



Nez Perce Tribe
Department of Natural Resources



Environmental Restoration and Waste Management (ERWM) Division

Air Quality Program

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**REQUEST FOR PROPOSAL FOR A CONSULTANT
TO DEVELOP A COMPREHENSIVE CLIMATE ACTION PLAN**

RFP Issue Date:	July 1, 2025
Proposals Due:	Friday, August 8, 2025, by 5:00pm PDT
Selection of Consultant:	Friday, August 15, 2025
Anticipated Contract Start:	October 1, 2025
Submit Proposals to:	airquality@nezperce.org
Direct Questions to:	airquality@nezperce.org

1. Introduction and Background Information

The Nez Perce Tribe (Tribe) Air Quality (AQ) Program is seeking proposals from qualified consultants or firms to develop a Comprehensive Climate Action Plan (CCAP) for the Nez Perce Tribe as part of the Environmental Protection Agency's (EPA) Climate Pollution Reduction Planning Grant (CPRG) program. Activities and deliverables proposed must meet EPA's requirements for Tribes as outlined in guidance documents on the CPRG webpage (www.epa.gov/inflation-reduction-act/climate-pollution-reduction-grants) and in the Tribe's EPA-approved CPRG Planning Grant Quality Assurance Project Plan (CPRG PG QAPP).

The [Nez Perce Tribe](#) (NPT) is a federally recognized Tribe by virtue of the Treaties of 1855, 1863, and 1868 with the United States Government. The Nez Perce Reservation contains 770,000 acres along the Clearwater River in what is now the State of Idaho, crosses the five counties of Nez Perce, Lewis, Idaho, Latah, and Clearwater, and has an on-Reservation population of approximately 19,500.

Under the CPRG Planning Grant, the Nez Perce Tribe completed a 2020 simple (preliminary) GHG inventory in January 2024 and a Priority Action Climate Plan (PCAP) in March 2024. The Nez Perce Tribe PCAP is available at: <https://www.epa.gov/system/files/documents/2024-04/nez-perce-tribe-pcap.pdf>.

2. Scope of Work

The primary objectives of the CCAP are to:

- Assess current greenhouse gas emissions and forecast future emissions.
- Identify and evaluate potential strategies and actions to reduce emissions.
- Develop a roadmap for implementation, including timelines, responsibilities, and funding sources.
- Engage stakeholders and the community in the planning process.
- Enhance resilience to climate impacts and integrate climate adaptation strategies.

The consultant will be expected to perform the following tasks:

2.1 Project Management / Administration

The Consultant must oversee all aspects of the project. The Consultant must meet regularly with the AQ Program throughout the project period. At the beginning of the project, the Consultant and AQ Program will hold an in-person kick-off meeting to discuss the Consultant's approach to the project, recommendations for the project, and to finalize the project schedule. The Consultant must hold regular conference calls with AQ Program staff and must conduct periodic in-person meetings with the AQ Program at key points throughout the project period.

Each submittal must include a proposed project schedule. The final project schedule will be approved by AQ Program, and the Consultant must adhere to the approved schedule. Please refer

to Section 5 Timeline for more information regarding the time constraints associated with the project and the requirements for the project schedule that must be submitted.

The Consultant must also submit regular invoices and progress reports to the AQ Program and provide the AQ Program with the information that it needs to complete its quarterly reports to the funding agency. The Consultant will need to be available to answer any follow-up questions regarding its work or the information provided in its reports.

2.2 Community Engagement

The primary goals for public engagement during the CCAP process are to design and implement a Tribal and stakeholder (community) engagement process, including Tribal and public meetings, workshops, and surveys. This CCAP engagement process should reach residents through events, government entities, other organizations, and institutions closest to them. The engagement process should work, as much as possible, within the processes and relationships that government entities are building with their constituents.

2.3 Comprehensive Greenhouse Gas (GHG) Emission Inventory

Emissions Inventory

The AQ Program requires a Nez Perce Reservation-level comprehensive GHG inventory to be developed using EPA's Local Greenhouse Gas Inventory Tool. The comprehensive GHG inventory must include primary greenhouse gases (CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, and NF₃) and the following sectors: agriculture, commercial and residential buildings, transportation, industry and electricity generation, waste and materials management, wastewater, and natural and working lands (including sinks).

