

RFP FOR PROFESSIONAL SERVICES

RFP # NyECC-25



Notification:

Issued: September 8, 2025

Deadline: 2:00pm on October 13, 2025

Point of Contact for RFP:

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RFP SCHEDULE

The following timeline is approximate and subject to revision (all times listed are Pacific Standard Time):

RFP Released:	September 8, 2025
Questions to NyECC:	2:00pm on September 22, 2025
NyECC Response to Questions:	2:00pm on September 26, 2025
RFP Submission Deadline:	2:00pm on October 13, 2025
Selection:	On or before November 14, 2025

NOTICE IS HEREBY GIVEN that the NyE Communities Coalition (NyECC) will receive proposals for the project. Said proposals must be received via email by **NyECC NO LATER THAN 2:00 p.m. PST on October 13, 2025**. Proposals shall be sent to jess@nyeccc.org with **RFP # NyECC-25 as subject line**. Proposals received after the deadline will not be accepted. The right is reserved to reject any proposal or to accept any proposal which is deemed by NyECC to be in the best interest of NyECC and the coalition partners, Nye, Lincoln, and Esmeralda Counties. NyECC reserves the right to waive any irregularities and/or informalities in the proposal process.

PROJECT DESCRIPTION

NyECC is requesting interested Qualified Environmental Professionals (QEPs) to submit a proposal to provide professional services related to technical and project assistance to NyECC in support of its FY23 U.S. Environmental Protection Agency (EPA) Brownfields Community-Wide Assessment Grant within the boundaries of, Nye, Lincoln, and Esmeralda Counties in Nevada, designated as redevelopment areas. The selected contractor will assist by providing project management, community outreach services, preparing an inventory of potential Brownfields sites, conducting Phase I and Phase II assessments on priority sites, assisting with required reporting including but not limited to providing monthly summary reports to NyECC, ACRES reporting, and developing clean-up plans.

The work to be performed under this Contract shall be commenced by the successful contractor after all executed Contract documents have been submitted for each unique scope of work, and after receiving a notice to proceed (NTP) by NyECC.

This RFP may be obtained online at: <http://www.nyeccc.org>.

Any questions should be directed to Jess Rosner, Program Evaluation Manager, jess@nyeccc.org.

BACKGROUND

The NyE Communities Coalition (NyECC), a non-profit organization, serves as a cornerstone for socio-economic support across Nye, Esmeralda, and Lincoln Counties, encompassing the Duckwater Shoshone Reservation in Nevada. These rural areas, home to a total population of 56,819 spread over 32,425 square miles, face significant challenges stemming from limited infrastructure, water scarcity, and food deserts. Historically reliant on industries such as mining, military facilities, and agriculture, these communities grapple with the legacy of mine-scarred lands, environmental hazards, and aging populations.

Despite recent strides in renewable energy, characterized by investments in solar power and electrical infrastructure, the region's local governments struggle to meet the evolving needs of

their communities. The influx of renewable energy workers and businesses exacerbates the strain on infrastructure and services, highlighting the urgent need for revitalization efforts. NyECC, in collaboration with stakeholders and governmental bodies, seeks to address these pressing issues and pave the way for sustainable growth and development across the target area.

SCOPE OF WORK

In addition to the services (e.g., community outreach plan, preparing an inventory of Brownfields sites, conducting Phase I and Phase II assessments on priority sites, developing clean-up plans, and reporting) that Brownfields grants recipients regularly seek from a QEP, the contractor selected through this solicitation will be required to work with NyECC to provide project management and community outreach services. While NyECC will play an active role in the implementation of the Brownfields program, and bear responsibility for accountability to the EPA, as well as provide a project manager and staffing, the selected consultant will be expected to provide their own staffing needed to carry out Tasks 1-3, including Project Management, Planning, Community Outreach, and Reporting.

Before responding to this RFP, please review the Goals and Objectives; Project Goals; Tasks 1-3; and Milestones and Deliverables.

The total funding available for the contract is up to \$243,000 for RFP # NyECC-25.

GOALS AND OBJECTIVES

NyE Communities Coalition (NyECC) seeks proposals to support the assessment of sites that are safe/unhealthy; are consistent with program goals (increasing affordable housing, diversifying economic development, and improving community resources/benefits); and have available project completion funding.

Task 1: Program Implementation and Tracking

Description: NyECC will oversee contractor activities, conduct reporting, and develop an Area-wide Planning document.

