

Request for Qualifications
RFQ-2018-01
December 20, 2018

Huerfano County is soliciting Statement of Qualifications (SOQ's) for professional engineering services to provide assistance in program management; engineering; permitting and related services to support National Resources Conservation Services (NRCS) Emergency Watershed Protection Program (EPW) grant funding administered by Huerfano County for on-going mitigation needs due to the Spring Creek Fire of 2018 disaster and anticipated flooding.

Funding

Funding for this project is made available through grants from NCRS, Colorado Water Conservation Board, and the Colorado Department of Local Affairs.

Project Contact

Huerfano County
County Administrator
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Schedule for Selection and Contract Negotiations

A schedule for selection and contract negotiations is presented below:

Date(s) (approx.)	Item
December 13, 2018	Advertise for SOQ's on www.huerfano.us/frq18-01.php
December 28, 2018 11:00 AM	Written Questions Due
December 29, 2018	Questions and answers posted on www.huerfano.us/frq18-01.php
January 4, 2019 4:00 PM	SOQ's due
January 8, 2019	Top consultants notified of interview
January 14, 2019	Interviews and selection
January 15 - 18, 2019	Contract negotiations, signature and review process
February 1, 2019	Begin work

Project Schedule

Once selected, a master task order agreement (i.e. “umbrella contract”) will be executed between the parties for a three year contract period (between February 1, 2019 and January 31, 2022).

Questions

If you have any questions regarding this study, please contact John Galusha in writing. The preferred method for submitting questions is via [email: john@huerfano.us](mailto:john@huerfano.us) When using email, please submit all questions as an attachment readable in Microsoft Word. Please include company name, address and contact information including phone, fax and email. Questions must be received by December 28, 2018 @ 11:00 AM and should clearly identify the project number: RFQ-2018-01 in the subject line. Please include company name and all contact information in your email or attachment. Questions and all answers will be posted on Huerfano.us (see below) as an amendment.

Huerfano Vendor Self Service System

This solicitation is published using the Huerfano County web site and other bidding services on the internet. Solicitation documents and information (including any amendments or modifications) will be updated with revisions on the www.huerfano.us site. Bidders shall not rely upon any other interpretations, changes, or corrections not posted to www.huerfano.us. It is the bidder’s responsibility to check the website regularly for any modifications, updates, or changes to the bid or any of its requirements. Vendors will not be contacted by the county when modifications are made. Should any part of this Request for Qualifications be confusing or contradictory, it is the vendor’s responsibility to seek clarification.

SOQ Submittal Process

Firms or consultant teams interested in being considered must submit five (5) copies and one electronic copy (on either a CD, flash drive, or other similar storage device) of the Statement of Qualifications (SOQ). The SOQ should be addressed to John Galusha and received at the Huerfano County Office no later than 4:00 p.m. January 4, 2019 at 401 Main Street, Suite 201, Walsenburg, CO 81089. Late submittals will not be evaluated.

Consultant Selection Process

The selection process will include the following steps:

1. Evaluate and rank the SOQ’s. The ranking criteria are attached.

2. Conduct interviews with a minimum of the top three (3) ranked firms or consultant teams.
3. Rank the firms or teams based on interviews.
4. Enter scope of work and contract negotiations with the highest ranked firm or team. If a satisfactory contract cannot be negotiated, enter scope of work and contract negotiations sequentially with the second and third ranked firm or team.

SCOPE OF SERVICES

Background

Huerfano County is seeking to contract with a qualified consulting firm, or team of firms, which can readily deploy resources to assist with completion of key mitigation projects throughout fire and flood affected areas, located in Huerfano County, Colorado. The County requested and received authorization to obtain significant grant funding from the Natural Resources Conservation Service (NRCS) through a national grant program known as the Emergency Watershed Protection (EWP) program. For scale and background purposes only, the estimate of grant funding for design and construction purposes will be on the order of \$7,000,000. Funds will be set aside for program administration including general tasks outlined below. Through the selected firm or team, The County will offer design services to willing local sponsors/applicants through this program and associated scope of services. However, some local sponsors may choose to include design services within their own grant process, which will fall outside of this scope. It is unknown at this time how many sponsors (La Veta or Walsenburg) will choose Huerfano County design assistance and how many sponsors will choose their own design firms.