The comprehensive GHG inventory must be developed in accordance with Tribe's EPA-approved CPRG PG QAPP. The comprehensive GHG inventory should incorporate the most recent data, as appropriate. If possible, and to reduce redundancies, data requests should be coordinated with local and state governments in the region who have completed, maintain, or are developing GHG inventories.

Near-term and Long-term GHG Future Emission Scenarios

The AQ Program requires near-term (2030) and long term (2050) projections of GHG emissions by sector for the Nez Perce Reservation. The projections of GHG emissions (and sinks, if feasible) should be calculated in the absence of GHG reduction measures (e.g., a "business as usual" projection), and a projection of GHG emissions under a scenario where the GHG reduction measures in the plan are fully implemented.

2.4 Comprehensive Climate Action Plan

"Comprehensive", as defined in the CPRG, refers to all sectors of emissions identified in the GHG inventory. The CCAP in the CPRG program requires:

- A comprehensive GHG inventory
- GHG emissions projections
- GHG reduction targets

- GHG reduction measures
- Community Benefits Analysis
- Workforce Analysis
- Low-Income Community Benefits Analysis
- Review of Authority to Implement
- Review of Intersection of Funding Availability

The items listed above are distinct elements to be included in the CCAP as required by the EPA.

Background/Data Collection

The background information for the CCAP should include summaries of the GHG emissions inventories, climate change impacts on the Nez Perce Reservation, a focused summary of impacts on vulnerable communities, existing plans and activities intended to lower GHG emissions, and regional trends that could impact future emissions level.

Emissions Reduction Projections and Illustrative Scenario

The Consultant will explore paths for achieving Net Zero GHG emissions. An illustrative scenario will be developed that incorporates practices and expectations for all sectors identified in the GHG inventory.

Implementation

Implementation of a regional climate action plan will be complex and will need to span all sectors.

The CCAP must include:

- an illustrative scenario that identifies quantifiable GHG emissions reduction (and carbon sinks) measures
- key implementing agency or agencies
- implementation schedule and milestones
- milestones for obtaining implementation authority as appropriate
- estimated costs and identification of funding sources if relevant
- metrics for tracking progress
- a recommendation for a network or structure to engage with stakeholders and monitor and implement GHG emissions measures

Distinct community benefits analysis, workforce analysis, and low-income community benefits analysis will be completed for the illustrative scenario (see Section 2.5 Impact Analyses) and may be presented as stand-alone reports or integrated into the presentation of measures.

Climate Action Plan Document

The Consultant will assemble a draft CCAP for review and comment. The draft plan will be available for a minimum of three months. A final document will be assembled and provided to the AQ Program in PDF and Word. The Consultant will also produce a 2-to-5-page executive summary of the final CCAP that includes an overview of the process, measures, and implementation. The executive summary of the final document will be provided to the AQ Program in PDF and Word.

2.5 Impact Analyses

The CCAP will include three analyses of the impacts of GHG reduction: a Co-Pollutant Benefits Analysis, a Workforce Analysis, and a low-income community Benefits Analysis. The Co-Pollutant Benefits Analysis is an estimation of reductions in criteria air pollutants and hazardous air pollutants (i.e. co-pollutants) as GHG emissions are reduced. The Workforce Analysis is intended to examine the conditions of the local workforce and its strengths and weaknesses in being able to contribute to achieving the goals of the CCAP. The Low-Income Community Benefits Analysis focuses on additional analysis of census tracts identified on EPA's Climate and Economic Justice Screening Tool including reduction of co-pollutants, economic impacts, and social impacts.

Co-Pollutant Benefit Analysis

The Consultant will develop a Co-Pollutant Benefits Analysis that will present reduction estimates of co-pollutants based on implementation of an illustrative scenario of reaching Net Zero GHG emissions. Co-pollutants include criteria air pollutants such as nitrogen oxides, volatile organic compounds, sulfur dioxide, and particulate matter. Other co-pollutants include hazardous air pollutants such as benzene and heavy metals. A full list of co-pollutants to be analyzed will be identified and agreed upon by the Consultant and the AQ Program. The list of co-pollutants will be guided by the measures identified in the illustrative scenario, data availability, and existing tools and procedures for estimating reductions. The Consultant may use existing tools such as AVOIDed Emissions and geneRATION Tool (AVERT) or propose an alternative estimating technique.

The co-pollutants analysis will include:

- A base-line inventory of co-pollutants based on the comprehensive GHG inventory.
- Two projections based on: taking no-action and implementing all measures in the illustrative scenario.

