



NORTHERN CHEYENNE TRIBE

Request for Proposals (RFP)

Environmental Consulting Services

March 9, 2018

1. Introduction

The Northern Cheyenne Tribe (hereinafter known as "NC Tribe") is soliciting proposals for conducting 12 Brownfields Phase I Site Assessments and seven Phase II site assessments, Quality Assurance Plan and 2 clean-up plans as determined by the outcome of the phase assessments in Lame Deer, MT 59043.

Brownfields are defined under the January 11, 2002 Small Business Liability Relief and Brownfields Revitalization Act as "...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." Proposed work must meet federal requirements for work funded by a U.S. EPA Brownfields Grant.

2. Description of Services Requested

Additional information may be requested/scheduled with Wayne Roundstone, Environmental Compliance Coordinator at: wayne.roundstone@cheyennation.com or 406-477-6506, Ext. 110.

- Prioritize sites for assessments
- Prepare Quality Assurance Project Plan
- Complete 12 Phase 1 assessments (ASTM E1527-13 compliant)
- Prepare health and safety plans
- Complete 7 Phase II assessments (ASTM E1903 – 11 compliant)
- Prepare 7 finding reports
- Compare site data with cleanup standards
- Assist in the identification of clean-up options and costs
- Prepare 2 clean-up plans
- Identify redevelopment options

It is the wish of the Tribe to determine if there are any imminent or potential threats to the health and welfare of tribal members from the site assessment reports. The contaminants present, if any; and the amount of any contaminants present. Determination of the status of the property with regard to contamination will provide the Tribe with information necessary to determine what, if any, clean-up is necessary to allow the site to be considered for use as redeveloped home sites, public access property or other uses, including ceremonial, recreational or commercial, or tear down and removal.

3. Scope of Work

This RFP requires performing an ASTM E1527 - 13 Standard Practice for Environmental Site Assessment.

A Phase I ESA's purpose is to define good commercial and customary practice for conducting an environmental site assessment of a parcel of commercial real estate with respect to the range of contaminants within the scope of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and petroleum products.

The Phase I Assessment Report will include the following:

- a. Introduction - detailing general information purpose and scope of work, limitations, deviation from ASTM Standard and reliance.
- b. Site Description – general, soils geology and groundwater characteristics, improvements, current uses of property and uses of adjoining property.
- c. User Provided Information – title records, environmental liens or activity and use limitations, specialized knowledge, commonly known or reasonably ascertainable information, valuation reduction for environmental issues, owner property manager and occupant and reason for performing Phase I ESA.
- d. Records Review – standard environmental record sources, other environmental records, physical setting source, historical use information and historical use information for adjoining properties.
- e. Information from Site Reconnaissance & Interviews – interview with key site manager, interview with occupant's interview with local government officials, interview with others.
- f. Findings and Conclusions – findings, opinion, conclusions, recommendations and deviations
- g. All Appropriate Inquiry (AAI) investigations in compliance with the reporting requirements provided in 40 CFR§312.21 and §312.31

Phase II Assessments will be required of 7 properties if contaminants are present.

Phase II assessments will evaluate potential concerns identified in the Phase I assessment. Phase II assessments will need to be site-specific needs based on current or future use of the property. At a minimum, this may involve limited sampling and analysis to confirm or rule out potential environmental concerns. The Phase II sampling will follow guidelines, regulations and requirements of the designated lead regulatory agency. Phase II will also adhere to ASTM Standards for Phase II Assessments (ASTM Designation E1903-97 or E1903-97 (2002)), when applicable. Sampling activities must be adequate to determine the presence or absence, magnitude, extent, and clean up options for contaminants that may pose a threat to redevelopment and future land use. Phase II work will also adhere to applicable Federal and State regulatory requirements and should include identifying likely exposure pathways and characterizing risks to establish cleanup goals and to evaluate clean up options.

4. Quality Assurance

The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project. Proposals must describe and provide a rationale for selecting locations, types, quantities, and analyses for proposed samples. Proposals should also include general equipment and methods for proposed sampling and analyses with references to specific Federal, State, and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations equal to or below applicable cleanup standards for future land use.

The consultant will prepare a Quality Assurance Project Plan (QAPP) containing required information for approval by the U.S. EPA Region VIII, per document EPA 540-R-98-038, Quality Assurance Guidance for Conducting Brownfields Site Assessments, September 1998. QAPPs must address four general areas:

1. Data Quality Objectives
2. Project management
3. Measurement/data acquisition
4. Assessment/oversight
5. Data validation and usability

Northern Cheyenne Tribe TERO (Tribal Employment Rights Office)

The contractor shall comply with all applicable Federal, State, and Tribal Laws, regulations, rules and codes in performing this contract. **Each Contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a bid, in accordance with the Northern Cheyenne TERO Ordinance. Fees will apply. Please provide a copy with your sealed bid.**

To receive an application for certification and information on TERO, please write or call to:

Tony Bearcomesout, TERO Director
Northern Cheyenne Tribe
P.O. Box 128
Lame Deer, MT 59043
(406) 477-6287

5. MBE/WBE Utilization Requirements

In accordance with EPA's Program for Utilization of Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), the contractor must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified MBE/WBE firms (see 40 CFR §35.6580)

6. Submittal Procedures

Written proposals in response to this RFP must be in a sealed envelope titled "*Phase I & II Assessments*" submitted to the following:

Procurement Officer
Northern Cheyenne Tribe
P.O. Box 128
Lame Deer, MT 59043

By Thursday, April 19, 2018, at 5:00 p.m. Mountain Standard Time. No bids will be accepted via facsimile or electronic media. Proposals received after this time/date will not be considered.

Submit the following information in response to this RFP:

- ✓ Estimated costs associated with Scope of Work deliverables (Section 2&3).
- ✓ Include a Timeline.
- ✓ Provide a brief narrative of Phase I and II Assessments work, QAPP, health and safety & clean-up plans experience and list key personnel/subcontractors expected to work on this project, including descriptions of their roles and responsibilities.
- ✓ TERO Certification must also be included.

7. Selection Process

An evaluation committee comprised of Wayne Roundstone and Charlene Alden will review each proposal. The cost of preparing responses to this RFP shall be borne by the respondents and shall not be reimbursed by the Northern Cheyenne Tribe. Criteria for rating firms will include the following:

- 15% The firm's reputation for personal and professional integrity and competence; ability to work with and comply with federal, state, and local government agencies and persons in official oversight/compliance capacities; and familiarity and experience with the type of project/process.
- 25% Professional and educational experience of key personnel to be assigned to the project and the firm's experience with the type of the project/process as well as the project site. Firms that have developed approved QAPPs and Health & Safety Plans will receive a minimum of 10 percentage points.
- 25% Ability of the firm to provide required services and to perform the required work within the project period

- 25% Costs associated with the scope of work. Final costs will be negotiated with the selected firm upon submittal of a detailed work plan.
- 10% Convincing scientific and logical strategies and innovative approaches

8. Notice of Award

After the Evaluation Committee has reviewed and scored the submitted proposals, an announcement shall be issued to all parties that submitted proposals. The estimated date of selecting a contractor/consultant is April 23, 2018.

Northern Cheyenne Tribe reserves the right to reject any and/or all bids.