

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Purpose

The Port of Whitman County, Washington (Port) is initiating this Request for Proposals (RFP) to invite licensed and qualified firms to submit proposals to the Port to provide various professional services under its recently awarded FY25 Brownfields Cleanup Cooperative Agreement from the US Environmental Protection Agency (EPA). This solicitation is being issued in part to comply with all applicable federal, state and local procurement rules and regulations including, but not limited to, 2 CFR 200 and 1500 as well as 40 CFR 33. All notices related to this RFP will be posted at <https://drive.google.com/drive/folders/1mRMFXV-EFpZkPHiwSh1uyY4SEXZcZaJx?usp=sharing>.

Schedule of Procurement Activities:

Activity	Date
RFP Issuance	Monday, September 15, 2025
Questions Deadline	Monday, October 6, 2025
Responses Published	Wednesday, October 8, 2025
Proposals Deadline	Thursday, October 16, 2025, 2 p.m. PST
Interviews (If Applicable)	Weeks of October 20 and October 27
Anticipated Selection	Week of November 6, 2025
Desired Contract Start	December 1, 2025

The Port reserves the right to revise the schedule above.

Proposals Deadline: Thursday, October 16, 2025, 2:00 p.m. PST. Submittals including all requested information must be received by the Port no later than the Proposals Deadline. Submittals received after the deadline will not be accepted. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will be rejected without review.

Method of Submittal: Proposals must be in writing and address each of the elements outlined in the RFP. Proposals must be submitted electronically and be in searchable .pdf format. The submittal shall be organized in the order of the Contractor Required RFP Submittals listed below. The maximum upload file size is 1000 MB. Please **do not embed** any documents within your uploaded files, as they will not be accessible or evaluated.

Submissions will be accepted via email at brenda@portwhitman.com. The subject line shall be **"CLEANUP GRANT RFP."** The body of the email shall contain the following information: RFP title; name of Proposer; and name, address, email, phone number of the point of contact for any questions concerning the proposal. It is the Proposer's responsibility to confirm the Port's receipt.

Questions: All questions must be submitted via email to brenda@portwhitman.com by Monday, October 6, 2025. Questions received after this deadline will not be considered. The Responses to all properly submitted questions will be posted on Wednesday, October 8, 2025, at <https://drive.google.com/drive/folders/1mRMFXV-EFpZkPHiwSh1uyY4SEXZcZaJx?usp=sharing> as an addendum to the RFP.

Minimum Qualifications: The Port requires a well-managed and financially sound firm with demonstrated skills and technical ability, high levels of customer service, responsiveness, and satisfaction, to fulfill the requirements outlined in this RFP.

Disadvantaged Business Enterprises: Per 40 CFR 33, state firm's status as a DBE or non-DBE and if a DBE subcontractor is being included as a part of the response. If the firm is claiming DBE status for itself or a subcontractor, valid certifications must be included in the response. Neither the respondent nor a subcontractor will be considered a DBE without valid certification submitted as a part of the response. If subcontracted services were solicited as a part of the response, describe and document the firm's compliance with 40 CFR 33. Attach a completed US EPA Form 6100-3 and 6100-4, as applicable.

Background:

Project Description:

The Project addresses a contaminated site in the Town of St. John (population 599, 0.6 square miles), Whitman County, Washington. In St. John, the brownfield site decreases the quality of life and contributes to lack of basic services for residents and lost tax revenue for local government. The site reuse strategy envisions a new clinic. Since 2021, Whitman Health and Medical Clinics (WHMC), a public hospital district serving rural Whitman County, has sought land for a new clinic in St. John. WHMC has been working with St. John to build a new clinic for the past 3 years, but buildable land in St. John is severely limited. WHMC targeted the site for the clinic several years ago but paused work due to contamination.

The site cleanup will address a compelling community need and will serve the disproportionately older population of the town. A new clinic in St. John supports local and regional public health and service provision goals, as well as economic development goals, since lack of basic services risks making the County less attractive for investment. The proposed site reuse strategy also supports infill development and aligns with county and Port land use policies that promote sustainable land use and preservation of farmland. The project remediates a 0.3-acre site in downtown St. John (the Site). The Site is 5 adjacent parcels bordered by E. Front Street to the north, Main Street to the east, an alley to the south, and a hardware store to the west. The site is located outside the 100-year floodplain. The Site is vacant except for one 4,000 s.f., two-story decayed cinderblock building in the southeast corner. The remainder of the site was a gas station from 1946 to the early 1970s when it was demolished. Soil and groundwater petroleum contamination was discovered during a brownfields assessment and require cleanup to allow for construction of a new healthcare facility.

