



# Humboldt County Resource Conservation District

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## **Request for Proposals Professional Engineer Services**

March 15, 2018

### **INTRODUCTION**

The Humboldt County Resource Conservation District (HCRCD) is a Special District established in the County of Humboldt by popular vote in 1987. The District's function is to assist private landowners in voluntary planning, design, and installation of natural resource conservation practices in Humboldt County. HCRCD has a close working relationship with the USDA Natural Resources Conservation Service (NRCS) in order to achieve local conservation goals and priorities. For more information on HCRCD and NRCS please go to: [www.humboldtrcd.org](http://www.humboldtrcd.org) and [www.ca.nrcs.usda.gov](http://www.ca.nrcs.usda.gov).

HCRCD is requesting proposals from qualified individuals or firms to provide the services of a contract Professional Civil Engineer or Agricultural Engineer to perform engineering services to support implementation of the USDA – NRCS Environmental Quality Incentives Program (EQIP) in Humboldt and portions of Del Norte counties. The contract Engineer may be either an individual or a firm. If a firm is selected, an individual will be required to be designated as the HCRCD contract Engineer and will be expected to be the primary contact with HCRCD and NRCS. The contract Engineer will oversee and perform a variety of complex professional field and office engineering work in connection with the mission of the HCRCD and NRCS. The contract Engineer will be responsible for planning, designing, completing layout, and certifying structural practices for conservation improvements in a variety of agricultural and/or wildland settings, including dairies, rangelands, forests, wetlands, and row crop farms. The contract Engineer will be expected to spend up to two (2) days per week in the NRCS Eureka Field Office at 5630 South Broadway, Eureka, California.

Funding for the contract Engineer is provided through a grant agreement between the National Association of Conservation Districts (NACD) and the HCRCD. HCRCD anticipates contracting with one firm or individual to provide up to \$85,540 in contract Engineer services for a one (1) year term, or until grant funding expires. It is HCRCD's intent to select a qualified firm or individual to provide contract Engineer services based on an evaluation of firm's or individual's past performance, project team resumes, appropriate references, prior experience and familiarity with HCRCD and USDA-NRCS Conservation Practices, as well as the criteria that will be used in evaluating the qualifications of firms and or individuals submitting proposals.

***Deadline for submissions: April 4, 2018, 5:00pm***

### **SCOPE OF SERVICES**

**Note:** *The following Scope of Services is anticipated; however, this is not a comprehensive list, and other services may be required, as needed. Therefore, HCRCD reserves the right to make revisions.*

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NRCS Engineering RFP

- Perform professional engineering to complete planning, design, and construction of a wide variety of complex engineering practices. NRCS Conservation Practices may include: Waste Storage Facility (313), Roofs and Covers (367), Irrigation Pipeline (430), Sprinkler System (442), Irrigation Water Management (449), Livestock Pipeline (516), Pumping Plant (533), Roof Runoff Structure (558), Access Road (560), Heavy Use Area Protection (561), Stream Crossing (578), Streambank and Shoreline Protection (580), Structure for Water Control (587), Subsurface Drain (606), Surface Drain - Field Ditch (607), Watering Facility (614), Underground Outlet (620), Waste Transfer (634).
- Complete design work, construction drawings, and specifications for engineering projects in accordance with NRCS technical guides and standards, design handbooks, and industry standards.
- Conduct engineering surveys and investigations to obtain basic data necessary for the planning, design, and construction of engineering projects.
- Provide guidance and assistance to field office staff in conducting engineering surveys and investigations, provides technical guidance to field office staff staking out work and to facilitate computation or quantities.
- Plan and perform engineering research; review and prepare hydrology and hydraulics reports or other reports and necessary; consider alternatives; and make recommendations.
- Coordinate with NRCS Area Engineer or State Office for technical guidance and NRCS standards and specifications as necessary.
- Compile and keep accurate and complete records of engineering work performed.
- Participate in HCRCD/NRCS Technical Team meetings to prioritize projects and to provide project status updates/reports.
- Participate in discussions on engineering plans and specifications, possible alternatives, and construction methods with members of technical team and/or field office staff, individuals or groups of farmers, ranchers and/or contractors.

