



***NAY'DINI'AA NA' KAYAX***  
**CHICKALOON VILLAGE TRADITIONAL COUNCIL**  
**PO Box 1105~CHICKALOON~ALASKA~99674**

**REQUEST FOR PROPOSALS**

**Independent CONTRACTOR for**  
**Environmental Sampling and Analysis of Brownfield Cleanup Alternatives**  
**(ABCA) at the Sutton Community Hall Site**

CVTC seeks a qualified environmental contractor to complete interior and exterior environmental sampling and to develop an Analysis of Brownfields Cleanup Alternatives (ABCA) for the Sutton Community Hall Site in Sutton, Alaska, in compliance with Alaska Department of Environmental Conservation (ADEC) and U.S. Environmental Protection Agency (EPA) requirements.

**I. Background**

The Sutton Community Hall is a historic structure built in 1927 and relocated to Sutton, Alaska in 1954. The building has not been used since the 1990s and is currently structurally unsound. Multiple assessments have indicated contamination concerns, including:

- Asbestos-containing materials (ACM) confirmed on-site
- Suspected lead-based paint (LBP), mercury, PCBs, and petroleum-based contaminants
- Incomplete hazardous building material (HBM) data, particularly in the basement
- Suspected soil contamination from historical activities (e.g., target shooting, heating oil tanks; coal storage)

A February 2025 structural assessment concluded that the Sutton Community Hall is significantly deteriorated and may pose structural instability hazards, particularly in the basement area. Contractors should anticipate working in an environment with potential risks such as unstable overhead flooring and ceilings, degraded structural supports, and the presence of hazardous building materials (e.g., asbestos-containing materials, lead-based paint). Proper safety precautions and planning are required, and proposals must address how work will be conducted safely under these conditions.

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The following documents are available and will be emailed upon request:

- The Sutton Community Hall Department of Environmental Conservation Brownfield Assessment and Cleanup (DBAC) Award which has a detailed history of the site
- Sutton Community Hall Environmental Site Assessment Phase I (ESA I), ESA II, and Limited Hazardous Materials Building Inspection (HMBI)
- Sutton Community Hall Conditions Assessment

## **II. Project Objectives**

The objective of this project is to identify the type and extent of contaminants that may exist on the property and within the Sutton Community Hall building, assess potential impacts on human health and the environment, and develop inclusive cleanup alternatives. Funded by an Environmental Protection Agency (EPA) Tribal Response Program cooperative agreement and in compliance with Alaska Department of Environmental Conservation (ADEC) and U.S. EPA requirements, this project will:

1. Conduct comprehensive sampling to fill known data gaps
2. Identify contaminants that may impact demolition, reuse, or disposal
3. Assess potential groundwater contamination
4. Engage with the community and incorporate feedback
5. Prepare a complete and compliant Analysis of Brownfields Cleanup Alternatives (ABCA) for the Sutton Community Hall site

## **III. Scope of Work**

### **Task 1: Site Visit and Sampling Plan**

The contractor shall develop a detailed understanding of the site through a preliminary visit and prepare project planning documents necessary for regulatory review and approval.

- Conduct a site walk with CVTC and DEC representatives to finalize sampling locations
- Develop and submit a Sampling and Analysis Plan (SAP)/Work Plan for approval by CVTC and ADEC
- Prepare and submit a Quality Assurance Project Plan (QAPP) prior to sampling
- Complete a site characterization study to understand the environmental, geological, and infrastructural conditions of the property

## Task 2: Environmental Sampling

The contractor shall perform sampling and analysis activities to identify contaminants present on the site and within the structure, following approved SAP and QAPP procedures.

### Interior Sampling:

- Interior sampling must account for potential structural hazards in unstable areas of the building.
- Conduct Hazardous Building Materials (HBM) survey and sampling
- Sample for Asbestos Containing Material (ACM), Lead Based Paint (LBP) PCBs, mercury, and petroleum residues

### Exterior Sampling:

- Conduct soil borings (minimum of 10 borings to at least 12 ft or until refusal/groundwater)
- Analyze for DRO, GRO, RRO, VOCs, PAHs, and RCRA metals
- Install temporary monitoring wells and sample groundwater if encountered
- All samples must be analyzed by a certified laboratory

## Task 3: Community Engagement (Aligned with ABCA Requirements)

The contractor shall assist CVTC in fulfilling EPA public participation requirements by presenting site findings, soliciting community input, and supporting informed decision-making during ABCA development.