Project Location:

4 S Main Street, St. John, WA 99171

47°05'29"N 117°34'47"W

Consisting of Whitman Count Parcel Numbers 116500001080001, 116500001060003, 16500001080002, 116500001070001, and 116500001070003

Project Schedule: The selected contractor should be prepared to enter into a contract and begin work as directed on or about Monday, December 1, 2025. It is anticipated that the contracted services as described in this RFP shall be completed no later than by Sunday, September 30, 2029.

Scope of Work: The Port is seeking proposals from qualified and experienced individuals and/or firms for professional services to provide technical and project assistance for the preliminary identified tasks below, **actual scope of work to be finalized as part of the contract:**

Task 1: Project Management and Reporting: Project management will be conducted by Port's staff. The selected contractor will assist with ensuring information for reporting requirements (quarterly, annual and Federal Financial Reports) are provided and that all deliverables are in accordance with EPA regulations and guidelines. A description of these items and submission requirements are as follows:

- Submittal of Quarterly Progress Reports- due on the 30th of January, April, July and October. Provide monthly summary reports (1-2 pages) that will assist with reporting in ACRES (Assessment Cleanup Redevelopment Exchange System) – EPA's national brownfield database. The selected contractor may be called on to assist with reporting in ACRES. Assist with development of required progress reporting and compliance reporting (quarterly and final reports, quarterly ACRES updates, annual financial reports.)
- Final Closeout Report: Assist in preparing information necessary to submit to EPA within 120 calendar days after the expiration or termination of the award. The report will generally contain the same information as the Quarterly Progress Reports and cover the entire project period and include before and after photos of the cleanup site. In addition, the Final Performance Report will specifically address lessons learned by the Port/its contractors in implementing the cleanup as well as successes achieved, and a summary fact sheet of the project.

Task 2: Community Engagement: Outreach to community to ensure that community concerns are considered in cleanup planning and execution.

- Assist Port staff with the following:
 - Preparation of the Community Involvement Plan (CIP) to guide the engagement activities to keep the community informed of project progress and results and the opportunity to be involved with the project. The plan must include providing reasonable notice to the community and opportunity for public involvement and comment on the proposed cleanup options under consideration for the site.
 - Preparation and maintenance of the Administrative Record that contains the documents that form the basis for the selection of a cleanup plan.
- Assist Port staff with the following objectives:
 - Provide guidance, when necessary, in quarterly partner meetings, guide grant activities, help disseminate outreach materials, serve as project ambassadors to the community, and provide input on key milestones and site prioritization.
 - Holding community open houses at accessible hours with a virtual option for maximum participation.
 - Outreach to residents, businesses, community leaders, community groups near project site via phone, social media, email, handouts, and USPS periodically throughout the grant period.
 - Tabulating public input, review for incorporation into decision-making, and publish on the project website.

Task 3: Cleanup Planning & Programmatic Requirements: The preferred cleanup alternative is to remove subsurface contaminated soil posing the greatest human health risk and monitor groundwater to ensure the community's aquifer quality. The Port will also install a vapor mitigation system using non-

EPA funding to address the potential for petroleum vapor intrusion and will demolish the onsite structure using non-EPA funding. Contaminated soil will be excavated where soil concentrations exceed cleanup levels. This will involve excavating an approximately 2,100 square foot area up to 15 feet below ground surface, generating approximately 31,600 cubic feet (1,170 cubic yards) of soil for off-site disposal at an appropriate disposal facility. Post-excavation, bottom and sidewall confirmation samples will need to be taken to confirm that excavation removed contaminated soils. The excavated area will be backfilled with imported soil to the approximate surrounding ground surface to prepare for construction.

- Activities under this task include:
 - Conducting 30-day public review and comment period of draft Analysis of Brownfield Cleanup Alternatives (ABCA).
 - Finalizing ABCA to incorporate comments from public/regulatory review and obtain R10 EPA Project Manager approval.
 - Securing all permits/regulatory approvals.
 - Developing Site cleanup plans including Health and Safety Plan (HASP), Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plan (SAP).
 - Completing 100% design documents.
 - Preparing bid documents for soliciting cleanup contractors and complete bidding process.

Task 4: Cleanup Performance and Completion: Procure a remediation contractor in compliance with 2CFR 200.317-326.

- Activities under this task include:
 - Assisting with contractor oversight to ensure cleanup meets City, state, federal regulations and that Site advances toward regulatory closure.
 - Collection of bottom and sidewall confirmation samples to confirm that excavation removed contaminated soils.
 - Preparation or approval of a final report or other documentation that confirms the cleanup is complete and meets the cleanup standards identified in the Final Cleanup Plan.

