

IEA, INC.

PROPOSAL



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2025-2026

Environmental, Health and Safety Management Services

for

Independent School District #709 Duluth Public Schools

AUGUST 5, 2025

PROPOSAL PROVIDED TO:

Bryan Brown
Facilities Manager
Independent School District #709
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Phone: (218) 336-8907
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PROPOSAL CONTACT:

Grant Chapa
Virginia & Brainerd Regional Manager
IEA, Inc.
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PROJECT INTRODUCTION

The Institute for Environmental Assessment, Inc. (IEA) is pleased to offer this proposal to provide a knowledgeable support team to meet your Environmental, Health and Safety (EH&S) compliance needs in conjunction with the Northeast Service Cooperative (NESC). IEA will assist the District in the implementation of safety programs, identification of health and safety related hazards and overall consulting based on the District's needs.

SCOPE OF WORK

EH&S Management

IEA will provide EH&S management services to assist in compliance with: Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), National and Minnesota State Fire Code and other federal, state, and local regulations. Please see Appendix A for a list of possible related tasks.

Program Review

IEA will review identified health and safety programs for compliance with applicable regulations. This program review will be documented as the annual program review which is required or recommended for most of the District's written programs. A final report will be developed, including details on each program, as well as recommendations and/or plans for bringing programs into compliance. Annual compliance tasks will be identified prior to the start of each fiscal year and communicated to the District via a scheduling letter.

Trainings

IEA will be utilizing online safety training for some groups. The platform used is called *Learnworlds* and allows IEA to customize online videos and other training materials to be used for training your staff. IEA offers the following trainings to your staff members:

- Annual health and safety training for teaching, administrative, and support staff
- Annual health and safety training for food service staff
- Annual health and safety training for art department staff
- Annual health and safety training for industrial arts department staff
- Annual health and safety training for science department staff
- AHERA Designated Person training (completed by your District's Designated Person)
- Hazardous materials training (required to be completed by certain positions every three years)
- Temporary worker safety training (for summer workers that may be hired for painting, grounds work, etc.)
- Automotive lift safety training (required to be completed annually by users)
- Asbestos 2-hour initial awareness training (required to be completed by all new maintenance or custodial staff)

Annual training links can be prepared and distributed to District representatives. Other training courses listed above will be distributed to staff members as they are necessary. Maintenance, custodial and transportation staff sessions will remain completed in-person.

LIMITATIONS & ASSUMPTIONS

IEA will remain flexible to accommodate the District's needs; however, any project work outside of this scope of work or sampling, equipment fees or additional contractors will be provided in a project-specific scope of work with an associated fee.

The District is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and internet connection) as required to perform services under this contract.

When electronic documents are submitted to the District, IEA is not responsible for changes made after the date of submittal.

Documents provided by IEA are developed for your exclusive use and are not intended to be shared, distributed, or sold to any other party. While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a task.

IEA will assist the District in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Independent School District #709.

COMPENSATION

The EH&S services are billed on a time and materials basis. Reference IEA's Comprehensive Fee Schedule in Appendix B for fees associated with the Environmental, Health and Safety Management Services for 2025. IEA will stay within the District's requested budget of **\$95,000** per year.

Fees are billed to the District through the Northeast Service Cooperative monthly. Pricing is based on the discounted rates established through the Environmental, Health & Safety contract between NESC and IEA, Inc.

An annual fee of **\$450** will be charged to maintain current customized online training and to have access available for District staff to complete the listed training when necessary.

SCHEDULE

IEA's services may commence on September 8, 2025, upon receipt of a signed master services agreement. IEA will schedule work through the Facilities Director.

This contract is valid September 8, 2025, through June 30, 2026.

2025-2026 Environmental, Health and Safety Management Services

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health and Safety Management Services. Please sign this authorization to proceed and send to Grant Chapa at Grant.Chapa@ieasafety.com. Retain the original for your records.

IEA, Inc.



