



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Professional Services for Site-Specific Brownfield Cleanup Project  
Former Western States Plywood Cooperative Mill**

**Funded by  
United States Environmental Protection Agency  
Brownfield Program**

**Issued On:  
Wednesday May 7, 2025**

**Questions Due by May 20, 2025, 2PM, Pacific Time**

**Responses Due by: June 19, 2025, 2025 5PM, Pacific Time**

**Responses to be delivered to via email:**

**Mike Rosen, Project Manager  
mike@wildriverslandtrust.org  
Wild Rivers Land Trust  
P.O. Box 1158  
Port Orford, OR 97465**

## REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

### Purpose

This Request for Proposal (RFP) is being issued by Wild Rivers Land Trust (WRLT), whose mission is to keep the irreplaceable lands and waters of the southern Oregon coast forever wild and abundant. WRLT invites qualified firms to submit proposals to provide professional services, including but not limited to, environmental consulting services and cleanup activities, to be funded under its recently awarded FY23 Brownfields Cleanup Grant (Grant) from the US Environmental Protection Agency (EPA). This RFP is being issued in part to comply with Federal and State regulations including, but not limited to, 2 CFR § 200 and 1500 as well as 40 CFR § 33 and any applicable prevailing wages (i.e., BOLI or Davis-Bacon). All notices related to this RFP will be posted on the WRLT website at <https://www.wildriverslandtrust.org/what-we-do/epa-brownfields-project.html>. A voluntary site visit for proposers will be on June 5, 2025 from 2-4PM PDT. RSVP must be received by May 27, 2025.

### Schedule of Procurement Activities:

Activity	Date
<b>RFP Issuance</b>	<b>May 7, 2025</b>
Questions Deadline	May 20, 2025 at 2PM PDT
Responses Published	Week of May 26, 2025
Site Visit (Voluntary; RSVP required by May 27th)	June 5, 2025 at 2-4 PM PDT
<b>Proposals Due</b>	<b>June 19, 5PM, PDT</b>
Interviews (If necessary)	TBD
Desired Contract Start	Summer 2025
Work Completion	Summer 2027

WRLT reserves the right to revise the schedule above.

**Proposal Due:** Proposals including all requested information must be received by WRLT no later than the Response Deadline, **June 19, 2025, 5PM PDT**. Proposals received after that date and time will be rejected without review. Proposals that arrive on time, but are incomplete, and/or do not follow the proposal requirements will be rejected.

**Method of Submittal:** Proposals must address each of the elements outlined in the RFP. Proposals must be made electronically and be formatted in searchable .pdf format. The proposal shall be organized in the order of the **contractor Required RFP Proposals** listed below. Proposals must be no longer than 15 pages (excluding resumes) in at least 11 pt font. The entire submittal shall be attached as a single pdf file. The body of the email shall contain the following information:

- RFP title;
- Name of Respondent; and
- Name, address, email, phone number of the point of contact for any questions concerning the proposal.

Proposals will be accepted via email at **mike@wilddriverslandtrust.org**. The email must have “WRLT EPA Region 10 Brownfields Cleanup” in the subject line.

The respondent is responsible for confirming the WRLT receipt of its proposal.

**Questions:** All questions **must** be submitted via email to **mike@wilddriverslandtrust.org** no later than **5/20/2025, at 2PM PDT**. Questions received after this deadline will not be considered. The Questions & Answers will be available for review on the WRLT website the week of May 26, 2025. An addendum to this RFP will be issued if a substantive clarification is in order.

**Minimum Qualifications:** WRLT 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 (DBE):** Per 40 CFR §33, state your 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 in order to be considered. If subcontracted services were solicited as a part of the response, describe and document the firm’s compliance with 40 CFR § 33. Attach completed US EPA Forms 6100-3 and 6100-4, as applicable.

### **Project Background/Description, Goals and Objectives**

WRLT is a 25-year-old non-profit whose mission is to protect the lands and waters of the southern Oregon coast. The EPA Brownfields cleanup grant will address the remediation of the former Western States Plywood Cooperative Mill (Site), which is adjacent to the Elk River - one of Oregon’s Wild and Scenic Rivers and less than three miles from the Pacific Ocean. The Site is located at 93639 Elk River Road, Curry County OR 97465, Township 32 South, Range 15 West, Section 2, tax lots 900, 104 and 901. The site totals 17 acres.

The City of Port Orford (pop. 1,155), less than two miles from the Site, is the oldest incorporated town on the Oregon coast. It is the ancestral home to the Tututni Native American people, who are the original inhabitants of the southern Oregon coast. Port Orford is an oceanside community surrounded by valuable and stunning natural resources and wildlife habitat. The Elk River draws visitors from all over the world due to its natural beauty and world-class fishing opportunities, although fishing has been restricted in recent years due to declining fish populations. Two wilderness areas have been established in the Elk River watershed, the Copper Salmon Wilderness and Grassy Knob Wilderness, which protect approximately 30,000 acres of old growth forest within the Rogue-Siskiyou National Forest.

