



PORT GAMBLE S'KLALLAM TRIBE
NATURAL RESOURCES DEPARTMENT
31912 Little Boston Rd. NE – Kingston, WA 98346

Request for Proposals
Port Gamble S'Klallam Tribe
U.S. EPA Brownfields Grant Application and Implementation Assistance RFP
Release Date: 10/3/2019

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposals

The Port Gamble S'Klallam Tribe (“the Tribe” or “PGST”) through this Request for Proposals (RFP), is seeking a qualified environmental consulting and/or planning firm to provide assistance with: (a) securing United States Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of brownfields properties within the PGST reservation (“Reservation”) and (b) implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of grants for which funding is secured. The initial focus for the contract will be securing a U.S. EPA assessment grant as part of the U.S. EPA's annual Brownfields Grant Competition, for which it is anticipated grant applications will be due in late Fall of 2019. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317 - CFR §200.326 that are applicable to hiring of consulting firms to assist communities with grants awarded by the U.S. EPA.

1.2 Background Information

The Port Gamble S'Klallam Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S'Klallam Tribe is currently over 1,200 enrolled tribal citizens. About half the Tribe's citizens reside on the reservation, along with other Native Americans and non-Indians. It is located near the tip of the Kitsap Peninsula on a reservation of approximately 1700 acres.

The purpose of the U.S. EPA brownfields assessment grant is to conduct Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within the Reservation. The objectives of the Tribe may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to a partnership with the Tribe to obtain and implement these grants as well as explore other grants and brownfields initiatives as funds become available.

The number and location of brownfields sites within the Reservation is presently undetermined, as well as the economic impact of these sites in depressing property values and hindering redevelopment of high priority areas. One outcome of the U.S. EPA assessment grants, if secured, will be to develop an



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inventory and other information related to these sites to allow for more effective planning by the Tribe and in furthering their assessment, cleanup if necessary, and redevelopment.

1.3 Type of Contract and Contract Term

The Tribe prefers to award a contract to one full-service firm to serve as a partner in successfully obtaining initial U.S. EPA brownfields grant funding and then achieving the goals within the subsequent U.S. EPA Cooperative Agreement (CA) and Work Plan. The contract period may be extended at the option of the Tribe if additional grant funds are obtained.

1.4 Payment Procedures

Payments for grant preparation services will be on a lump sum basis, as outlined below in the 3.2 Part C Cost section. Payments for implementation of any successful grants will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the Tribe and the EPA.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Required Under this Request for Proposals

This RFP is to solicit for a qualified consultant who is expected to provide a wide range of potential grant, assessment, and planning services to the Tribe. The scope of work to be performed by the successful consultant at a minimum is expected to include:

- Assisting the Tribe with the preparation of an application for the U.S. EPA Community-Wide Planning Grant (\$300,000) for FY 2020.
- Provide assistance with revision and resubmittal of application as part of the FY2021 competition, if the initial application is unsuccessful.
- Provide assistance with development of U.S. EPA-required project work plan for successful applications.
- Provide assistance in drafting a resolution for Tribal Council approval of the grant application
- Prepare and maintain schedules and budgets for assessment activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the Washington Department of Ecology in print and electronic format.
- Field investigations including sample collection and lab analysis
- Interviews with neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations.



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- Delivery to the Tribe completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Washington environmental regulations.
- Project management, implementation, and/or technical oversight.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of the Tribe and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with community-wide inventory of potential hazardous substance and brownfields sites.
- Develop preliminary budget, financing options and implementation plan for cleanup/reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities, as funds allow.
- Involve public and private opportunities for citizen participation throughout all phases of projects.
- Conduct comprehensive community outreach and public participation program.
- Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).

2.2 Project Budget

The total budget for U.S. EPA brownfields Community-Wide assessment grants are \$300,000. The Tribe and the successful consultant will develop budgets for assessment activities at individual brownfield sites as they are identified. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the Tribe's option whether or not to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

2.3 Project Management

The successful consultant, under the direction from the Tribe will:

1. Work with the Tribe in writing the text for the grant application.
2. Compile any associated demographic data to support the grant application.
3. Assist the Tribe with solicitation of letters of support from local stakeholders.
4. Review existing comprehensive plans and development regulations as they relate to redevelopment and site reuse within the Tribe.
5. Facilitate community outreach activities as needed to enhance the grant application.
6. Assist the Tribe with drafting a Resolution for Tribal Council upon completion of the grant proposal
7. Coordinate any necessary activities with U.S. EPA Region 10 staff for U.S. EPA grants.



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3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise proposals describing their capacity and success within the U.S. EPA brownfield grant program as well as their ability to manage and implement these types of grant funded projects on behalf of local units of government. The proposals should include a clear outline of how the firm would help the Tribe in preparing successful grant applications as well as the firm's ability to fully and effectively meet the requirements of assisting with implementation of grant(s) secured.