Interested parties are encouraged to submit qualifications for any of all of the following project components.

1. Coalition and community coordination

Provide coordination support to the Huerfano County Water Conservancy District (HCWCD) and other watershed coalitions. The Huerfano County Water Conservancy District, their fiscal agents, and local governments are intended to be the local sponsors for the projects. This includes important communications activities using various methods such as telephone calls, emails, and meetings as well as assistance to the coalitions for project prioritization. Support shall also be provided for other program-related activities including compliance with NRCS forms and reporting, assistance with tasks that are assigned to local sponsors, and assistance with outreach activities.

2. Damage Survey Report (DSR)

Participate on DSR teams as requested by Huerfano County or Colorado Water Conservation Board (CWCB) staff. Assist coalitions and NRCS with developing and completing DSRs resulting in projects that are program-eligible according to watershed master plans, coalition priorities, and federal guidelines. Assist with field-truthing projects (e.g. on the ground verification measures) to ensure consistency with master plans, concurrence of site conditions, and compliance with NRCS requirements.

3. NEPA compliance including (but not limited to) biological assessments and cultural resources

According to the Technical Assistance agreement between NRCS and Huerfano County, NRCS will assume primary responsibility for NEPA analysis. However, assistance to NRCS will be provided on an as-needed basis under this task through NRCS request and County and CWCB concurrence. It is anticipated that the majority of the work expected under this task will be in regards to cultural resources, and tasks needed to address anything related to these resources. Following the NEPA development, provide services to sponsors, HCWCD and CWCB to ensure compliance with NEPA requirements. Coordinate with Colorado Parks and Wildlife (CPW) for habitat assessments and project alternatives. Coordinate with State Historic Preservation Office in regards to cultural resource assessments.

4. Assistance with permitting requirements

Assist sponsors with determining permitting needs and processes. It must be emphasized that these activities are advisory in nature and actual permitting work is not reimbursable through the NRCS. For this reason, this task does not include work associated with applying for permits, completing forms and narratives, or submitting permit applications to review agencies. This task can be used for supporting work needed for the sponsor to prepare the applications.

5. Project design

Include resilient channel designs which incorporate nested channel approaches (e.g. geometry that includes features for low flow, effective discharge(s), and flood flows). This will be subsumed within a hydrologic and hydraulic component (H&H) for this task. Task should include hard stabilization where necessary to protect infrastructure, bio-stabilization, floodplain (geomorphic) connectivity, site specific riparian area thinning and re-vegetation, invasive species removal and habitat improvement.

Engineering services are needed to implement stream stabilization measures and remove flood deposited debris within riparian corridors impacted by flooding events resulting from the Spring Creek Fire of 2018. Services are also required to identify potential depositional areas for sediment and debris that may result from floods caused by the Spring Creek Fire of 2018. Design level decisions will be discussed for each project on a case by case basis with thorough input from relevant stakeholders. The scope of engineering assistance required for eligible EWP projects will include:

- ◆ Visiting the site, recording field notes, taking photographs, and observing site conditions;
- ◆ Developing a conceptual plan of proposed work to share with stakeholders;
- ◆ Obtaining necessary survey data to design the project;
- ◆ Gathering basic design data and researching available data;
- ◆ Providing a *design report* that meets or exceeds the minimum NRCS requirements;
- ◆ Preparing engineering designs;
- ◆ Construction drawings and specifications;
- ◆ Construction cost and performance time estimates;

- ◆ Operation and Maintenance (O&M) Plan;
- ◆ Quality Assurance Plan (QAP);
- ◆ For projects designed by or through a sponsor, submit conceptual and final designs to NRCS for review;
- ◆ Performing construction observation and quality assurance tasks; and
- ◆ Coordination of work with NRCS representatives.

Project design review

Review all submitted project designs, whether prepared by Huerfano County, consultant, or by sponsor consultant for completeness and compliance with CWCB and NRCS guidelines. Review project budgets and compliance with environmental requirements.

