

REQUEST FOR PROPOSALS (RFP)

Agricultural Specialist

Planning Activities – EPA Region 3 Thriving Communities / GHFI Tier II Planning Grant

1. Purpose of the RFP

Eastern WORCS is seeking qualified contractors, consultants, and technical experts to support a series of planning tasks for the EPA Region 3 Thriving Communities Tier II project.

2. Background

The project addresses nitrogen pollution from poultry CAFOs in the Potomac Highlands and develops a regionally scalable circular agricultural-food economy. Planning activities include designing air and water filtration systems, modeling manure management practices, developing intervention frameworks, establishing nitrogen reduction analytics, and building a profitable remediation and food-economy model. Contractors will work on major components of natural resource planning, systems modeling, nutrient management design, remediation assessment, economic analytics, and technical workforce alignment.

3. Scope of Work

A. Nitrogen Pollution Abatement – Air & Water Filtration Systems Planning

Contractor tasks include:

1. Planning and documenting air and water manure filtration systems for the model CAFO.
2. Supporting the development of schematics that trace nitrogen cycles in air and water.

B. Solid/Liquid Manure Management – Field and Nutrient Practices Planning

Contractor tasks include:

1. Planning improved manure nutrient management practices for field application.
2. Assisting with model development for field equipment, soil health, and runoff controls.

C. Model Framework for Soil & Stream Health Restoration

Contractor tasks include:

1. Tracing and integrating schematics for soil and stream restoration processes.
2. Coordinating technical inputs into the remediation model used for nitrogen reduction accounting.
3. Contributing to baseline and projected environmental indicators.

D. Profitable Remediation Accounting – Nitrogen Reduction Framework

Contractor responsibilities:

1. Support developing the model framework for profitable nitrogen reductions, including integration of interventions into nitrogen accounting systems.

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2. Helping prepare analytic components linking remediation outcomes to crediting or monetization models.

E. Cost-Benefit and Techno-Economic Modeling for Nitrogen Reductions

Scope includes:

1. Developing planning materials for a cost-benefit framework
2. Providing quantitative inputs for analysis of initial and levelized costs of nitrogen reduction strategies.

F. Workforce Development Alignment

Contractor tasks:

1. Assisting in surveying curriculum related to:
 - CAFO operations
 - Manure nutrient management
 - Nitrogen remediation technologies
2. Contributing to the design of training plans for the installation and maintenance of:
 - Air filtration systems
 - Water filtration systems
 - Field nutrient management practices
 - Remediation systems

4. Deliverables

Depending on the scope awarded, contractor(s) will be responsible for:

1. Technical planning documents
2. Soil, water, and nitrogen process mapping
3. Cost-benefit and economic modeling support materials
4. Curriculum and workforce alignment artifacts
5. Participation in meetings with Eastern, partners, and stakeholders

Deliverables may be submitted in Word, PDF, spreadsheet, or diagram formats.

5. Proposal Requirements

Proposals must include:

1. Cover Letter with:
 - Summary of Expertise
 - Past Performance
2. CV/Resume of key personnel
3. Completed Proposal Form (attached)
4. Confirmation of availability for the duration of the project period

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6. Evaluation Criteria

Proposals will be evaluated on:

- Understanding of environmental and agricultural systems
- Relevant qualifications and experience
- Ability to meet planning timelines
- Technical expertise in nitrogen systems, manure management, or remediation

7. Submission Instructions

Submit proposals electronically to:

Robert Burns
Director of Non-Profits
Eastern Workforce Opportunity Regional Center and Services
Email: robert.burns@easternwv.edu

Deadline: 4 PM, December 18th, 2025

8. Project Timeline

Contract activities correspond to Workplan Months 1–10, depending on the awarded scope. Start dates will be finalized upon award.

9. Questions

Submit questions via email. Answers will be shared with all interested bidders.

RFP Required Form

Name:

Mailing Address:

RFP Checklist

Cover Letter with a summary of expertise and past performance, if applicable
Copy of your latest CV or Resume

I, the undersigned, am willing to do the work described in the RFP for this flat rate (understanding that this amount must cover all related project time payments, travel, and other related expenses to my participation in the described project:

Initial

I, the undersigned, understand that a Federal Grant funds this project and that the Federal Government has the right to cancel this grant. Such cancellations will not require EWORCS to pay for any unpaid work or work that occurs after the cancellation date.

Initial

I, the undersigned, am available and committed to the terms of this project and deliverables as outlined in the RFP.

Initial

Print Name:

Signature

Date: