd to Deirdra Williams, Email: deirdra.williams@camdennj.gov.

Respondents shall submit their responses in a sealed envelope to the following address:

Camden Redevelopment Agency
Camden City Hall
520 Market Street, Suite 1300
P.O. Box 95120
Camden, NJ 08102
Attn: Olivette Simpson
Executive Director

All proposal submissions are to be clearly marked, "Request for Proposals: Environmental Management Services For 2026 - 2027 for the City of Camden Redevelopment Agency".

Proposals shall be submitted by a deadline of Tuesday, December 8, 2026 prior to 2:00 P.M. (Eastern Prevailing Time) by mail or delivery.

The above deadline is firm as to the date and hour. CRA shall treat as ineligible for consideration any proposal submitted, which is received after that deadline. Upon receipt of each proposal, CRA will date and stamp it to evidence timely or late receipt and upon request, provide the Respondents with an acknowledgement of receipt. Faxed submissions will not be accepted. All submissions become the property of CRA and shall not be returned.

16.0 INSTRUCTIONS FOR SUBMISSIONS OR INQUIRIES

All questions and/or inquiries regarding the RFP shall be written and sent by fax (# 856-964-2262) or email to Olivette Simpson, Email: olivette.simpson@camdennj.gov cc'd to Deirdra Williams, Email: deirdra.williams@camdennj.gov not later than the deadline of **Tuesday, November 24, 2026 at 2.00 P.M.**

Addenda shall be issued and posted to the CRA website: http://camdenredevelopment.org/ in the section entitled "Notices/RFP/RFQ/BIDS" not later than **Tuesday, December 1, 2026**. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Submission Date.

ATTACHMENTS

1. New Jersey Business Registration Certificate
2. Business Entity Disclosure Certification
3. Debarment Certification Form
4. New Jersey Certificate of Employee Information Report
5. US EPA Brownfield Cooperative Agreements Link to:
   US EPA Cooperative Agreements, General Terms and Conditions

ATTACHMENT 1
CITY OF CAMDEN REDEVELOPMENT AGENCY
BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)
19:44A-20.6 Certain contributions deemed as contributions by business entity.
5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act: "business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; "interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing
12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part…

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates' committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: …; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.
While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions: "The $300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2).
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CITY OF CAMDEN REDEVELOPMENT AGENCY
BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *(date of award scheduled for approval of the contract by the governing body)* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Camden Redevelopment Agency** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification
☐ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:
☐Partnership ☐Corporation ☐Sole Proprietorship ☐Subchapter S Corporation
☐Limited Partnership ☐Limited Liability Corporation ☐Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____
Signed: _____
Title: _____
Print Name: _____ Date: _____

Subscribed and sworn before me this ___ day of _____, 2 __.

My Commission expires:

_____
(Affiant)

_____
(Print name & title of affiant) (Corporate Seal)

ATTACHMENT 2
CITY OF CAMDEN REDEVELOPMENT AGENCY
DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, _____an authorized representative of _____ (company) certify that _____ (company) is not debarred from receiving Federal funds.

_____ **(signature)**

_____ **(print name)**

_____ **(title)**

_____ **(date)**

ATTACHMENT 3
CITY OF CAMDEN REDEVELOPMENT AGENCY
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT

New Jersey Certificate of Employee Information Report

Alternatively, the following can be provided:

• Letter of Federal Affirmative Action Plan Approval, or

• Employee Information Report Form AA302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchaser & Property, CCAU, EEO Monitoring Program's website at www.state.nj.us/treasury/contract_compliance .

ATTACHMENT 4
CITY OF CAMDEN REDEVELOPMENT AGENCY

BROWNFIELD COOPERATIVE AGREEMENTS
US EPA GENERAL TERMS AND CONDITIONS

Please access the below link:

https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2026-or-later