



VIA ELECTRONIC AND REGULAR MAIL

December 9, 2021

SCANNED

12/9/2021

RE Air Quality

Robert J. Shannon, Jr.
Township Administrator
Township of Wyckoff
340 Franklin Ave
Wyckoff, NJ 07481

Re: Indoor Air Quality Concern Response
Mold and Radon Sampling
Wyckoff Municipal Building
340 Franklin Ave
Bergen County, New Jersey
Our File No. PR-21-10954

Dear Mr. Shannon:

Boswell Engineering (Boswell) is pleased to provide this proposal for the necessary environmental services associated with the above referenced project.

INTRODUCTION

On December 8, 2021, Boswell conducted a walkthrough to assess current environmental site conditions based on recent complaints regarding the indoor air quality in the Wyckoff Municipal Building basement offices. Based upon our observations we recommend the following:

SCOPE OF WORK

Boswell anticipates the following scope of work for this project:

Task No. 1 - Mold Assessment

Boswell proposes to conduct a Mold Assessment of the Wyckoff Municipal Building basement offices, which will include the following:

- Visual Assessment;
- Moisture Measurements; and
- Air and Swab Sampling.

The objective of the visual assessment will be to identify if observable mold, and/or physical deficiencies conducive to mold growth, are present within rooms/areas included in the assessment. Next, we will collect representative moisture measurements with a Delmhorst BD-2100. The meter measures percent moisture content values in wood or wood moisture equivalent (WME) for other non-conductive materials (e.g., masonry).

If the situation warrants, we will conduct air sampling for molds utilizing EMSL Analytical, Inc. (EMSL) spore trap analytical method M001; which is an optical microcopy method capable of identification of fungal spores and other airborne particulates. Swab (bulk) sampling for suspect visible molds (if present) will be accomplished using EMSL analytical method M041; which is a direct examination method that allows for the determination of the presence of surface fungal spores as well as the types of fungi present.

All samples will be submitted to EMSL for analysis while maintaining proper chain-of-custody. EMSL is a laboratory accredited by the American Industrial Hygiene Association. Upon receipt of the laboratory results, Boswell will report the findings, and if necessary, provide recommendations for corrective action.

Boswell's estimated fee for the Mold Assessment and report is **\$1,500.00**.

In addition to the Boswell fee there will be laboratory subcontractor costs as set forth below.

Subcontracted Laboratory

The laboratory cost for analysis is **\$300.00**.

Task No. 2 - Radon Testing

While performing the Mold Assessment, Boswell will also set up radon test kits in the basement offices, including the file archive area. The testing must be conducted over a minimum 48-hour period under normal building ventilation conditions.

Please note the following conditions that must be met establish closed-building conditions before sampling:

- All external doors and windows should be closed for at least 12 hours before collecting samples and closed throughout the duration of the sampling event;
- The main entry and exit doorway may be utilized briefly;
- All fans and vents that bring in outside air into the building should be shut off, prior to, and during the sampling period;
- It is acceptable to have on humidifiers or air conditioners that are normally functioning;

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- There should be no air flow over the radon canisters once they are placed.

Boswell's fee for the fieldwork associated with the radon testing is **included under Task No. 1.**

Subcontracted Laboratory

The estimated laboratory cost for the radon test kits and analysis is **\$200.00.**

FEE AND COST SUMMARY

The following is a summary of the fees and costs associated with the work identified in this proposal. The work will be performed on a time-and-materials basis in accordance with our standard hourly rate.

Task	Description	Boswell	Laboratory
1	Mold Assessment	\$1,500.00	\$300.00
2	Radon Sampling	Inc. Above	\$200.00
	Subtotals	\$1,500.00	\$500.00

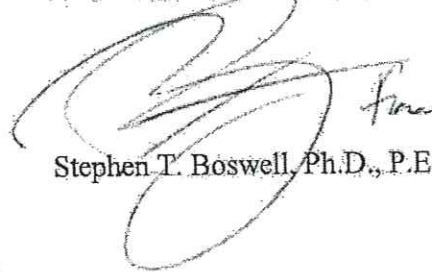
Estimated Total \$2,000.00

If this proposal meets with your approval, kindly provide us with the necessary authorization to proceed and we will commence the project.

We wish to thank the Township for the opportunity of presenting this proposal and look forward to working with Wyckoff on this project. Should you have any questions or require anything further, please do not hesitate to contact Frank J. Rossi, LSRP or me.

Very truly yours,

BOSWELL ENGINEERING



Stephen T. Boswell, Ph.D., P.E., P.P., LSRP, SECB

STB/FJR/cr

cc: Scott Fisher, DPW Superintendent
Joseph Salerno, DPW
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