With the EPA Brownfields cleanup grant, WRLT will clean up the Site, a long-abandoned

plywood mill that has been impacting the environment for over four decades and continues to threaten natural resources and critical wildlife habitat in the Elk River. The Site is listed on the Oregon Department of Environmental Quality (ODEQ) contaminated sites list as ECSI # 556.

The site was added to the ODEQ contaminated sites database due to reports of a glue spill in 1972. The contamination present at the Site is the result of normal plywood mill operations and, potentially in part due to the mill allowing employees to burn household refuse in large industrial burners. Initially, Phase I Environmental Site Assessments (ESAs) were performed on tax lots 900 and 901. Phase II ESAs were later completed for tax lots 104 and 901 in November 2018. Hydrocarbons, metals, and formaldehyde were identified in soil across the two tax lots, and in January 2019, additional testing was completed in shallow soil for dioxin and furans. Organic compounds were also detected in onsite groundwater.

In December 2020, EPA delivered a Targeted Brownfields Assessment to WRLT further characterizing the site. In November 2022, a subsequent Phase II ESA was completed on tax lots 104, 901 and 900. The Phase II identified contaminants posing unacceptable risks to human health and the environment including dioxins and furans present in soil, sediments, and surface water.

Most of the Site is relatively flat at an elevation of approximately 80 feet above sea level. The eastern portion of tax lot 104 contains a slight topographic slope to Elk River. The Site is bordered by agricultural land to the west and north, rural residences to the east, and by Elk River Road (CR 208) to the south, which runs through the rural countryside and along the Elk River. Two ponds are present on the Site, the former log pond and the former fire suppression pond, constructed as part of the former mill operations and are intersected by Bagley Creek, a tributary of the Elk River. Bagley Creek crosses the Site in a southwest to northeast direction and enters the Elk River near the northeast corner of the Site. The ponds were created by building an earthen dike on the southern end of the log pond, and by construction of a concrete spillway between the two ponds. These impoundment structures blocked fish from passing above the ponds, eliminating access to over one mile of spawning beds upstream from the Site and are some of the last remaining fish passage barriers in the entire Elk River watershed.

WRLT has been working with three of the nine federally recognized tribes in the region that have prioritized return of salmonid habitats. WRLT, in collaboration with the Coquille Indian Tribe, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, and the Confederated Tribes of Siletz Indians aims to help restore the ecosystems that these tribes depend on and have cared for since time immemorial and return land to traditional indigenous interests.

In February 2025, a draft final Analysis of Brownfield Cleanup Alternatives (ABCA), was prepared to address the cleanup of soil and sediment contaminated by dioxins and furans at the

site. The ABCA is now awaiting final approval from ODEQ and public notice and comment. The draft ABCA and other supporting documents can be found on the WRLT website.

WRLT is enrolled in the ODEQ Voluntary Cleanup Program and will work closely with the ODEQ to oversee the cleanup at the site. The WRLT ultimate goal is the cleanup and restoration of the site and to receive a No Further Action determination from ODEQ.

### **Supporting Documents:**

Additional supporting documents can be found at the WRLT website, <https://www.wildriverslandtrust.org/what-we-do/epa-brownfields-project.html>, which includes but is not limited to the following:

- 1) Draft ABCA
- 2) EPA 2020 Targeted Brownfields Assessment Report
- 3) EPA Brownfield Cleanup Grant Proposal
- 4) WRLT Public Involvement Plan

**Scope of Work:** WRLT seeks proposals from qualified and experienced firms for professional services to provide technical and project assistance to carry out the work identified in the ABCA including but not limited to the identified tasks below. **The anticipated grant completion date is 9/30/2027.**

WRLT will contract with the selected contractor to complete the cleanup and the required plans and reports. This will include a Quality Assurance Project Plan (QAPP) and a Health and Safety Plan (HASP)), permitting for the cleanup, and assistance with oversight and monitoring. The selected contractor will prepare a design for an engineered cap, a Contaminated Materials Management Plan (CMMP), and a plan for ongoing Operations and Maintenance (O&M) at the site and submit to ODEQ and EPA for approval. At the conclusion of cleanup, the selected contractor will collect confirmation samples to ensure all contaminated material has been properly removed and/or capped and will submit all documentation to ODEQ and EPA to certify completion of the cleanup activities. While restoration of the creek is not part of the scope of work, the selected contractor may need to consult with the Curry Watershed Partnership with respect to the cleanup and the alignment with the restoration work.

WRLT anticipates cleanup work to be completed in 2026 but it may go into early 2027. A high-level activity schedule must be included in the proposal.

