Humboldt County Resource Conservation District
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HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT

REQUEST FOR QUALIFICATIONS
For Erosion Assessments & Watershed Restoration Planning Services in Humboldt County, California

Addendum #1

The purpose of this Addendum is to modify the Request for Qualifications to extend the due date of the Statement of Qualifications for the Erosion Assessments & Watershed Restoration Planning Services in Humboldt County, California to Monday, November 30, 2026.

THE FOLLOWING ITEMS HAVE BEEN MODIFIED:

Item 1. MODIFICATION: Addition shown in **bold** and deletion shown in ~~strikethrough~~ of due language to page 1 of the Request for Qualifications dated October 13th, 2026 with the following as shown:

> Statement of Qualifications Due: ~~Friday, November 13, 2026~~ **Monday, November 30, 2026**

Item 2. MODIFICATION: Addition shown in **bold** and deletion shown in ~~strikethrough~~ of due language to page 1 of the Request for Qualifications dated October 13th, 2026 with the following as shown:

> Please use the following guidelines to prepare the submission. Complete submissions shall be emailed to Jill Demers, Executive Director, Humboldt County Resource Conservation District, at: jill@hcrcd.org. Please include "Erosion Assessments & Watershed Restoration Qualifications" in the subject line. Submissions must be received no later than 5pm, ~~Friday, November 13, 2026~~ **Monday, November 30, 2026**.

End of Addendum #1
November 9, 2026

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REQUEST FOR QUALIFICATIONS

For Erosion Assessments & Watershed Restoration Planning Services in Humboldt County, California

Date Released: Tuesday, October 13th, 2026

Statement of Qualifications Due: ~~Friday, November 13, 2026~~ Monday, November 30, 2026

PURPOSE

The Humboldt County Resource Conservation District (District) prepared this Request for Qualifications ("RFQ") to identify a pool of experienced and qualified contractors ("Pool") to assist in project development and perform erosion assessments across Humboldt County in Northern California. The priority tasks anticipated to be funded under this RFQ include: watershed assessments, inventory and identification of sediment load sources relating to failing roads and culverts and upgrading of roads, development of treatment design plans, and facilitation of erosion control workshop(s) for sediment load reduction, in coordination with District and partners. The intended results of these analyses will inform the development of future multi-benefit restoration prioritization and planning activities that support recovery of target fish species while enhancing agricultural values across working lands and protecting rural communities. The District expects to retain the information of qualified contractors within the Pool over a five-year period. The District may elect to reissue this Request for Qualifications periodically to add additional qualified contractors to the Pool. Selection for the Pool does not guarantee a professional services agreement.

AVAILABLE FUNDS

The District has acquired funding from several state and federal grant sources and intendeds to negotiate and execute Professional Services Agreement(s) with qualified contractor(s) included in the Pool over the next five years, on an as-needed basis. Contractors selected for any given body of work will be based on the contractor's evaluation score (see Evaluation & Selection Process, below), availability when services are required, and ability to comply with grant funder terms, if any. Extended and/or expanded agreements may be possible.

PROPOSED SCOPE OF SERVICES

The types of service that may be required to complete the currently funded projects include the following.

1. **Project Scoping and Development**: Assist in watershed selection, identifying and developing project goals and objectives, and defining project tasks to assess the potential for future erosion and sediment delivery, the volume of future sediment delivery, and the sensitivity of habitats within designated watersheds, in coordination with District and partners.
2. **Watershed-scale Assessments & Plan Development:** Conduct sediment source inventory,

sediment savings calculations, and prioritize and recommend treatments using the guidelines described in the California Salmonid Stream Habitat Restoration Manual, Chapter 10 (Weaver, et al., 2010) and the Handbook for Forest, Ranch and Rural Roads, a Guide for Constructing, Re-constructing, Maintaining and Closing Wildland Roads (Weaver et al., 2015). Develop conceptual treatments plans that may include proposed site-specific treatments, typical construction drawings, estimated sediment savings, and cost estimates for proposed treatment implementation.

3. **Education and Outreach:** Develop and assist the District with technical skills development through workshops and technical training. Develop, lead, and participate in community meetings and workshops regarding sediment and erosion control for the public and interested parties within the watershed.