Grant Chapa
Virginia & Brainerd Regional Manager

Please proceed according to the above stated fees, terms, attached General Conditions, and this Proposal dated August 5, 2025.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

Appendix A

Possible Task List

Environmental, Health & Safety Management Services



A Workplace Accident & Injury Reduction Program (AWAIR)

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

Air Permitting

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

Americans with Disabilities Act (ADA)

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

Asbestos

- Complete six-month periodic inspections.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

Bleacher Safety

- Develop and implement a written bleacher safety plan.

Bloodborne Pathogens Standard-Exposure Control Plan

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). [Document this process.](#)
- Train affected employees on proper specific and universal precaution methods and techniques.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

Community Right to Know

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

Compressed Gas

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

Confined Space

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

Electrical Safety

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

Emergency Action Plan

- Review Emergency Action Plan and provide suggestions for plan development.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

Employee Right to Know (ERK)

- Develop and implement a written management plan.
- Provide annual training for applicable employees.
- Maintain training records.

Ergonomics

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

Fall Protection

- Develop and implement written management plan.
- Conduct an assessment of facilities.

Fire Protection / Fire Prevention

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

First Aid/CPR

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

Forklift Safety

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

Hoist / Lift / Crane Safety

- Develop a written plan if applicable.
- Inventory of hoists
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

Hazardous Waste

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

Hearing Conservation

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

Indoor Air Quality (IAQ)

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.

Infectious Waste

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

Integrated Pest Management (IPM)

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.

Lead Contamination Control Act

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.

Lockout/Tagout

- Develop and implement a written management plan for lockout/tagout.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

OSHA Inspections

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

OSHA Recordkeeping

- Develop and implement a written management plan for OSHA recordkeeping.
- Assist with completion of OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

Personal Protective Equipment (PPE)

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

Playground Safety

- Develop and implement a written management plan for each playground.

- Conduct periodic site reviews, inspections and management plan updates.

Process Safety Management

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

Radon

- Develop and implement a written management plan for radon.
- Provide recommendations for abatement for areas with excess radon levels present.

Respiratory Protection Program

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.

Welding, Cutting or Brazing

- Develop a written plan.
- Provide training and assist with required recordkeeping.

Appendix B

Comprehensive Fee Schedule



Professional Fee Schedule Effective January 1, 2025

IEA provides consulting services using the following rate schedule for project activity on a time-and-materials basis. This schedule will be adjusted on an annual basis. Additionally:

- Work performed beyond a normal working day (defined as hours in excess of 8 hours a day), weekends and national holidays will be billed at time and one-half.
- Current mileage rate is billed at the IRS mileage rate plus a 20% mark-up. Mileage rate may be adjusted to reflect fluctuations in fuel costs.
- Travel expenses, include airfare, lodging, transportation, and meals, will be billed with a 20% mark-up.

IEA's services will be billed at the following rates per hour:

Project Management	Rate
▪ Division/Regional Manager	\$165.00
▪ Senior Project/Account Manager	\$146.00
▪ Account Manager	\$141.00
▪ Project Manager	\$141.00
▪ Administrative Support	\$95.00

Professional/Technical Staff	
▪ Sr. Certified Industrial Hygienist	\$185.00
▪ Certified Industrial Hygienist	\$175.00
▪ Certified Safety Professional	\$160.00
▪ Sr. Professional Engineer	\$185.00
▪ Professional Engineer	\$165.00
▪ Commissioning Agent	\$135.00
▪ Senior Environmental Technician	\$118.00
▪ Engineering Technician	\$115.00
▪ Environmental Technician	\$115.00

Emergency services and rates for services after hours, weekends or under extenuating circumstances will require an increased labor rate one and one-half times the above rates.