Contractor Required RFP Submittals:

1. Cover Letter/Executive Summary – Provide a cover letter indicating your interest in serving as the organization to conduct the scope of work for the Port. Describe how the delivery of services will be provided and the anticipated response time to requests. Include the name, phone number and email address for the proposal evaluation contact and the signature of a person authorized to bid/negotiate the terms of the proposal.
2. Profile and Experience – This section of the proposal should establish the ability of the firm to satisfactorily perform the required work by demonstrating experience in performing work of a similar nature; competence in the services to be provided; strength and stability of the firm; staffing capability; workload; and record of meeting schedules on similar projects. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP. If applicable, identify subcontractors by company name, address, contact person, telephone number, and project function. Describe the firm's experience working with each subcontractor and information specific to the subcontractor's qualifications to perform the identified services.

3. Staffing and Project Organization – Describe the method that will be used to manage the project and subcontractors as well as identify key personnel assigned. Submit a project organization chart that shows relationships among the project staff and subcontractors and assigned work tasks. Provide resumes of the proposed Project Manager.
4. Work Plan- Methodology – Provide a detailed narrative that addresses the Scope of Work requirements and shows the firm’s understanding of the proposed project and shall contain sufficient detail to convey the firm’s knowledge of the subjects and skills necessary to successfully complete the project. Include a timeline that includes key milestones.
5. Cost Proposal –Provide an itemized and detailed price list of the fees to provide this service including staff costs, rates, and any other expenses necessary to accomplish the tasks and deliverables. The evaluation under this section is designed to award the contract not necessarily to the lowest bidder but to the proposal that best meets the requirements of the RFP.
6. References – Provide 3-5 organizations that the Port can contact as a reference for working with you to provide this service. Include the name, title, email address, and telephone number of the person(s) at the reference organization who is most knowledgeable about the work performed and the timeframe the work was performed.

Selection Process:

The Port will consider the completeness of the proposal and how well the proposal meets the needs of the Port. Each proposal will be evaluated against the six (6) factors set forth below:

	Criteria	Weight - 100%
1	Cover Letter	5%
2	Demonstrated experience in addressing contaminated properties	20%
3	Demonstrated experience in successfully completing tasks/projects	20%
4	Demonstrated experience in effectively engaging with community members and federal and state agencies	10%
5	Experience and capacity of project team/personnel	10%
6	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 (2 CFR 200.404)	30%
7	References	5%
	Submittal Score TOTALS:	100%

Interviews (if necessary): The Port may conduct in-person (Colfax, WA) interviews at its sole discretion. If interviewed, respondents will be encouraged to elaborate on their qualifications, performance data and staff expertise relevant to the contract, among other things. Respondents will be contacted to schedule interviews.

Rejection of Proposals:

The Port will have the right to reject any and all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. The Port further reserves the right to accept the proposal which is in the best interest of the Port of Whitman County. The Port reserves the right to reject any proposal if the Port's review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of the Port, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this RFP. The Contractor will be required to comply with all Local, State and Federal laws and regulations pertaining to equal employment opportunities. The Contractor will upon successful award be required to execute a contract with the Port.

Contractual Terms and Conditions:

The resulting contract will be through the completion of the grant term, September 30, 2027. The Port may amend or extend this contract to accommodate the terms and conditions of the 2023 Brownfields Assessment Grant or future EPA grants awarded to the Port of Whitman County provided a market survey conducted by the Port indicates that prices the contractor proposes are reasonable.

The successful Proposer will be expected to execute a contract with the Port of Whitman County on a form that is approved by the Port Attorney. A sample of the Port's "Personal Services Contract" is attached (Attachment A) and may be modified at the Port's discretion or as negotiated between the Port and selected Contractor.

Nondiscrimination and Equal Opportunity:

The Port complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Port commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the Port will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

Costs of Submitting a Proposal: The cost of submittal and any related expenses, including travel and presentations, shall be entirely the responsibility of the Respondent. The Port reserves the right to reject all proposals.

Preparation Costs:

The Port will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administration, judicial, or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Proposal Acceptance Period:

- Award of this RFP is anticipated to be announced within forty-five (45) calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

Confidentiality:

- The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information and the property of the Port.

Signature Requirements:

- All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the date set as the deadline for receipt of proposals.
- Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Amendments to Proposals:

- Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline.
- A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the company. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Port after the date of receipt and following oral presentations.

Federal Funding

- This RFP is issued in compliance with federal procurement standards outlined in 2 CF 200, including CFR §200.318 - CFR §200.327 and 1500 as well as 40 CFR 33 and any applicable prevailing wages (i.e., Davis-Bacon). The selected contractor must ensure full compliance with all applicable federal, state and local regulations, laws and ordinances including Disadvantaged Business enterprise (DBE) participation requirements, including good faith efforts.
- The selected contractor must comply with all applicable federal regulations regarding equal employment opportunity (EEO), debarment and suspension (2 CFR 180), and conflict of interest (2 CFR 200.318) provisions. Additionally, the firm must ensure compliance with the EPA's debarment regulations and must not have any individuals or entities listed on the Excluded Parties List System (EPLS).