#### **MINIMUM QUALIFICATIONS FOR CONTRACT ENGINEER**

- Registration as a Professional Civil Engineer or Agricultural Engineer in the State of California in good standing
- Experience in environmental restoration and agricultural engineering and ability to learn and apply NRCS policies, procedures, rules, regulations, and ordinances that are necessary for the position
- Ability to work under adverse conditions, such as in agricultural operations, around heavy construction equipment, and in inclement weather
- Ability to provide timely services, and to stay within budget and schedule
- Knowledge of county and municipal government agency policies and procedures and environmental process including CEQA and NEPA requirements
- Familiarity with dairy agricultural operations, riparian systems, and NRCS practices and standards highly desirable
- Hold a valid California Driver's License
- Ability to pass a drug-screening test and federal background check
- Have and maintain appropriate level of insurance for the duration of the contract.

## **ADDITIONAL INFORMATION**

HCRC and NRCS have identified twelve (12) high priority EQIP contracts for implementation during 2018 construction season. Most of the priority contracts have had some level of design work completed. The contract Engineer will be expected to prioritize work load to provide engineering design and/or project close-out support for these priority contracts.

The contract Engineer will be expected to spend up to 2 (two) days per week at the NRCS Eureka Field Office, located at 5630 South Broadway, Eureka, California. At the NRCS Eureka Field Office, and contingent upon passing a federal background check, the contract Engineer will have full access to an assigned workstation (desk, computer and appropriate software), the NRCS vehicle pool, and the following equipment: Trimble R10 GNSS system w/a TSC3 handheld unit, Sokkia SET5E, and CST/Berger Electronic self-leveling rotary laser.

## **POINT-OF-CONTACT**

HCRC requests that Respondents restrict all contact and questions regarding this RFP to: Jill Demers at 707-442-6058 x 5 or [jillhcrd@gmail.com](mailto:jillhcrd@gmail.com)

Questions concerning terms and conditions and specifications shall be made via email to Jill Demers. Under no circumstances shall any Respondent contact in person, by telephone, or otherwise, any representative of the HCRC other than as provided above in regard to this RFP. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

## **PROPOSAL REQUIREMENTS**

If you or your firm is interested in this opportunity, please provide the following information:

- Firm or Individual Name, Address, Telephone Number, Email Address, and Website address.
- Qualifications, Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract.
- A description of capabilities to satisfy the requirements of this RFP; including any previous experience or services provided to HCRC similar in scope and size.
- Provide a minimum of three (3) references for *similar* services only, who can attest to the Respondent's knowledge, quality of work, timeliness, diligence, and professionalism. Respondent must include names, contact persons, and phone numbers for all references.
- Other factors or special considerations you feel would influence your selection.
- Estimated fee schedule and billing rates for staff at the various levels who may perform work activities. Any billing rate increases anticipated during term shall be clearly outlined in the proposal.
- Additional information required to address evaluation criteria. The following criteria will be used by HCRC to evaluate the Proposals:
  - General qualifications of the candidate for the position and key support personnel (up to 25 points)

- Experience and familiarity with HCRCD, NRCS, and/or NRCS Conservation Practices (up to 20 points)
- Experience with designing and planning infrastructure projects on dairy facilities, specifically associated with manure management and handling practices, to demonstrate ability to immediately provide support for the implementation of multiple infrastructure practices during the 2018 construction season (up to 30 points)
- Project References (up to 20 points)
- Compliance with this Request for Qualifications (up to 5 points)

#### **OTHER TERMS AND CONDITIONS**

HCRCD reserves the right to reject any or all responses. HCRCD reserves the right to waive any variances from the original Request for Proposal's specifications in cases where the variances are considered to be, in the sole discretion of HCRCD, in the best interests of HCRCD.

Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet HCRCD's needs, with a mutually agreeable start date.

#### **SUBMITTAL**

Please submit proposal via email to Jill Demers at [jillhcrcd@gmail.com](mailto:jillhcrcd@gmail.com), including "HCRCD Contract Engineering & Planning Services" in the email subject line.

#### **SUBMISSION DEADLINE**

All proposals must be received no later than April 4, 2018 at 5:00pm