Task 2: Environmental Site Assessments and Planning

Description: Prioritized sites will undergo assessments, including Phase I and II ESAs, Sampling and Analysis Plans, and Cleanup and Reuse Plans.

Completed Tasks: 6 Site Eligibility Applications, 6 Site Access Agreements, 6 Phase I ESA & AAI Reporting Checklist, 2 QAPPs, and 1 Phase II ESA.

Task 3: Public Outreach and Document Development

Description: Provide online access to project information, engage rural populations, and acknowledge EPA as a funding partner.

Completed Tasks: 1 Revised Community Outreach Plan (minor revisions possible), 7 Social Media Posts, and 6 Articles for the NyECC Newsletter.

Interested parties are invited to submit proposals aligned with these tasks to contribute to the revitalization and resilience of rural communities in Nevada.

PROFESSIONAL SERVICES

The purpose of this RFP is to solicit the information needed for NyECC to select a QEP to provide professional services, including but not limited to environmental services, to support NyECC in continuing its ongoing work to assess Brownfields sites. NyECC will be using federal funds as provided through its FY23 EPA Brownfields Community-Wide Assessment Grant to conduct assessments of contaminated or potentially contaminated properties within the boundaries of NyECC's designated redevelopment areas. The three (3) areas are Nye, Lincoln, and Esmeralda Counties, including the Duckwater Shoshone Reservation (located within Nye County) in Nevada. The selected contractor will assist by providing project management and community outreach services, preparing an inventory of potential brownfields, conducting environmental site assessments on priority sites, and developing clean-up plans, and assisting with reporting.

The intent of the RFP is to comply with City, State and Federal procurement requirements, including but not limited to 2 CFR 200 and 1500, as well as 40 CFR 33. All proposals will also be expected to follow such regulations and requirements.

The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR 33 in the award and administration of contracts under the EPA financial assistance agreement. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

The contractor shall maintain and provide NyECC with all information necessary to prepare and submit the required annual MBE/WBE Utilization Report (EPA Form 5700-52A).

The awarded firm will be required to provide a UEI (Unique Entity Identifier) to NyECC prior to award. If you need a UEI, please visit the U.S. General Services Administration (<https://www.gsa.gov>) to learn more.

SUBMITTAL PARAMETERS

Respondents replying to this RFP are required to submit relevant information that will be used in the evaluation. The submittal shall have at a minimum, the following information:

1) Cover Letter (Recommend 2 pages or less; 5 pts)

- Geographic location of the principal office of the firm and the office (if different) which would be responsible for providing services.
- Description of the overall capabilities of the firm and the services which the firm is interested in providing NyECC.
- Number of employees within the firm and within the local office responsible for providing services to NyECC.

2) Demonstrated Experience in Addressing Contaminated Properties (Recommend 4 pages or less; 15 pts)

- Summary of (up to three) projects that the respondent, and any subcontractors, has addressed contaminated properties or those perceived to be contaminated.

3) Demonstrated Experience in Successfully Completing Tasks/Projects (Recommend 10 pages or less; 20 pts)

- Define firm and individual department hierarchy, provide a description of current in-house quality control, and explain resources available to complete the project.

- Describe approach and work plan for all services requested especially with reporting, compliance with federal and state regulations including maximizing grant funding, addressing quality control, and utilizing innovative technical approaches.
 - a) Provide information relating to work schedule and how respondent will complete work timely, set benchmarks, and meet outcomes.
 - b) State the minimum expectations for involvement of, and information the respondent firm needs from NyECC to accomplish the project.
- 4) Demonstrated Experience in Effectively Engaging with Community Members and Federal and State Agencies (Recommend 10 pages or less; 15 pts)**
- This project includes NyECC informing and working with the public in various capacities. Provide experience in how you have assisted in such activities in similar situations with helping the public understand environmental concerns and issues as well as presenting to elected officials or other stakeholders.
 - Describe how you will work with NyECC to support it with disseminating information to the public, The minimum number and type of public meetings, workshops, meetings with staff, and meetings with outside parties such as NyECC that the respondent will attend.
- 5) Experience and Capacity of Project Team/Personnel (Recommend 2 pages or less; 15 pts)**
- Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. A list of management and staff personnel in the office(s) that would be providing services to NyECC (full resumes may be added in an appendix if desired but should be limited to one page per person, or less).
 - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, skills related to the project, education, experience, and other pertinent information, including experience working with contaminated or perceived contaminated properties.
- 6) Reasonableness of Cost/Price Proposal (Recommend 2 pages or less; 25 pts)**
- Provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimated hourly charge or task charge (e.g., for a Phase I EA, for a Phase II EA, etc.) and estimated hours to be assigned for staff members and/or sub consultants.
 - Provide total costs for the project and include the quantity of each task.
 - Provide documentation of cost reasonableness.
 - The evaluation process is designed to award this procurement not necessarily to the proposal with the least cost, but rather the proposal that meets the requirements of this RFP.
- 7) References (Recommend 2 pages or less; 5 pts)**
- List names, addresses, telephone numbers and fax numbers/e-mail addresses of three (3) references for whom similar work has been accomplished. The respondent grants permission to NyECC to contact the references provided. NyECC may evaluate references at its discretion. Do not include current staff of NyECC.

