

**Coeur d'Alene Tribe Natural Resource Department
Environmental Programs Office
Request for Proposals
November 4, 2016**

Project Title: Coeur d'Alene Tribe Brownfields Project

TRIBAL CONTACT

Project Manager: Tiffany Allgood, Environmental Action Plan Coordinator
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PROPOSAL DUE DATE: Proposals must be received by 4:30pm PST on Friday, December 9, 2016. The Tribe will consider proposals that address one or more tasks as long as all tasks are covered by the suite of proposals that are submitted. If you have any questions that pertain to proposal development, please email them to tallgood@cdatribe-nsn.gov by Tuesday, November 15th, 2016. All questions and responses will be emailed to all responsive consultants by Tuesday, November 22nd, 2016.

PROJECT OVERVIEW

The Coeur d'Alene Tribe has lived in the interior Pacific Northwest since time immemorial. The land and its diverse natural resources supported the spiritual and physical needs of the Tribe for many thousands of years. This continues to be true. However, the Tribe's land base was decreased by at least three-fourths from its original approximately 5 million acre aboriginal territory through President Grant's Executive Order establishing the Coeur d'Alene Reservation boundaries in 1873. The Reservation is located in northern Idaho, is approximately 345,000 acres and is comprised of forest land, agricultural land, several streams, Coeur d'Alene Lake and the St. Joe River and a small amount of urban and suburban land. The population of the Reservation is 6,760 (2010 Census).

The Coeur d'Alene Tribe has documented a number of potentially contaminated sites on the Coeur d'Alene Reservation and would like to address these sites.

Currently, there are several Tribal departments that have some amount of intersection with potential Brownfields sites. One of the main goals of this project is to coordinate with these departments. Another goal is to begin to address at least one specific Brownfields site.

The Coeur d'Alene Tribe is requesting proposals to assist the Tribe with the identification and compilation of information on potential Brownfields sites, research assessment and clean-up opportunities on the Reservation, research and develop a draft public participation plan, and research clean-up plans to better understand the process. Additionally, the Tribe would like

assistance in developing a criteria to prioritize potential Brownfields sites for assessment, select one potential site to assess, develop a site eligibility form for the site, complete a Quality Assurance Project Plan and Sampling and Analysis Plan for the site, conduct a Level I and II Environmental Site Assessment and complete assessment reports, develop next steps for the site and identify potential funding sources for clean-up if needed. The Tribe is planning for these activities to be completed by September 30, 2017.

SCOPE OF WORK

The purpose of this project is to identify and compile information on potential Brownfields sites, research clean-up and assessment opportunities on Tribal and Reservation lands, research and develop a draft public participation plan, and research clean-up plans to better understand the process. The consultant will help with all Brownfields tasks and activities. All steps must meet U.S. EPA's regulations and meet the standards in the U.S. EPA's Guidance for Quality Assurance Project Plans, EPA QA/G-5 (EPA/240/R-02/009, December 2002) and EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (EPA/240/B-01/003, March 2001) or their subsequent revisions. In addition, OSHA training requirements (OSHA 29 CFR 1910.120) may apply to workers involved in environmental site assessments or cleanup of brownfield sites.

Consultant tasks are as follows:

Task #1: Establish and Enhance Four Elements, and Establish and Maintain Public Record

Element 1: Timely survey and inventory of brownfield (BF) sites.

Compile a list of potential brownfield sites (global list of sites), and determine which potential sites are BF sites. Research and compile existing information about estimated BF sites. Create a tracking system with estimated BF sites (spreadsheet). Assist the Tribe in hosting at least one Tribal community meeting to raise awareness of what BF sites are and get input from Tribal community members of possible BF sites. Assist with quarterly intra-tribal coordination meetings on the BF project. Visit BF sites and capture location with GPS. Complete by March 2017.

Element 2: Oversight and enforcement authorities or other mechanisms and resources to ensure response actions are protective.

Research other tribes' and other entities' technical Tribal Response Program policies and procedures that may inform the Tribe as it considers developing its policies and procedures to ensure that environmental assessments and cleanups are conducted in a lawful manner and protect human health and the environment. Complete by March 2017.

Element 3: Mechanisms and resources to provide meaningful opportunities for public participation.

Research and develop a draft public participation plan with Tribal input for conducting BF outreach activities. Complete by June 2017.

Element 4: Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete.

Compile a list of other tribes' and other entities' cleanup websites and identify personnel for the Tribe to talk with to understand cleanup process for contaminated sites and summarize next steps. Complete by March 2017.

Element 5: Public record: maintain and update at least annually to support public participation. Assist the Tribe to research the requirements of developing a public record. Assist the Tribe in establishing a public record that includes the required information. Complete by June 2017.

Task #2: Site-Specific Work/Other

Element 1: From BF site inventory, assist the Tribe in identifying candidate sites for assessment. Assist the Tribe in developing criteria to prioritize which BF sites to address first. Assist the Tribe in identifying preliminary clean-up regulations to implement for initial actions as a pilot. Assist the Tribe in developing a site eligibility form for EPA approval for one site to be assessed. Complete by February 2017.

