

Request for Proposals (“RFP”)



**EPA Brownfields Community-Wide Assessment Grant
Coeur d’Alene Tribe, Environmental Programs Office
Plummer, Idaho
RFP No.: CDA-BF-CWA-2026-01**

RFP Issue Date	June 1, 2026
Proposal Due Date	July 1, 2026 by 5:00 PM Pacific Daylight Time (“PDT”)
Contact Person	Gina Baughn, Clean Lands Coordinator Email: gina.baughn@cdatribe-nsn.gov

Proposal Schedule

Milestone	Date
RFP Issued	June 1, 2026
Questions Open	June 8, 2026 by 5:00 PM PDT
Questions Close	June 12, 2026 by 5:00 PM PDT
Proposals Due	July 1, 2026 by 5:00 PM PDT
Answers Posted	No later than June 15, 2026 by 5:00 PM PDT
Interviews (If applicable)	The week of July 6, 25th, 2026
Anticipated Contractor Selection	July 10, 2026 by 5:00 PM PDT

1. Introduction

The Coeur d’Alene Tribe (“Tribe”) Environmental Programs Office is soliciting proposals from qualified firms to perform a professional services contract to assist with the implementation of its FY25 U.S. Environmental Protection Agency (“EPA”) Brownfields Community-Wide Assessment Grant (Grant). The Grant will support various activities that focus on identifying, assessing, and planning the cleanup and reuse of brownfield properties located throughout the Coeur d’Alene reservation.

This RFP is subject to all applicable federal, state and tribal procurement standards, including but not limited to 2 CFR 200 and 1500 as well as 40 CFR 33.

2. Brownfields Program Background

The Tribe has occupied the interior Pacific Northwest since time immemorial. Today, the Tribe’s reservation spans approximately 345,000 acres and includes forestlands, agricultural lands, waterways, and rural communities.

The Tribe's Brownfields Response Program, established in 2016 within its Environmental Programs Office, focuses on identifying, assessing, and addressing properties where contamination may complicate reuse or redevelopment. The program supports protection of human health and the environment while advancing redevelopment aligned with Tribal priorities.

Since its inception, the program has documented multiple sites, conducted environmental assessments and cleanup activities, developed program guidance and tools, and implemented community engagement efforts including public meetings and advisory group coordination.

Additional information on program structure, site inventory, completed work, and current priorities is available on the Tribe's Brownfields webpage: www.cdatribe-nsn.gov/nr-epo-brownfield

3. Funding Availability

Work performed under the contract will be funded through the Grant awarded to the Coeur d'Alene Tribe. Services will be administered through individual task orders based on project needs and available funding.

4. Proposal Submission Requirements & Questions

Responses to this RFP must be in no less than 11-point font and not be more than twenty (20) pages in length (10 double-sided or 20 single-sided pages). The page limit excludes the cover letter, title page, table of contents, resumes, and dividers. All submissions shall include a title page with the RFP number CDA-BF-CWA-2026-01, title, date of submission, firm name, website, address, and phone number, along with the email and phone number for the firm's primary contact. Proposals may be submitted electronically by email or in hard copy and must be received by the deadline stated in the proposal schedule above.

4.1 Electronic Proposals

Electronic proposals may be submitted via email in PDF format and must be submitted by the deadline stated in the proposal schedule above. If the proposal document is too large to be an attachment, please include a link for download. Electronic proposals must be submitted with "RFP No. CDA-BF-CWA-2026-01" in the subject line to: gina.baughn@cdatribe-nsn.gov

4.2 Hard Copy Proposals

Hard copy proposals may be submitted via U.S. mail, courier, or hand delivery and must be received by the deadline stated in the proposal schedule above. Hard copy proposals must include the original paper copy, a USB flash drive containing a PDF of the complete proposal, and must be submitted in a sealed envelope clearly marked with the proposing firm's name and address to:

Coeur d'Alene Tribe
Environmental Programs Office
ATTN: RFP No. CDA-BF-CWA-2026-01
P.O. Box 408, 850 A Street
Plummer, Idaho 83851

4.3 Questions

Questions may be submitted via email by the deadline stated in the proposal schedule above. Email questions to the RFP contact person, Gina Baughn, with “RFP No. CDA-BF-CWA-2026-01” in the subject line to: gina.baughn@cdatribe-nsn.gov

Questions will be aggregated, and answers will be posted on the project website: www.cdatribe-nsn.gov/nr-epo-brownfield-cwag

5. Scope of Services Aligned with EPA Brownfields Workplan Tasks

The Tribe will manage overall grant administration, community engagement strategy, and regulatory coordination. The selected contractor will provide technical services as directed through individual task orders. Quantities listed below are planning estimates only, may change during the life of the contract, and do not guarantee a minimum amount of work.

