



Request for Proposals (RFP)

to Perform a Phase II Environmental Site Assessment in Rural Alaska

Introduction

The Yukon River Inter-Tribal Watershed Council (YRITWC) is soliciting proposals for a services of a Phase II Environmental Site Assessment (ESA). The assessment will be conducted on a property located in Rural Alaska. The Phase II ESA will include determining the extent of any hazardous materials including Asbestos, Lead Paint, PCBs, and Petroleum Hydrocarbons. The reports will include any recognized environmental conditions (RECs) and professional recommendations.

This RFP provides specifications and requirements for prospective qualified environmental professionals to submit a proposal. Only proposals submitted no later **than 5 p.m. (AKDT) on July 27, 2016** will be considered. The work is funded by a cooperative agreement between the Environmental Protection Agency (EPA) and the YRITWC through the Small Business Liability Relief and Brownfields Revitalization Act of 2002. Proposed work shall meet all applicable federal requirements for work funded by the EPA 128(a) Brownfield Tribal Response Program including meeting ASTM standards set forth in E1903.

Site Description

The approximate size of the property is 30,000 sq ft. Further information will be provided once the contract is awarded.

Objectives and Scope

The overall objective in this project is to identify and evaluate any recognized environmental conditions of the assessed property, including testing and analysis. The final scope of services will be negotiated with the selected firm and modified as needed.

Scope of the project includes the following:

- Participation in planning and follow-up with various stakeholders via phone and site visits;
- Review of relevant site information (background documents, photos and maps) provided by the YRITWC Brownfield Tribal Response Program;
- A review of Phase I Environmental Site Assessment including standardized records (land title, environmental and historical records) of the property and historical review of site activity;
- Work plan development in close coordination with YRITWC Technicians including a Site Specific Quality Assurance Project Plan (QAPP);
- Approval by Alaska DEC to complete site work in partnership with YRITWC;
- A Phase II Environmental Site Assessment of the property for petroleum contamination; at least 1 site visit scheduled for mid-late August 2016;
- Site reconnaissance to the property as necessary;
- Sampling and laboratory analysis of water and soils;
- A Phase II ESA Final Report prepared for and finalized with YRITWC;
- Participation in a community and/or Tribal Council meeting(s) if held during the site visit and/or as follow-up to the final Phase II ESA Report.

Project Deliverables

All deliverables will be submitted to Willoughby Peterson, YRITWC Brownfield Program Manager. Submitted proposals should provide a description of documents to be produced as part of the deliverables of the project. At minimum, the following documents are expected:

- Provide a (1) draft Phase II ESA Report (following the American Society of Testing Materials report outlines).
- Provide three (3) final Phase II ESA Report including standardized records (land title, environmental and historical records), lab results, extent of contamination, and recommendations for additional action.
- Provide three (3) electronic copies on separate DVD discs of final Phase II ESA Report.

Proposal Qualifications

Qualifying proposals will include:

1. A description of the organization, including the name and address of firm, year established, number of employees, and descriptive background of staff and types of services provided.
2. Familiarity and experience with brownfield assessment or equivalent processes.
3. Key personnel assigned to the project and resumes provided. Include two sample projects.
4. The proposal should emphasize experience in the following: travel to rural Alaska villages, working in cross-cultural settings, knowledge of Alaska tribal institutions, and direct Phase II ESA implementing and reporting.
5. The proposals should also include a detailed budget and a tentative timeline of activities.

Schedule and Costs

The proposals should include time and cost estimates for all activities to be completed by **September 19, 2016**. Any deviations from this timeline must be expressly detailed in the proposal. Any extension to the timeline must be expressly requested to the YRITWC with at least four weeks advanced notice. YRITWC will not make travel arrangements and any associated costs with travel should be detailed in the proposal. Time should be allowed in the schedule for the YRITWC to review and provide feedback on drafts and for preparation of final documents. The YRITWC anticipates awarding a contract between \$25-45,000 with variability depending on the final scope of the investigation.

Directions for Submitting Proposals

Those responding to this RFP should submit a copy of their proposal, resumes, up to three professional references and two sample projects via email to Willoughby Peterson at wpeterson@yritwc.org. Proposals may also be submitted in person or by mail at the following address by the submittal deadline:

Yukon River Inter-Tribal Watershed Council
Brownfield Tribal Response
725 Christensen Drive, Suite 3
Anchorage, AK 99501

The deadline to submit proposals is **5 p.m. on July 27, 2016**.

All proposals will be reviewed by the YRITWC, which will select the client to be awarded the contract. YRITWC reserves the right to accept or reject any or all bids and waive any or all technicalities or informalities it deems inappropriate. There is no expressed or implied obligation for the YRITWC to reimburse responding firms for any expenses in preparing and submitting proposals in response to this invitation. Any questions should be directed to wpeterson@yritwc.org.

Selection of bid ensuing contract is subject to compliance with EPA regulations concerning the use of small, minority and woman-owned businesses, and compliance with EEO/Affirmative Action Regulations of the Department of Labor and YRITWC preference policies. Recipient shall comply with section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Equal Opportunity and EPA regulations. Recipient shall comply with YRITWC Intellectual Property/Confidentiality and Conflic of Interest Policies. A copy of our policies can be found at www.yritwc.org/Links.aspx.