- Host one public meeting after sampling analysis to present results and potential cleanup options. The public meeting must include a verbal presentation of sampling results, a summary of potential cleanup options, and time for public comment/questions.
- Provide a verbal presentation, a plain-language 1-page handout, and an opportunity for public questions and comments.
- Submit presentation materials (slides, handouts) to CVTC for review prior to public distribution.
- Summarize community input received and describe how input is addressed within the ABCA.

## Task 4: ABCA Development

Based on collected data and community feedback, the contractor shall develop a complete Analysis of Brownfields Cleanup Alternatives (ABCA) consistent with EPA guidelines.

- Review all site data and develop cleanup alternatives (minimum of three, including "No Action")
- Evaluate each alternative for effectiveness, implementability, cost, and alignment with reuse goals voiced at the Community Meeting and as directed by CVTC
- Submit a draft ABCA to CVTC and ADEC for review
- Finalize ABCA based on feedback

#### **IV. Contractor Requirements**

- Personnel qualifications and experience with environmental site assessment and brownfield remediation planning
- Thorough knowledge of ADEC and EPA regulations
- All tasks will be overseen and signed off by a Qualified Environmental Professional (QEP) in the State of Alaska as defined by the Alaska Administrative Code 18 AAC 75.333
- Licensed, bonded, and insured to conduct work in Alaska
- If selected, contractor will need to purchase a Chickaloon Village Traditional Council business license

#### **V. Proposal Requirements**

Interested contractors must submit a proposal that includes:

- Company background and relevant qualifications
- Proposed methodology and schedule, including a discussion of how work will be performed safely in potentially unstable and hazardous conditions.
  - Contractors must describe planned health and safety measures, including any required Hazard Safety Analysis (HSA) or equivalent hazard assessment. Contractors are encouraged to visit the site during the proposal period to assess access challenges and conditions.
- Itemized cost estimate (labor, equipment, analysis, etc.)
- List of key personnel and their qualifications
- References for three similar projects

Contractors are welcome to propose alternative approaches or technologies if clearly justified and compliant with ADEC/EPA requirements.

## VI. Deliverables & Timeline

CVTC anticipates the following timeline and deliverables:

Contractors should indicate their availability and capacity to meet the proposed schedule:

1. Sampling Plan and QAPP: Due by 7 Jul 2025 (within two weeks of contract award; with flexibility up to July 14 to allow for DEC approval)
2. Field Sampling and Laboratory Analysis: Completed by 5 Aug 2025 (within three weeks of plan approval; subject to QAPP approval)
3. Draft Site Characterization Summary: Submitted 5 Sep 2025, or within 30 days of fieldwork completion, whichever is later.
4. Public Meeting: by 5 Sep 2025 (must occur before Draft ABCA to include stakeholder input)
5. Draft ABCA: Submitted by 10 Sep 2025
6. Final ABCA: Submitted by 30 Sep 2025 (within 30 days of receiving comments)

This timeline is also available in table form on the following page.

**Note:** Due to Alaska's short field season, CVTC intends to move quickly. Contractors should indicate availability for prompt mobilization and flexibility in responding to weather or lab-related delays. If unforeseen delays impact deliverable timing, CVTC will coordinate schedule adjustments with the selected contractor.