Task	Contractor Activities and Deliverables	Estimated Quantity / Scale	Anticipated Schedule
Task 1 – Project Coordination and Technical Support	Technical coordination meetings; technical summaries for quarterly progress reports; ACRES support data; technical memoranda summarizing investigation results.	As requested; typically 2–4 coordination touchpoints per year.	2026–2030
Task 2 – Community Engagement Support	Technical presentations for public meetings; site fact sheets and graphics; participation in community meetings as requested.	Up to 8 fact sheets; meeting support as requested.	2026–2030
Task 3 – Site Identification and Evaluation	Technical review of candidate sites; GIS mapping support; site documentation; support for eligibility determinations.	Ongoing site evaluation and prioritization support.	Initial prioritization in 2026; updates through 2030
Task 4 – Environmental Site Assessments	Program-level Quality Assurance Project Plan (“QAPP”); site-specific QAPP amendments or Site Assessment Plan (“SAP”); Health and Safety Plan (“HASP”); Phase I Environmental Site Assessments (“ESAs”); Phase II ESAs; hazardous building materials surveys.	1 program QAPP; up to 8–10 amendments/SAPs; approximately 9–12 Phase I ESAs; approximately 6–10 Phase II ESAs; approximately 5 HBM surveys.	Rolling schedule, 2026–2030
Task 5 – Cleanup Planning	Preparation of Analysis of Brownfields Cleanup Alternatives (“ABCAs”), including evaluation of remediation options and planning-level cost estimates.	Up to 8 ABCAs.	2026–2030, after Phase II work

Task	Contractor Activities and Deliverables	Estimated Quantity / Scale	Anticipated Schedule
Task 6 – Reuse Planning	Preparation of site reuse plans, infrastructure analysis, and market study support for priority properties.	Up to 3 reuse plans; 1 market study; 1 infrastructure analysis. 1 area-wide reuse plan	As sites reach readiness, 2026–2030

6. Environmental Assessment Scope

The following sections provide standardized language for environmental assessment services to be performed under the Grant. Specific work will be defined through site-specific task orders and approved planning documents.

6.1 Quality Assurance Planning

The selected contractor will prepare one program-level QAPP for EPA review and approval. The contractor will also prepare site-specific QAPP amendments, SAPs, and HASPs for individual investigations as needed. This structure is intended to support multiple brownfield properties with different environmental concerns while maintaining consistent quality assurance procedures across the program.

6.2 Phase I Environmental Site Assessments

The selected Qualified Environmental Professional (QEP) contractor shall conduct Phase I ESAs to identify potential environmental concerns and evaluate the likelihood of contamination at brownfield properties located within the Coeur d’Alene reservation. The contractor shall conduct Phase I ESAs in accordance with ASTM E1527-21 and the EPA All Appropriate Inquiries Rule (40 CFR Part 312).

6.3 Phase II Environmental Site Assessments

Phase II ESAs may be conducted where Phase I investigations identify recognized environmental conditions. The contractor shall perform investigations which characterize the presence, nature, and extent of any contamination at brownfield properties within the Coeur d’Alene reservation. The contractor shall perform Phase II investigations in accordance with EPA Brownfields guidance, ASTM E1903 as applicable, the approved program-level QAPP, and site-specific amendments or SAPs.

Typical Site Types Within the Project Area

- Former industrial or lumber processing facilities.
- Agricultural and grain handling facilities.
- Former landfills or waste disposal areas.
- Commercial or mixed-use properties.
- Transportation-related properties.
- Former government or military-related facilities.

Potential Investigation Activities

- Soil borings and soil sampling.
- Groundwater monitoring well installation and groundwater sampling.
- Soil vapor screening or sampling where appropriate.
- Surface water or sediment sampling where applicable.
- Hazardous building material sampling where structures are present.
- Preparation of figures, tables, conceptual site models, and technical recommendations.

Laboratory and Subcontractor Management

The selected contractor may be responsible for coordinating subcontracted services required to complete environmental investigations, including drilling services, laboratory analytical services, and specialized environmental sampling support. All subcontractors must meet EPA quality assurance requirements and any and all applicable federal regulations including, but not limited to, procurement standards.

Phase II Deliverables

- Site-specific QAPP amendment or SAP and HASP, as applicable.
- Field documentation, laboratory analytical results, and QA/QC evaluation.
- Phase II Environmental Site Assessment report with findings and recommendations.
- Tables, figures, and conceptual site model as appropriate to the site.