### **TASK 1 – PROJECT MANAGEMENT**

**WRLT Role:** WRLT will lead the overall implementation and coordination of the project. Its responsibilities include managing timelines, budgets, and task execution; procuring and supervising the cleanup contractor; and communicating progress and outcomes to stakeholders.

**Contractor Role:** The selected contractor will provide project management support, including documentation of cleanup activities and assistance with required EPA reporting.

Key deliverables include:

- Monthly progress summaries outlining completed work, challenges faced and resolved, lessons learned, and next steps;
- Support with quarterly and annual reporting; and
- A comprehensive Final Performance Report detailing cleanup activities, before-and-after site photos, key takeaways, and the benefits realized by the community and region

## **TASK 2 – COMMUNITY ENGAGEMENT**

**WRLT Role:** WRLT has and will continue to seek community input at future scheduled public meetings. WRLT plans to host annual community meetings on the progress of the cleanup. Additionally, WRLT will describe cleanup updates on our website and in our community newsletters. We will also share progress and seek input from regional partners and tribal entities. WRLT has written a Public Involvement Plan (PIP), the selected contractor will assist with the implementation and any necessary modifications to the PIP.

WRLT will work closely with Port Orford residents, local tribes, and those in the immediate vicinity of the site. WRLT will plan and conduct a series of annual meetings at key milestones in this project. WRLT will communicate about the project via local news outlets and electronic media.

**Contractor Role:** The selected contractor will support WRLT with community meetings and drafting required articles, fact sheets, and press releases.

Key deliverables include:

- Up to 3 community meetings
- Development of outreach materials (e.g., press releases, articles, fact sheets)
- Development of website/social media content for online distribution

## **TASK 3 - CLEANUP PLANNING**

Following the selected alternative as presented in the ABCA once finalized (post public comment), the selected contractor will produce engineering designs for the selected remedy for approval by ODEQ, evaluation for cultural and historic preservation resources, evaluation and preparation of local, state and federal permitting requirements, preparation of the QAPP, preparation of other necessary plans, negotiating and obtaining the necessary regulatory approvals and permits. The final ABCA will be presented for public notice and comment by ODEQ this spring.

Key Deliverables include:

- Cleanup Work Plan
- QAPP
- HASP
- Applicable permits
- CMMP, and
- OMP (if applicable)

In addition, the selected contractor will assist WRLT with compliance with the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA), Coordination with Tribes, obtaining all necessary permits and approvals.

ODEQ Approval: The deliverables set forth above will be developed by the selected contractor and submitted to DEQ for review and approval, which may include several rounds of comment and response-to-comment.

ESA: US Army Corp of Engineers (USACE) permitting may prompt an ESA determination by USACE and subsequent consultation (informal concurrence or formal consultation) with the National Marine Fisheries Service (NMFS) for coho salmon and the U.S. Fish and Wildlife Service (USFWS) for pacific marten, marbled murrelet, northern spotted owl, western snowy plover, monarch butterfly, and western lily.

These consultations would result in biological opinions in which NMFS and the USFWS would document their opinions as to whether an in-water project or action is likely to jeopardize the existence of an ESA-listed species or to result in the destruction or improper modification of the habitat of that species. The selected contractor will prepare a biological evaluation or assessment, to evaluate whether adverse or negative impacts to endangered species and their critical habitats during or resulting from sediment remediation should be anticipated.

Alternatively, USACE may directly evaluate whether the proposed in-water project or action is likely to jeopardize the existence of a species recorded on the ESA list or to result in the destruction or improper modification of the habitat of that protected species. USACE may then ask the NMFS and USFWS for concurrence with their evaluation (an informal consultation).

National Historic Preservation Act (NHPA): EPA will work with WRLT and the selected contractor to complete the ESA and NHPA notification requirements for the project. ODEQ will assist by providing information as requested by EPA.

National Environmental Policy Act (NEPA): If NEPA is triggered, then the selected contractor will work with the lead agency to prepare an environmental assessment and, as necessary an environmental impact statement.

#### **TASK 4 - CLEANUP PERFORMANCE AND COMPLETION**

The core focus of this project is the successful cleanup of the site in accordance with the Final Cleanup Plan and state regulatory requirements. WRLT, in collaboration with the selected contractor and under the oversight of the Oregon Department of Environmental Quality (ODEQ), will ensure all remediation activities meet standards outlined in Oregon Administrative Rule (OAR) Chapter 340, Division 122. Cleanup efforts will be carried out primarily during summer 2025 through summer 2027.

The construction contractor will lead field cleanup activities, while WRLT and the supporting contractor will coordinate with ODEQ, oversee progress, and ensure compliance. Upon completion, a Final Cleanup Report will be submitted to ODEQ for approval, documenting the work completed and any long-term site controls in place.