## Target Timeline Overview

(Subject to Weather and Regulatory Approval) \*

Phase	Task	Suggested Dates
Post	RFP goes live for 21-day public posting	May 5 – May 26
Select	Proposal review & contractor selection	May 26 – Jun 6
Contract	Final contract negotiation & checklist	Jun 9 – Jun 20
Work Begins	Field season begins / Kickoff call	Jun 23 – Jun 27
Sampling Plan & QAPP	Due 2 weeks after award; Allow for agency approval buffer	Jul 7 (target), with flexibility up to July 14
Field Sampling & Analysis	Begins 3 weeks after plan approval	~Aug 5 (subject to QAPP approval)
Public Meeting	Must occur before Draft ABCA to include stakeholder input	~Sep 5
Draft Reporting	Draft ABCA (dependent on lab turnaround)	Sep 5–10
Final Reporting	Final ABCA & project wrap-up (to align with federal fiscal year closeout)	Sep 30 <sup>†</sup>

\***Note:** Timeline is contingent upon weather conditions, agency approval turnaround, and lab processing times. Contractors should be prepared for potential adjustments due to fire season or unforeseen environmental delays.

<sup>†</sup>All project activities, including purchasing and contractor invoicing, must be completed by September 30 to align with the federal fiscal year closeout and avoid complications with funding rollover.

## **VII. Contract Award Requirements**

Proposals will be evaluated using the following criteria:

- Demonstrated experience with environmental site assessment, brownfields, and cleanup planning
- Familiarity with Alaska DEC and EPA regulations
- Effective communication and experience working with Alaska Tribes
- Clarity and completeness of proposed methodology
- Feasibility of proposed schedule and demonstrated ability to mobilize quickly
- Qualifications and experience of key personnel
- Capacity to meet deadlines and address unforeseen delays (e.g., field/lab/weather issues)
- Reasonableness and transparency of itemized cost estimate
- Overall clarity, organization, and professionalism of the proposal

This scoring rubric is provided for you in table format on the following page.

CVTC and proposal reviewers will use a standardized rubric to ensure fair and consistent scoring. Unselected contractors may request a debrief meeting with CVTC.

## Proposal Evaluation Rubric – Sutton Community Hall RFP

Category	Criteria	Points
Qualifications & Experience (25 points)	Demonstrated experience with environmental site assessment, brownfields, and cleanup planning and familiarity with ADEC/EPA regs in Alaska	15
	Effective communication and experience working with Alaska Tribes	10
Proposed Approach & Schedule (30 points)	Clear, thorough methodology addressing all tasks in the Scope of Work	20
	Feasibility of proposed schedule and ability to mobilize quickly	10
Personnel & Capacity (15 points)	Qualifications and relevant experience of key personnel	10
	Capacity to meet deadlines and respond to field/lab/weather delays	5
Budget (25 points)	Reasonableness and transparency of itemized cost estimate	25
Proposal Quality (5 points)	Overall clarity, organization, and professionalism of the proposal	5
	Total:	100



## VIII. Other

This project is funded through the U.S. Environmental Protection Agency (EPA) Tribal Response Program (TRP) Grant. As such all federal regulations, including but not limited to, 2 CFR 200 and 1500 and 40 CFR 33 shall be adhered to. CVTC may amend or extend this contract beyond the expected timeline.

The land upon which the work will be carried out is in a wilderness, or undeveloped state, and as such, is a potentially dangerous environment. Chickaloon Village Traditional Council (CVTC) has no duty to warn the selected contractor of neither specific dangerous conditions, nor any duty to make reasonable inspections of the said work areas to discover dangerous conditions, nor any duty to thereafter make said areas safe for the selected contractor. CVTC is not liable or in any way legally responsible for damages arising out of the performance of this Agreement, including, but not limited to damages arising from Contractor's acts of negligence, acts of Creator/God, or intentional acts of Third Parties. This Article shall apply to Contractor, his agents, heirs, and assigns.

## IX. Submission Instructions

Proposals must be submitted electronically in PDF format no later than

5:00PM AST, 26 May 2025 to:

- Richard Chiolero, Tribal Response Program Coordinator  
[rechiolero@chickaloon-nsn.gov](mailto:rechiolero@chickaloon-nsn.gov)

**Subject line:** *Proposal – Sutton Community Hall Combined RFP*

Questions may be submitted to the above email no later than: **22 May 2025**

CVTC reserves the right to reject any or all proposals, to waive informalities, and to negotiate scope and cost with selected contractors.