Estimated quantity: approximately 6–10 Phase II ESAs throughout the duration of the contract.

6.4 Hazardous Building Materials Surveys

Where structures are present, the contractor may be required to perform hazardous building materials surveys to evaluate asbestos-containing materials, lead-based paint, polychlorinated biphenyls (PCBs), and other building-related hazards relevant to demolition, reuse, or redevelopment planning.

Estimated quantity: approximately 5 surveys throughout the duration of the contract.

6.5 Cleanup Planning

Where contamination is identified and cleanup planning is appropriate, the contractor may be required to prepare ABCAs consistent with EPA requirements. These documents should summarize site conditions, cleanup objectives, remedial alternatives, and planning-level cost estimates.

Estimated quantity: up to 8 ABCAs throughout the duration of the contract.

6.6 Reuse Planning

The contractor may be required to assist with site-specific reuse planning, infrastructure analysis, and market analysis to support redevelopment decision-making for priority brownfield properties.

Estimated quantity: up to 3 reuse plans, 1 area-wide plan, plus one market study and one infrastructure analysis throughout the duration of the contract.

7. Deliverables

Deliverables may include, but are not limited to, the following:

- Phase I ESA Reports.
- Phase II ESA Reports.
- Program QAPP and site-specific QAPP amendments or SAPs.
- HASPs
- Hazardous Building Materials survey reports.
- ABCAs
- Site reuse plans, infrastructure analysis, and market study deliverables.
- Technical memoranda, figures, tables, and GIS mapping products.
- Materials supporting community outreach activities.

Unless otherwise directed, draft and final documents shall be provided electronically in Microsoft Word, Microsoft Excel, and PDF formats as appropriate. Project files, including field notes, meeting notes, and supporting documentation, shall be submitted to the Tribe upon completion and at least quarterly, unless otherwise directed.

8. Proposal Requirements

Proposals should be straightforward, printable, and organized so the Tribe can clearly evaluate qualifications, technical approach, and cost. Proposals should include the following:

- Cover letter identifying the proposing firm and primary contact (name, title, phone number and email).
- Firm qualifications and relevant experience.
- Resumes or qualifications summaries for key personnel proposed for the project.
- Description of the technical approach for the tasks described in this request.
- Fee schedule and hourly rates for staff proposed in the project team.
- Detailed work plan and budget showing proposed approach to the tasks and major deliverables.
- At least three references from recent, relevant projects.

Preference may be given in accordance with applicable Tribal requirements, including Tribal Employment Rights Ordinance (TERO) and Tribal Business License requirements.

9. Evaluation Criteria

A selection committee of Tribal personnel will review all proposals. Proposals will be evaluated using the criteria below.*

Criteria	Weight
Demonstrated experience in addressing contaminated properties	20%
Demonstrated experience in successfully completing tasks/ projects	20%
Demonstrated experience in effectively engaging with community members and federal and state agencies	10%

Experience and capacity of project team/ personnel	20%
Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services	25%
References	5%
Submittal Score Total	100%

* The Tribe reserves the right to decline selection of a contractor and to re-advertise this RFP as it deems necessary.

10. Contract Structure

The Tribe intends to award a professional services contract for an initial one-year term, beginning upon full execution of the contract and issuance of a notice to proceed. The contract may be renewed annually for up to three additional one-year periods, subject to contractor performance, project needs, availability of federal funds, and approval by the Tribe.

The total contract period is anticipated to extend through September 30, 2030, and shall not exceed the approved project period for the EPA Brownfields Community-Wide Assessment Grant unless amended in accordance with applicable Tribal procurement requirements, federal grant requirements, and available funding.

Services will be authorized through individual task orders based on project needs and available funding.

11. Federal Grant Compliance

The award and administration of the contract will be conducted in accordance with the Tribe’s procurement policies and procedures, as permitted under 2 CFR Part 200. All activities must also comply with applicable federal requirements and the terms and conditions of the EPA Brownfields award. The selected contractor shall adhere to EPA quality assurance requirements, as well as all other applicable federal and Tribal laws, regulations, and standards.

12. Disadvantaged Business Enterprise (DBE)

Contractors must comply with EPA Disadvantaged Business Enterprise requirements and make good faith efforts to utilize minority-owned and women-owned businesses where appropriate.

