

Example 1: Tribal Brownfields RFP

You may want your legal counsel, procurement office, EPA project officer or KSU TAB to review your RFP

Issued by: [Tribal Name] Environmental Protection Department

RFP Number: 2025-BF-RFP-01

Issue Date: September 18, 2025

Proposal Due Date: October 30, 2025, 4:00 PM

Contact Person: [Name], Environmental Program Manager

Email: [email]

Phone: (123) 456-7891

1. Introduction

The [Tribal Name] Environmental Protection Department (EPD) seeks proposals from qualified environmental consulting firms to conduct Phase I and Phase II Environmental Site Assessments, remediation planning, and technical support for brownfield redevelopment projects on tribal lands. This project is funded through the U.S. EPA Brownfields Program, with the goal of protecting tribal lands, supporting economic development, and fostering community health.

2. Proposed Timeline

Date/Time	Description
September 18, 2025	RFP Issued
October 9, 2025/4:00 PM	Questions Due
October 16, 2025	Responses to Questions Posted
October 30, 2025/4:00 PM	Proposal Due
November 10-14, 2025	Potential Interviews
November 18, 2025	Tribal Council Award of Contract

Provide at least 30 days between issuance and due date

3. Project Background

The [Tribal Name] Reservation contains several underutilized properties with potential environmental contamination, including former industrial and commercial sites. These brownfields hinder redevelopment opportunities for housing, small businesses, and community facilities. The EPD has identified five priority sites for assessment and remediation.

Site Details:

Site Name	Approx. Size	Suspected Contaminants	Current Use
Old Trading Post	2 acres	Petroleum hydrocarbons	Vacant lot
Riverside Lot	1.5 acres	Heavy metals	Vacant/undeveloped

Former Gas Station	0.5 acres	Petroleum hydrocarbons, solvents	Vacant lot
Community Workshop Site	1 acre	Lead paint, asbestos	Abandoned building
Marketplace Parcel	3 acres	Unknown	Vacant lot

4. Scope of Work

The selected contractor will provide:

Phase I ESA

- Historical records review, site reconnaissance, interviews
- Identification of Recognized Environmental Conditions (RECs)
- Phase I ESA report with recommendations for Phase II

Phase II ESA

- Soil, groundwater, and building material sampling
- Laboratory analysis per EPA-approved methods
- Risk assessment for human health and the environment
- Phase II ESA report

Remediation Planning

- Development of a Remedial Action Plan (RAP)
- Coordination with tribal authorities and EPA
- Implementation oversight (if approved)

Community Engagement

- Facilitate at least 3 tribal community meetings
- Prepare culturally appropriate materials
- Incorporate community input into project planning

Reporting & Compliance

- Monthly progress reports
- Final technical report including all assessments, remediation documentation, and community engagement summary
- Ensure compliance with 2 CFR Part 200, Davis-Bacon, and Build America, Buy American requirements
- Comply with all applicable Tribal, state and federal standards related to Environmental Site Assessments

Specify if contractor must complete ACRES reporting vs. provide a report to Tribe

5. Proposal Requirements

Proposals must include:

1. Cover letter signed by authorized representative
2. Firm profile and relevant experience
3. Project approach/methodology
4. Team qualifications and resumes
5. Community engagement plan
6. Detailed cost proposal
7. Timeline with key milestones
8. References (minimum 3)
9. Required forms and certifications (EPA Forms, Tribal Business License, etc.)

This can be separate from
the proposal

6. Evaluation Criteria

Criteria	Points
Technical approach & methodology	25
Experience & team qualifications	20
Community engagement plan	15
Cost proposal	25
References	10
Compliance & certifications	5
Total	100

EPA recommends cost
proposal be 25% of
evaluation criteria

Your may require proposals to
be submitted as hard copy

7. Submission Instructions

Submit electronic proposals to [email] by 5:00 PM on October 20, 2025. Late submissions will not be considered. Questions must be submitted by October 10, 2025; answers will be shared with all interested proposers.

8. Contact Information

[Name]

Environmental Program Manager

[Tribal Name] EPD

[Address]

Email: [email]

Phone: (123) 456-7891