More information on data sources and tools for estimating emissions can be found in the Benefits Analysis Guidance. www.epa.gov/inflation-reduction-act/cprg-tools-and-technical-assistance-benefits-analysis. The Consultant will develop a draft and a final Co-Pollutant Benefits Analysis report. The Consultant will also produce a technical appendix that describes the data and methodology used to conduct the Co-Pollutant Benefits Analysis.

Workforce Planning Analysis

The Workforce Analysis will evaluate the current condition of the workforce in relation to the projects being proposed in the CCAP. The Analysis is intended to guide recommendations for filling the gap between the workforce's capacity and the projected levels of specialized labor needed to implement the Plan's projects. The Workforce Analysis will include:

- A forecast for the number of jobs, by sector, needed to complete the CCAP's projects.
- A description of the specialized jobs and work skills needed to complete the CCAP's projects.
- An estimate of possible job loss or displacement, if applicable.
- Specific identification of barriers for low-income/disadvantaged populations to access those jobs.

- Strategies for skills development, workforce training, and equitable access to training and employment.

More information on data and tools can be found in the Workforce Planning Analysis Guidance. www.epa.gov/inflation-reduction-act/cprg-tools-and-technical-assistance-workforce-planning-analysis. The Consultant will develop a draft and a final Workforce Analysis report. The Consultant will also produce a technical appendix that describes the data and methodology used to conduct the Workforce Analysis.

Low-Income Community Benefits Analysis

The Consultant will evaluate the extent to which any GHG reduction measures in the CCAP will impact co-pollutant emissions reductions and other benefits within low-income community areas. The Low-Income Community Benefits Analysis will include:

- Identification of low-income community areas on the Nez Perce Reservation using the Climate and Economic Justice Screening Tool and any parameters that take into consideration locally available data.
- Identification of census tracts and summary of specific climate impacts and risks to which disadvantaged communities are particularly vulnerable.
- A qualitative discussion or quantitative assessment of the expected benefits to low-income community areas associated with the GHG reduction measures included in the CCAP (including direct and indirect benefits, as described above).
- The proportion of benefits expected to accrue in the identified communities as compared to the total benefits resulting from the GHG emission reduction measures. These benefits can be described quantitatively or qualitatively.
- An update on meaningful engagement activities as well as a summary of engagement conducted, and a summary of the stakeholder input received and how the input was incorporated.

More information on data and tools can be found outlined in the Low-Income and Disadvantaged Community Benefits Analysis Guidance. www.epa.gov/inflation-reduction-act/cprg-tools-and-technical-assistance-low-income-and-disadvantaged.

The Consultant will develop a draft and a final Low-Income Community Benefits Analysis report. The Consultant will also produce a technical appendix that describes the data and methodology used to conduct the Low-Income Community Benefits Analysis.

3. Proposal Submission Requirements

Interested consultants should submit an electronic (pdf) proposal that includes the following:

- Executive Summary: Brief overview of the proposed approach and key qualifications.
- Work Plan: Detailed description of the approach, methodology, and timeline for each task.
- Experience and Qualifications: Relevant experience and qualifications of the firm and key personnel.

- References: Contact information for at least three references from similar projects.
- Budget: Detailed budget, including estimated costs for each task and overall project cost.

Proposals must be submitted by Friday, August 8, 2025, to the Nez Perce Tribe AQ Program:
airquality@nezperce.org.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project objectives and scope.
- Quality and feasibility of the proposed work plan and methodology.
- Relevant experience and qualifications of the firm and key personnel.
- Stakeholder engagement approach.
- Cost-effectiveness and proposed budget.

The AQ Program will independently evaluate and score proposals in accordance with the Evaluation Criteria. If proposals are in need of clarification or to negotiate modifications, the AQ Program may, at its discretion, request clarification in writing or presentations by meetings with any or all vendors. The AQ Program also reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, both from technical and price standpoints, which the vendor can propose.

The AQ Program reserves the right to investigate references, including customers other than those listed in a vendor's submission.

5. Timeline

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 - Selection of Consultant: Friday, August 15, 2025
 - Anticipated Contract Start Date: October 1, 2025
 - Draft CCAP and Executive Summary Completion Date: January 1, 2027
 - Final CCAP and Executive Summary Completion Date: June 1, 2027
 - Project Completion Date: June 30, 2027
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6. Contact Information

For questions or further information, please contact:

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