13. Insurance Requirements and Federal Compliance

13.1 Insurance. The contractor shall warrant that it has and will maintain insurance coverage adequate for the work to be performed under the contract, specifically including but not limited to the following: 1) Occurrence-based commercial general liability insurance (including contractual liability and products and completed operations coverage) with a combined single limit of not less than One Million Dollars (\$1,000,000.00) each occurrence for bodily injury and property damage, with an annual aggregate limit of Two Million Dollars (\$2,000,000.00); and 2) Workers compensation insurance as required by law. The contractor shall comply with all applicable federal, Tribal, and local requirements, including those associated with U.S. EPA Brownfields funding.

13.2 Federal Grant Compliance

This procurement is funded in whole or in part by the U.S. EPA Brownfields Program. The contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to procurement standards, cost principles, and audit requirements, as well as all applicable EPA terms and conditions.

13.3 Tribal Preference

In accordance with 2 CFR §200.321 and the Tribe's procurement policies, the Tribe may provide preference to Indian organizations and Indian-owned economic enterprises to the greatest extent feasible. Contractors are encouraged to utilize qualified Indian firms and to document such efforts in their proposals.

14. General Terms and Conditions of RFP Process

14.1 Revisions to RFP

In the event it becomes necessary to revise any part of this RFP, an addendum shall be created and distributed to all known proposing firms providing an accurate e-mail address. Tribal employees are prohibited from speaking with proposing firms about the project during the solicitation. Please direct all questions to the RFP Contact Person identified above.

14.2 Clarification of RFP

The RFP Contact Person may contact a proposing firm for clarification of any portion of the proposing firm's proposal submission.

14.3 Sole Discretion in Contractor Selection

The Tribe reserves its unqualified right to select a contractor which it determines, in its sole discretion, best meets all the needs and goals of this RFP. The Tribe, and not any proposing firm, is best qualified to make that decision.

14.4 Costs to Propose

The Tribe is not liable for any cost incurred by the proposing firm in responding to this RFP or during the RFP evaluation process.

14.5 Most Favorable Terms

The Tribe may award the contract without further discussion of any proposal submitted. Therefore, proposals should be submitted initially on the most favorable terms that the proposing firm can provide. There will be no best and final offer procedure. In addition, if a proposing firm is selected as the contractor, the Tribe may enter into contract negotiations with the proposing firm, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the proposing firm's proposal submission. The proposing firm should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

14.6 Rejection of Proposals and Waiver of Informalities

The Tribe may, in its sole discretion, reject any or all proposals without penalty and waive irregularities or informalities with respect to any proposal.

14.7 No Obligation to Contract

This RFP does not obligate the Tribe to contract for services specified herein. Participation in this RFP and/or submission of a proposal does not confer any legal right or entitlement to proposing firms, nor create any obligation thereto on the part of the Tribe.

14.8 Commitment of Funds

The Coeur d'Alene Tribal Council is the only body of authority who may legally commit the Tribe to the expenditure of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract and notice to proceed.

14.9 Equal Opportunity Employer

The Tribe is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory disability in an otherwise qualified person.

14.10 Compliance with Applicable Laws

In addition to these nondiscrimination compliance requirements, the contractor ultimately awarded a contract shall comply with federal, state and local laws, statutes, regulations and ordinances relative to the execution of the services. This requirement includes, but is not limited to, protection of public and employee safety and health; disabilities; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

14.11 Public Records

All submitted proposals and evaluation materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Tribe and the selected contractor.

14.12 Temporary Waiver of Right to Submit Public Records Request

By electing to participate in this RFP process, proposing firms agree not to make a public records request for any documents or information submitted by any other proposing firm who responds to this RFP, and to the extent allowed by law, waives its right to make such a request until contract execution is complete.

14.13 Conditional Proposal Invalid

A response from a proposing firm which indicates that any of the information requested by the Tribe in this RFP will be provided only if the proposing firm is selected as the contractor is not acceptable, and, at the Tribe's sole discretion, such response may disqualify the proposing firm from consideration.

15. Contract Terms

Renewals, amendments, or extensions of the contract described in Section 10 are not automatic and will be contingent upon satisfactory contractor performance, continued project need, availability of federal funds, approval by the Tribe, and compliance with applicable Tribal procurement policies and federal grant requirements.

The Tribe may amend or extend the contract if necessary to accommodate the terms and conditions of the EPA Brownfields Community-Wide Assessment Grant or future EPA Brownfields funding awarded during the contract period, provided such amendment or extension is allowable under applicable procurement requirements and supported by available funding.

No work may begin, and no costs may be incurred, until a contract or task order has been fully executed and a notice to proceed has been issued by the Tribe.