6. Construction oversight/support

This task will assist sponsors/grantees and local governments with oversight during the construction process to ensure design plans are properly constructed. In addition, this task will empower the ability to make field-fit changes and related onsite adjustments as necessary for successful project outcomes. As part of the grant award, a requirement for post-construction documentation (e.g. deviations from design plans) and signoff by this position will be required. Services associated with this task will include field supervision, construction observation, construction coordination with contractors and landowners, and overall project monitoring that will include field education for crews and equipment operators.

7. Project Management

Provide general project management of the overall program and consultant team. Consultant shall clearly describe an individual project manager who shall serve as the single point of contact for Huerfano County staff and NRCS program staff. This position will be responsible for: 1) supervising all other consultant team operations; 2) preparing progress reports to Huerfano County, CWCB, and NRCS staff; 3) leading public outreach efforts; and 4) monitoring progress of design and construction of individual projects whether Huerfano-designed, NRCS-designed or sponsor-designed. This position is also responsible for working with Huerfano County staff positions related to financial and performance compliance. This position is also responsible for tracking and ensuring (not completing) submittal and acceptance of required project permits prior to construction, preparing a QA/QC plan related to program activities, and overseeing its use throughout the contract.

8. NRCS coordination

Coordinate with NRCS program staff on any issues that arise with the program including, but not limited to, technical issues, financial issues, environmental compliance, and public outreach. Consultant shall keep Huerfano County informed at all times of discussions, decisions, and outcomes related to this task to avoid confusion or project surprises.

9. Public meetings

Project manager and/or consultant team members shall be available for attending and/or presenting at various public meetings on a case by case basis. These meetings can include, but are not limited to, watershed coalition meetings, board meetings, local elected official meetings, landowner and stakeholder meetings, and public outreach meetings. Some of these meetings may occur during weekends or evening hours.

Project team shall assist watershed coalitions, local governments, and Huerfano County and NRCS staff in preparing meeting materials such as meeting announcements, agendas, handouts, story boards, PowerPoint presentations, and public input surveys. In addition, consultant shall take notes and summarize meeting discussions and action items. Consultant shall assist with scheduling meeting times, locations, and room's spaces when requested.

10. Website creation and maintenance

Create, maintain, and host a program-specific website for the purposes of sharing information related to program activities, for internal and public use. Information on this website should be coordinated with other interested parties, including but not limited to CWCB, NRCS, the Colorado Recovery and Resiliency Office, and CDOT. Update and maintain website on a regular basis with sufficient information, approved by Huerfano County, to describe the program itself as well as specific projects.

Disclosure Note: Due to uncertainties in program actions, this contract is likely to be structured as an on-call consulting services contract with no guarantee of minimum fee expenditures by the County. The anticipated budget allows for approximately \$1 million for non-project design activities (i.e. program management not associated with actual design activities). There is currently \$1.2 million of budget for design work. However, an unknown percentage of this work will be performed under sponsor contracts or by NRCS. Additional money is being sought to increase this total budget. For this reason, it is not possible to estimate the actual amount of funds available for design work under this contract.

End of Scope of Services

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Performance Monitoring

Performance monitoring for the contract shall include the following:

- (a) Performance measures and standards
 - a. Task memorandums will be provided to Huerfano County by vendor to insure that each subtask is being completed properly, prior to the final deliverable.
 - b. At a minimum, weekly progress meetings where vendor will update Huerfano County on any issues or concerns related to completing the contract. This will insure that unexpected challenges can be quickly addressed.
- (b) An accountability section
 - a. Weekly status meetings where vendor will report status of tasks and deliverables.
 - b. Monthly invoicing will include the following:
 - i. Budget status by subtask broken down by:
 - 1. Current costs
 - 2. Cumulative costs
 - 3. Percent spent
 - 4. Estimated percent completed
 - 5. Remaining budget
 - c. All deliverables and support data will be made available to Huerfano County and the State in electronic format
 - i. Project design documents, NEPA documents, etc.
- (c) Monitoring requirements
 - a. Written monthly progress reports
 - b. Meeting minutes
 - c. Weekly project website updates
- (d) Methods and mechanisms to resolve noncompliance
 - a. Replace project personnel from either the vendor or Huerfano County
 - b. Require additional monitoring if information is not adequate for the Huerfano County, CWCB, or NRCS
 - c. Hire additional consultant teams if additional capacity is needed

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SUBMITTAL FORMAT AND EVALUATION

Submittal Format

Interested firms shall organize their written submittal in a flat-bound (one volume, 8.5”x 11”) document (binders are not acceptable due to storage limitations) and shall respond, sequentially, to the submittal items listed below in a manner that is clear and concise for review and evaluation by the selection pane. Provide divider pages or tabs to indicate the sections of the proposal that pertain to the evaluation criteria listed below. Five (5) copies of the submittal and one electronic copy are required.