RFP RESPONSE FORMAT

The proposal should be in Times New Roman size 11 with one-inch margins. Proposals must be sent electronically via email to jess@nyecc.org. Send email with RFP # NyECC-25 as subject line. Proposals not received by the deadline will not be accepted.

It is the proposer's sole responsibility to see that their proposal is received at the place, date, and time specified. Any proposal received after the deadline will be rejected. Mailed, oral, facsimile, telegraph, or telephone modifications will not be considered.

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by NyECC shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement. All proposals shall become the property of NyECC and shall not be returned. All proposals submitted may become public records under the laws of the State of Nevada and the public may be given access thereto after the formal process has been completed.

EVALUATION PROCESS

Responsive proposals will be evaluated in accordance with the requirements stated in the RFP and any addenda issued. Evaluation of proposals shall be accomplished by an evaluation team to be designated by NyECC, which will determine the ranking of the proposals.

NyECC reserves the right to conduct Oral Interviews at their discretion.

EVALUATION CRITERIA

The following evaluation criteria will be used for evaluation purposes:

Criterion		Possible Points
1	Cover Letter	5
2	Demonstrated experience in addressing contaminated properties	15
3	Demonstrated experience in successfully completing tasks/projects	20
4	Demonstrated experience in effectively engaging with community members and federal and state agencies	15
5	Experience and capacity of project team/personnel	15
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	25
7	References	5
Total		100
Interview (If applicable)		20

ORAL INTERVIEW

Written submittals and interviews (if considered necessary) will be utilized in selecting the winning proposal. NyECC, at its sole discretion, may elect to select the top scoring respondents from the written evaluation for an interview and final determination. Should NyECC elect to hold interviews, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by the contractor at the oral interview, if any, will be considered binding.

AWARD OF CONTRACT

This RFP does not obligate NyECC to award a contract.

NyECC reserves the option of awarding this contract in any manner most advantageous for the organization.

Award of contract, when and if made, will be to the proposer whose Proposal is the most favorable to NyECC, taking into consideration the evaluation factors.

The resulting contract will be for up to 2 years. NyECC may amend or extend this contract beyond the initial contract period to accommodate the terms and conditions of the FY23 Brownfields Assessment Grant or future EPA grants awarded to NyECC within this 2-year period provided a market survey conducted by NyECC indicates that the prices the contractor proposes are reasonable.

NEGOTIATION(S)

NyECC shall reserve the right to negotiate any terms and conditions of proposals received, with the final candidate(s) prior to acceptance/rejection of said proposal(s).

Upon determination of the winning proposal, NyECC will commence negotiations with those firms that will be selected for open-ended contracts.

COMMUNICATION WITH UNSUCCESSFUL RESPONDENTS

Upon request by email, a summary of the evaluation review will be provided to unsuccessful respondents.

QUESTIONS/INFORMATION

Questions concerning aspects of the Proposal process, Post-Award process, and/or Specifications or Project Scope should be sent to and addressed to: Jess Rosner, Program Evaluation Manager, jess@nyecc.org. Questions are due by 2 pm Pacific Standard Time on September 22, 2025. The response to questions will be as a written addendum to this RFP by 2 pm Pacific Standard Time on September 26, 2025.

RFP SCHEDULE

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STATUS OF SUCCESSFUL PROPOSER

A successful proposer shall have the status of an "Independent Contractor" as defined by current State and Local Statutes and shall not be entitled to any or all rights, privileges, benefits, and emoluments of an employee of NyECC.

SUBMISSION

To be considered for selection, signed proposals must be received later than Wednesday, October 13, 2025, at 2:00PM (Pacific Standard Time).

Proposals shall be sent to jess@nyecc.org with RFP # NyECC-25 as subject line.