Key deliverables include:

- Completion of site cleanup per the approved Cleanup Plan
- Final Cleanup Report documenting the remediation and controls, if applicable
- Certificate of Completion and No Further Action Determination issued by ODEQ

ODEQ is responsible for review and approval of the site cleanup. Documents prepared for the Site are submitted to ODEQ. The site is expected to be governed under Oregon Administrative Rule (OAR) Chapter 340 Division 122—Hazardous Substance and Remedial Action Rules.

#### **Contractor-Required RFP Submittals:**

1. **Cover Letter** – Provide a cover letter (no longer than 2 pages) indicating your interest in serving as the organization to conduct the scope of work for WRLT. Describe the overall capabilities of the firm and the services the firm is interested in providing to WRLT. Number of employees within the firm and within the local office responsible for providing services to WRLT. 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. **Demonstrated experience in addressing contaminated properties** – 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 working on cleanup projects. 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. **Demonstrated experience in successfully completing tasks/projects** – Define firm and individual department hierarchy, provide a description of current quality control, and describe resources available to complete the project. Describe the method that will be used to manage the project and subcontractors. 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. 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. Provide information relating to work schedule and how contractor will complete work timely, set benchmarks, and meet outcomes. State minimum expectations for involvement of, and information needed from WRLT to accomplish the project.
4. **Demonstrated experience in effectively engaging with community members, tribal communities, and federal and state agencies** – Provide a description of 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 WRLT to support it with disseminating information to the public.
5. **Experience and capacity of project team/personnel** - 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 that would be providing services. 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. Provide resumes (no longer than 2 pages each) of the proposed Project Manager and other key personnel.
6. **Reasonableness of cost/price 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 cost schedule must list the hourly

charge or task charge and estimated hours to be assigned for staff members and/or subcontractors. 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.

7. **References** – Provide three (3) organizations that we can contact as a reference for whom similar work has been accomplished. The respondent grants permission to WRLT to contact the references provided. Include the name, title, email address, and telephone number who is most knowledgeable about the work performed.

### **Selection Process:**

WRLT will consider the completeness of the proposal and how well the proposal meets the needs of WRLT. Each proposal will be evaluated against the seven (7) factors set forth below:

	<b>Criteria</b>	<b>Points</b>
1	Cover Letter	5
2	Demonstrated experience in addressing contaminated properties	25
3	Demonstrated experience in successfully completing tasks/projects	20
4	Demonstrated experience in effectively engaging with community members, tribal communities, 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)	25
7	References	5
	<b>Submittal Score TOTALS:</b>	100

**Interviews (if necessary):** WRLT may conduct virtual 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.

### **Procurement Terms and Conditions**

#### **Rejection of Proposals:**

WRLT 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. WRLT further

reserves the right to accept the proposal which is in the best interest of WRLT. WRLT reserves the right to reject any proposal if WRLT's review of the above submittals and its investigation fails to establish that the contractor possesses to the satisfaction of WRLT, 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.

**Contractual Terms and Conditions:**

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

Any response may be withdrawn by the contractor prior to the scheduled time for the opening of the response or authorized postponement thereof. No contractor may withdraw a submittal within 60 days after the actual opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between WRLT and the contractor. Proof of acceptable insurance in accordance with the requirement outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the contractor constitutes acknowledgement of and acceptance of all document and terms and conditions of this RFP and EPA Cooperative Agreement.

Upon selection of a finalist, WRLT shall attempt to negotiate and reach a final agreement with the finalist. If WRLT, for any reason, is unable to reach a final agreement with this finalist, WRLT then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal.

The selected contractor will be required to execute a contract with WRLT on a form that is approved by the WRLT Attorney.

**Nondiscrimination and Equal Opportunity:**

WRLT 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, WRLT 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, WRLT 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.

Interviews with some contractors may be scheduled. WRLT reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths, price, and qualifications and the objective of best meeting the needs of the EPA grant project and WRLT's goals.

The contractor shall hold WRLT free and harmless from payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees or any sum of money whatsoever, by alleged infringement, or use of any patented device, article, system or arrangement that may be used by the contractor in the execution of this work. The contractor will be required to indemnify and save harmless WRLT from all claims or actions of any kind or description brought against WRLT for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the contractor or its agents or employees.

**Insurance Requirements (All responders must provide proof of meeting or exceeding these requirements)**

Contractor shall maintain and provide current proof of the following insurance:

1. Worker's compensation and disability - statutory requirements
2. Employers Liability - \$500,000 each accident
3. Commercial General Liability – General Aggregate - \$2,000,000
4. Comprehensive Automobile - \$1,000,000
5. Excess/Umbrella Liability - \$1,000,000
6. Errors and Omissions Professional Liability - \$2,000,000
7. contractor's Pollution Liability Insurance - \$2,000,000

Upon award of the work, the selected contractor must provide insurance certificates demonstrating the coverage required, and naming WRLT as additional insured.