Element 2: Conduct a Phase I assessment at selected site and complete a detailed report. Prepare and submit a Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP) for sites where environmental data will be collected. Assist the Tribe to perform Endangered Species Act (ESA) and Tribal Historic Preservation Office (THPO) due diligence at sites where sampling will occur. Research funding sources to support clean-up actions. Complete by May 2017.

Element 3: Conduct a Phase II site assessment and complete report. Complete by September 30, 2017.

DELIVERABLES

Deliverables for this project are as follows:

- Document research of other tribes' and other entities' technical TRP policies and procedures as examples for the Coeur d'Alene Tribe.
- Document a list of other tribes' and other entities' cleanup websites and identify contacts for each website.
- Develop a draft list of potentially contaminated sites on the Coeur d'Alene Reservation.
- Prepare outreach materials and document input during at least one community meeting on the Reservation to obtain involvement in the Brownfields project.
- Prepare for, attend and document quarterly BF meetings with Tribal staff to coordinate BF activities.
- Tribal GIS will work closely with the consultant and Tribal project manager to develop GIS data and maps of potential BF sites.
- Determine which sites are candidates for Brownfields (BF).
- Develop a draft and final prioritization criteria with the Tribe to identify which sites to assess first.
- Report the number and general characteristics of BF candidate sites for site-specific work.
- Summarize in an updatable Excel spreadsheet a site inventory of eligible BF sites identified for site-specific BF work. Also, include potentially contaminated sites that are not eligible for BF sites in a separate spreadsheet.
- Develop a draft EPA site eligibility form for site-specific work for one selected site.
- Develop draft and final preliminary clean-up regulations to implement for initial actions.

- Conduct a Phase I Site Assessment and develop a detailed report for site-specific work. Phase I Environmental Site Assessment (ESA) must follow AAI/ASTM (E1527-13) guidelines and U.S. EPA regulations.
- Develop a draft and final QAPP/SAP for site-specific work approved by the Tribe and EPA.
- Develop materials to support obtaining documentation that ESA/THPO requirements have been met for site-specific work.
- Develop concept for a BF public record and then develop a draft and final BF public record.
- Conduct a Phase II Site Assessment and develop a detailed report for site-specific work. Phase II Environmental Site Assessment (ESA) must follow AAI/ASTM guidelines and U.S. EPA regulations, including sampling activities as needed to evaluate the presence and extent of suspected contaminants in soil and ground water (as well as additional contaminants in other media).
- Provide documentation that ESA/THPO requirements have been met for site-specific work.
- Document research into funding sources to support clean-up actions.
- Develop a draft and final public participation plan for BF.
- All documents will be transmitted to the Tribe in MS Word and MS Excel, both draft and final documents. If requested, please be prepared to submit documents in pdf files as well. If photos, images may be in jpg files.
- All files, including field notes, meeting notes and all project documentation will be submitted to the Coeur d'Alene Tribe throughout the project on at least a quarterly basis (electronically).

SUBMITTAL AND REVIEW PROCESS

Proposals for this project should be submitted to Tiffany Allgood by the deadline. Proposals received after this date will not be accepted. Under the Tribal Employment Rights Ordinance, preference is given to Native American owned firms.

All proposals must meet the following criteria:

- Proposals must fully describe the consultant firm's experience with brownfields projects, and the ability to satisfy the above-mentioned project tasks.
- Proposals should contain educational background and project related experience for all staff to be assigned to this project.
- Proposals must include a detailed project work plan including timelines for completion and a detailed project budget.
- Proposals may be submitted electronically. These proposals should be simply presented and easy to print.
- The consultant shall provide contact information for references from the three most recent jobs that have been completed that are most relevant to this request for proposals.

Criteria for consultant selection:

Criteria	Possible Points= 100
<p>Proposed Project Budget. Budget must be broken down by the 2 tasks and each element under each task and the associated costs and include detailed information for each category for personnel (number of hours and cost of each person’s time), travel, materials, laboratory and other costs. The Tribe would like to be able to evaluate the costs of each task and element and budget line item category individually; please submit separate bid totals for completing each task, each element and for each budget line item under each task and element. The budget will be evaluated based upon total costs, how costs are distributed among the tasks, how the budget supports the tasks and the quantity of service being provided by the funds (taking into account the quality of service as well).</p>	<p>Maximum 30 points</p>
<p>Experience of the consulting firm with addressing Brownfields sites and programs; must include the BF experience of each team member that will be assigned to the project. Please include experience working with tribes on similar projects.</p>	<p>Maximum 30 points</p>
<p>Technical merit of consultant proposal. Technical merit will include the soundness of the approach, the completeness of the description of the project approach, the timeliness of planned tasks, and depth of analysis/recommendations that will be included in the tasks.</p>	<p>Maximum 40 points</p>

Notes: A selection committee of Tribal personnel will review all proposals. The Coeur d’Alene Tribe may decline to select a consultant and re-advertise the request for proposals if needed.

The Tribe requires compliance with the Tribal Employment Rights Ordinance and the Tribal Business Licenses Ordinance.

Preference will be given for consulting firms owned by enrolled member(s) of a Federally-recognized Indian Tribe. This is consistent with the Tribe’s Employment Rights Ordinance.