3.2 Proposals

Proposals should be prepared on standard size paper and limited to ten single sided (10) pages, exclusive of a maximum of five (5) resumes, limited to two (2) pages each. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below.

Business Organization: This section shall include the firm's name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included.

Management Outline and Project Approach: A description of the project and how the consulting firm will work with the Tribe in preparing successful U.S. EPA brownfields assessment grant application(s) and subsequent implementation of said brownfields grants. This section shall include the applicant's approach to grant preparation, community outreach activities, planning, organization, and management. Each consulting firm shall provide a list of proposed key personnel. This section may also include reference to past successes the consultant firm has had in submitting and managing successful EPA Brownfields grants.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. The Tribe may contact said persons to check on past performance records.

Cost: Provide a lump sum cost to prepare a single U.S. EPA Community-Wide Assessment Grant application in the amount of \$300,000. This should include and itemize grant preparation fees and any applicable success fees for the grant application. In the event the grant application is not successful, the consultant shall provide a lump sum cost to participate in a debriefing with U.S. EPA and prepare a resubmittal of any unsuccessful grant applications for FY 2021. The consultant shall also provide a current fee schedule including staff that would likely be involved in the grant implementation, the prices on which shall be fixed for a period of not less than 24 months.



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3.3 General Process

The Tribe will review and evaluate the proposals with the following criteria in mind: successful track record in obtaining grant funding; expertise related to relevant project components; firm and staff experience related to brownfields assessment, cleanup, and redevelopment planning; project approach; ability to facilitate public outreach activities; demonstrated ability to provide comprehensive and innovative environmental services; and cost. The Tribe reserves the right to accept or reject proposals on any basis it deems appropriate. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Proposals will be evaluated based on a 100 Point Scale as Follows:

PART A: Project Experience and Availability of Key Personnel: (Maximum 50 Points)

- Local knowledge of Kitsap County and the Reservation
- Availability of consultant team to meet in person with Tribe officials and Stakeholders with sometimes limited notice
- Experience preparing successful U.S. EPA brownfield grant applications
- Conducting Phase I and Phase II ESAs. Conducting environmental investigations and cleanups.
- Project experience in implementing U.S. EPA grant funded projects performed on behalf of tribes.
- Redevelopment planning and community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants.
- Other areas of expertise relevant to the project.

PART B: Regulatory and Scientific/Technical Knowledge: (Maximum 40 Points)

- Knowledge and expertise pertaining to federal environmental grant programs and track record preparing successful grant applications.
- Knowledge and expertise pertaining to federal environmental statutes or associated regulations.
- Knowledge and expertise pertaining to EPA environmental and other Federal, laws, and regulations.
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects, and contaminated site remediation.

PART C: COST (Maximum 10 Points)



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- The proposal will be evaluated for its relative value.

3.4 Terms and Conditions

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, the Tribe will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract.

The process of selecting organizations to provide consultation services for the Tribe's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317 - §200.326 for the implementation portion of this proposal and subsequent successful grant applications.

The Tribe reserves the right to accept or reject all proposals or portions thereof without stated cause. The Tribe reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the Tribe.

Upon selection of a finalist, the Tribe by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the Tribe, for any reason, is unable to reach a final agreement with this finalist; the Tribe then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Tribe may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The Tribe reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be emailed to jcarter@pgst.nsn.us, and a response shall be provided within 2 business days.

The Tribe is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the Tribe. The Tribe reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Tribe. The Tribe reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.



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3.5 Notification of Award

The Port Gamble S'Klallam Tribe plans to select a consultant on October 28, 2019 and approve a contract in November 2019. Should either party fail to execute a contract within 30 days of notification of award, the Tribe reserves the right to rescind the award and select services from another interested firm.

3.6 Submission Instructions and Addresses

Email and hardcopy submissions must be **received** by close of business October 25th. Please email submissions to jcarter@pgst.nsn.us in Portable Document Format (.pdf). Late proposals will not be accepted.

The mailing and hand delivery address is:

Port Gamble S'Klallam Tribe
Natural Resources Dept.
Attn: Josh Carter, Environmental Scientist
31912 Little Boston Road NE
Kingston, Washington 98346

The Port Gamble S'Klallam Tribe reserves the right to accept any proposal deemed to be in the interest of the tribe, to waive any minor irregularities in any proposal, to re-solicit for new proposals as deemed necessary by the Tribe, or not to award any contract at all. The Port Gamble S'Klallam Tribe reserves the right to the award a contract based on the proposal expected to be the most beneficial to the tribe based on qualifications and cost.

The Port Gamble S'Klallam Tribe, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.