

Tribal Brownfields and Response Programs Training Video

Request for Proposal

The Midwest Assistance Program based in New Prague, MN is soliciting proposals for filming a video on tribal brownfields and Tribal Response Programs for training of tribal personnel and community outreach. This video will be utilized as part of a national tribal “train-the-trainer” project and will be provided in common DVD format for general use. This Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with cost estimates for services. **The deadline for submittal in response to this solicitation is 4:00 pm MST Friday Feb. 10, 2010.**

2.0 Background

The U. S. EPA has provided a grant to the Midwest Assistance Program (MAP) to develop a “train-the-trainer” program for the Tribal Response Programs. Proposed work must meet federal requirements for work funded by an U. S. EPA Grant.

The Tribal Response Programs (TRPs) are implemented under Section 128(a) of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). The TRPs are to address releases of hazardous substances, pollutants or contaminants, to include controlled substances, petroleum and mine scarred lands at brownfields and other sites. This program was an amendment to CERCLA under the January 11, 2002 Small Business Liability Relief and Brownfields Revitalization Act which also defined brownfields as “...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.” A goal of the program is to ensure that the redevelopment/reuse of a brownfield site is compatible with the tribe’s best interest and appropriate for the preservation of the environment and acceptable by a consensus of tribal members.

3.0 Project Objectives/Scope

The overall goal of the MAP Tribal Response Program project is to develop a training program and materials that can be utilized by tribal trainers to train tribal program staffs on the establishment and sustainable enhancement of Tribal Response Programs under CERCLA 128(a). The objective of this project is to record video materials and prepare a DVD that can be utilized, whole or in part, in conducting the TRP training and also for community outreach and informing tribal leaders of the TRP program and goals.

The contractor work efforts for this project will fall into the discrete tasks as follows:

- Task 1.0:** Travel to and from Rapid City, SD to meet with MAP staff to develop the concepts and specific sites, persons and topics to be recorded on video.
- Task 2.0:** Submit an outline of the topics, persons, locations and materials to be recorded as video to MAP staff for review and approval along with a proposed budget and time line for field work and production work.

- Task 3.0:** Visit sites and reservations to conduct interviews and record materials for video.
- Task 4.0** Edit video materials and submit draft video to MAP for review and approval.
- Task 5.0:** Upon approval from MAP, finalize video materials and submit final deliverable to MAP.

4.0 Project Schedule

All work will be conducted between April 1, 2010 and August 30, 2010.

Should MAP require expanded or follow up activities this proposal and contract agreement may be amended to provide such services identified in future amendment(s).

5.0 MBE/WBE Utilization Requirements

In accordance with EPA's Program for utilization of Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), the contractor must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified MBE/WBE firms (see 40 CFR 31.36(e)).

6.0 Deliverables

All deliverables should be submitted to MAP in such format(s) as agreed upon in writing. Deliverable shall include 50 copies of a labeled and reproducible DVD in agreed upon format that can be utilized in tribal training in conjunction with Microsoft Office programming to include PowerPoint presentations on PCs utilizing XP or Vista software.

8.0 Qualifications

The proposal will include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas:

- planning, managing and producing a video graphic project and product.
- familiarity with Brownfields or other environmental topics should be described, giving examples of recent video projects, including any conducted on a Tribal Reservation or in a tribal community.
- expertise in conducting interviews including those of tribal persons and officials.
- familiarity with tribal communities and culture.
- experience and expertise in the uses of video graphic arts technologies.

9.0 Schedule and Costs

The proposal should include a schedule, timeline and cost estimate for the deliverables and activities listed above to be completed by August 31, 2010 including time needed for production of deliverables and at a minimum visits to the following locations with at least 2 days at each location, except as noted, to conduct interviews and film field sites and environment:

- Rapid City, SD
- US EPA Office, Helena, MT (1 day)
- Fort Belknap Indian Community, Harlem, MT

- Standing Rock Reservation, Fort Yates, ND
- Turtle Mtn. Band of Chippewa Indians, Belcourt, ND
- Spirit Lake, ND

10.0 Project Contact

Mickey Hartnett
 MAP Field Staff
 P.O. Box 9454
 Rapid City, SD 57709

11.0 Submittal Procedures

Written response proposals to this RFP must be received by 4:00 p.m. MST Friday Feb. 10, 2010. Proposals received after this time/date will not be considered. **Please deliver proposals, via mail or e-mail to: Midwest Assistance Program; C/O Mickey Hartnett; PO Box 9454, Rapid City, SD, 57709; mhartnett@map-inc.org**

The recipient must supply a statement that the recipient presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the project. No person having such interest shall be employed by or associated with consultant during the term of this agreement. The recipient must also state whether they are on the list of contractors that have been debarred from receiving Federal funding.

15.0 Selection Process

MAP will review each proposal. MAP reserves the right to reject all proposals. The cost of preparing responses to this RFP shall be borne by the respondents and shall not be reimbursed by MAP.

Criteria for rating firms will include the following:

- 25% The firm's reputation for personal and professional integrity and competence and familiarity and experience with the type of project/process and site.
- 20% Professional and educational experience of key personnel to be assigned to the project and the firm's experience with the type of the project/process including familiarity and experience with tribal governments and communities.
- 25% Ability of the firm to provide required services and to perform the required work within the project period.
- 20% Proposed Cost Estimate.
- 10% Other factors that are in the best interest of MAP.