Asbestos, Lead & IAQ Laboratory Fees

Asbestos

Bulk Samples - Polarized Light Microscopy (PLM)

# Samples Per layer	RUSH 3 Hour*	RUSH 6 Hour*	24 Hour	48 Hour	72 Hour
1 – 199	\$52 each	\$36.5 each	\$26 each	\$24 each	\$21 each
200 or more	Call for pricing				

*Rush pricing is cost plus \$80 for time and mileage. Time is from when lab receives samples. Additional times and costs are available

Air Samples – Phase Contrast Microscopy (PCM) (In-house Analysis)

	Routine Price	Rush Price
All Samples (\$60 min. includes 2 samples)	\$22 each	1.5 x applicable rate

Air Samples – Transmission Electron Microscopy (TEM)*

Air samples by AHERA or YAMATE Level II Method

	24 Hour	6 Hour	4.5 Hour	Weekend Analysis
Individual Samples (24 hours)	\$150/Sample	\$180/Sample	\$300.00/Sample	\$190/Sample

Lead

Lead Dust Wipe Samples/ Lead Air Samples/ Lead Paint Chips/ Soil Sample (Flame AA)

6 Hour	1 Day
\$52	\$25

Lead in Air/Soil Samples (Graphite Furnace)

	24 Hours or Greater	Less Than 24 Hours
All Samples	\$83	Call for pricing

Lead in Paint Samples

	1-5 Days	6 Hours
All Samples	\$26	\$56

Lead in Water Samples

	24 Hours or Greater
All Samples	\$28

Lead Toxicity Characteristic Leaching Limit Procedure (TCLP)

	3-Day	2-Day	30-Hour
All Samples	\$125	\$134	\$260

Radon

Sample Type	Cost
Short-Term (1-99)	\$16
Short-Term (100 and up)	\$14
Continuous Radon Monitor	\$250 <i>per sampling event</i>
Long-Term	Call for pricing

PCB EMSL Samples

2 Week	1 Week	4 Day	3 Day
\$120	\$169	\$197	\$235

Indoor Air Quality

Laboratory Analysis (Per Sample)*

▪ Air-O-Cell 24-hour turnaround.....	\$56
▪ BioReveal Surface Swab	\$13
▪ Bioaerosols (Fungi)	\$68.5
▪ Bulk fungal analysis (dilution method).....	\$104
▪ Microvac bulk dust fungal analysis (dilution method)	\$104
▪ Microvac bulk dust fungal analysis (direct read method)	\$56
▪ Dust Characterization.....	\$77
▪ Formaldehyde**	\$125
▪ Hexavalent Chromium.....	\$100
▪ Legionella	\$130
▪ Particulate (nuisance dust, total & respirable).....	\$39
▪ Rodac fungal contact (range \$44-64)	\$72
▪ Silica.....	Call for pricing
▪ Tease Tape sample analysis.....	\$56
▪ Total Volatile Organic Compounds (TVOC) (3M 3500).....	\$73
▪ Volatile Organic Compounds (VOC) (range \$100-258).....	\$282
▪ VOC Scan (GC/MS – Qualitative, 70 compounds)	\$342
▪ VOC Scan (GC/MS – Quantitative, up to 15 compounds).....	\$342
▪ Welding Fume Scan (13 Metals).....	\$203

NOTE: Delivery costs are billed on a direct basis

* Analysis for other compounds, alternate analytical and sampling methods, and rush analysis, may affect per unit costs.

Equipment Use Rates (Per Day)

▪ Air Flow Meter & Micromanometer.....	\$55
▪ Airborne Particulate Counter	\$80
▪ Anderson/Quick Take 30/Buck Bioaire Sampler (bioaerosols).....	\$60
▪ B&K Sound Level Meter	\$130
▪ Balometer.....	\$55
▪ Dosimeter	\$30
▪ Four Gas Meter	\$55
▪ Hygrometer	\$30
▪ Infrared Camera	\$80
▪ Ion Counter.....	\$55
▪ Personal Air Sampling Pumps.....	\$55
▪ Moisture Meter	\$30
▪ Niton XRF-XLp (Paint)	\$260
▪ Noise Dosimeter Calibrator	\$15
▪ Personal Air Sampling Pump Calibrators (Check-Mate, DryCal, etc.).....	\$30

▪ Personal Air Sampling Pumps.....	\$55
▪ Photo Ionization Detector (PID)	\$30
▪ Pressure Differential Meter.....	\$55
▪ TSI Q-Trak (carbon dioxide, carbon monoxide, temperature, relative humidity)	\$55
▪ Projector.....	\$40