DESIRED QUALIFICATIONS

The following is a list of the desired qualifications and experience for contractors responding to this RFQ:

- Experience with the following: hydrologic and sediment transport analyses; geo-technical evaluations; map predicted sedimentation patterns; developing and designing road and culvert improvement plans; and permitting road and culvert projects relating to sediment control.
- Experience with cost estimates for heavy equipment, labor, permitting, and materials needed to implement treatment strategies
- Experience designing and leading workshops on erosion control efforts relating to ranch and forest roads.
- Experience with and ability to work respectfully and cooperatively with District, grant and regulatory agencies, agricultural landowners and land managers, tribes, community members, and their representatives.
- Knowledge and understanding of project budgeting and cost controls, particularly for grant funded projects.
- Familiarity with and experience working in Humboldt County.
- Ability and willingness to be flexible and responsive to evolving project needs.
- Ability to meet Insurance Requirements as outlined in the attached **Exhibit A**.

EVALUATION & SELECTION PROCESS

An evaluation committee will evaluate all contractor qualifications received for completeness and for the contractor ability to meet all specifications as outlined in this RFQ. The following evaluation criteria and will be used to rank contractors within the Pool:

Criterion	Points	Evaluation factors
General qualifications and key personnel	30	Relevant credentials and technical expertise (10) Qualifications of key personnel (10) Organizational capacity and staff availability (10)
Experience with similar planning and design projects	30	Relevant project experience (10) Similarity in scale, complexity, and technical challenges (5)

		Ability to develop feasible recommendations and advance projects toward implementation (10) Quality of past work and deliverables (5)
Competitive contractor rates and expenses	20	Competitiveness of hourly rates (10) Reasonableness and transparency of cost control measures (10)
Project references	15	Relevance of referenced projects (5) Technical quality and reliability (5) Communication, responsiveness, and management of schedules and budgets (5).
Compliance with the RFP	5	Completeness of required materials (2) Clarity of required materials (2) Compliance with submission requirements (1)
Total	100	

SUBMISSION REQUIREMENTS

Please use the following guidelines to prepare the submission. Complete submissions shall be emailed to Jill Demers, Executive Director, Humboldt County Resource Conservation District, at: jill@hcrcd.org. Please include "Erosion Assessments & Watershed Restoration Qualifications" in the subject line. Submissions must be received no later than 5pm, ~~Friday, November 13, 2026~~ Monday, November 30, 2026.

Receipt of the submission will be acknowledged via email. No submittals will be accepted after this deadline. The following items must be submitted as a single PDF file containing all required content:

- Contractor's Company Name(s), Address, Telephone Number, Email Address, and Website.
- Qualifications, licenses, certifications, and resumes of all personnel proposed for the project.
- Description of the availability and capacity of proposed key personnel to perform the anticipated services.
- Description of capabilities to satisfy the Proposed Scope of Services of this RFQ, including relevant project experience and examples of similar planning, assessment, and design projects.
- A minimum of three (3) references for similar services, including names, contact persons, and phone numbers for all references.
- Description of contractor's methods for developing project cost estimates, managing project budgets, and controlling costs.
- Billing rates for all proposed personnel and applicable expenses, including any anticipated rate increases
- Additional information relevant to evaluation criteria

Electronic submissions required; hard copy responses will not be accepted.

QUESTIONS?

For questions about this RFQ, contact: Jill Demers, Executive Director, jill@hcrcd.org

EXHIBIT A

Insurance Requirements

A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors hereunder, shall take out and maintain, throughout the term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, all of the activities of CONTRACTOR and its agents, officers, directors, employees, volunteers, assignees or subcontractors:
    1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars ($1,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
    2. Errors and Omission (Professional Liability) insurance covering all professional services required under this Agreement, in an amount of One Million Dollars ($1,000,000.00) per occurrence for any one (1) incident.
    3. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars ($1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
    4. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease.
B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:
    1. The Comprehensive or Commercial General Liability Policy shall provide that District Indemnified Parties are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR that is covered by the relevant insurance policy. The coverage shall contain no special limitations on the scope of protection afforded to District Indemnified Parties. Said policy shall also contain a provision stating that such coverage:
        a. Includes contractual liability.
        b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
        c. Does not contain a pro-rata, excess only and/or escape clause.
        d. Contains a cross liability, severability of interest or separation of insureds clause.
    2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to DISTRICT in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until DISTRICT receives adequate proof

that equal or better insurance has been secured.

3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.
4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to District Indemnified Parties, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to District Indemnified Parties.
6. Any deductible or self- insured retention over Fifty Thousand Dollars ($50,000.00) shall be disclosed to, and approved by, DISTRICT.
7. DISTRICT is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.