Company Information

Include pertinent company information, including company name, entity type, FEIN number, home office address, local address (if applicable), telephone, facsimile, contact name and email address. Include a signature of someone authorized to bind your firm.

A. MINIMUM QUALIFICATIONS

The following qualifications must be met by the prospective proposer in order for the bid to be considered for each component. Please include a short narrative indicative of how your firm meets these qualifications for each component being bid upon.

Firm or Team Experience

- Must have working knowledge of natural channel design.
- Familiarity State of Colorado Floodplain Rules and Regulations
- Good understanding of the CWCB Watershed Protection Program

Project Manager:

- professional engineer licensed in Colorado
- minimum of 7 years of project-related engineering experience
- experience with program management (i.e. beyond simple project management)
- experience managing project budgets and timelines
- familiarity with federal environmental and financial compliance requirements
- familiarity with procurement processes and preparation of bid documents
- excellent verbal and written communications skills
- experience with public speaking, outreach, facilitation, and conflict resolution

Floodplain Engineer:

- Professional Engineer licensed in Colorado
- experience with hydrologic models (esp. rainfall-runoff but also regression equations and flood frequency analyses)
- experience with hydraulic models (HEC-RAS and 2-D modeling)
- experience with shear stresses on river sections and design for mitigation of these forces
- experience in multi-stage channel design

- experience with preparing and submitting FEMA MT-2 forms (i.e. LOMR/CLOMR)
- familiarity with Colorado Floodplain Rules and Regulations and how they will affect this work
- familiarity with other local regulations and floodplain permitting processes

Field Hydrologist/River Restoration Expert and Geomorphologist:

- extensive experience designing and constructing multi-stage channels
- experience with channel restoration in Colorado or other areas with similar topography, geology, and climate.

Riparian Ecologist:

- experience in high altitude riparian vegetation and re-vegetation
- direct knowledge and previous use of eco-typic plant stock

Forest Health Expert

- At least two years of experience in forest health
- Experience must include knowledge of native and invasive species, and a working knowledge of reparation of burn areas
- familiarity with improvement and restoration familiarity with form and function of mountainous and forest habitat.

NEPA and Permitting Specialist:

- At least four years of experience working directly with NEPA and related permitting processes
- Excellent background in 404 permitting, USFWS consultations, environmental assessments and or impact statements, floodplain standards, floodplain development permits, coordination with State Historic Preservation Office, and state and local permitting requirements for channel work.

B. Expertise and Experience

In five pages or less, outline your firm's and or team's expertise, and expertise of the staff that will be assigned to this contract, in the following:

- a) Overall team experience and proven effectiveness on similar work.
- b) Experience with project management, design, and project
- c) Experience in construction oversight of natural channel design, river restoration, and flood mitigation.
- d) Communication skills, facilitation, and coordination with local coalitions and stakeholder groups.
- e) Skills in field hydrology, stream restoration, and channel geomorphology.
- f) Floodplain engineering work, flood profile determination, floodplain standards, and floodplain development permits.

- g) Previous work with NEPA and related permitting efforts.
- h) Skills related to riparian ecology.
- i) Skills related to aquatic biology
- j) Provide At least three but no more than five references for similar work, including active phone number and email address for each reference listed.
- k) Provide a description and location of three example projects (on the front range of Colorado if possible).

C. Management Summary

Address your firm's or team's project management plan in the following areas.

- a. Level of involvement, roles and responsibilities of all key team members.
- b. Quality control methods used to assure that the Project remains on time, on target and within budget.
- c. Provide an organizational chart and team involvement for every aspect of the proposed work, including any sub-consultants. Clearly indicated which individuals are on the prime team and which individuals are part of any sub-consultants or contract employees. (This distinction is for informational purposes only for ease of review by panel members).

D. Project Approach

Address your firm's or team's project management plan in the following areas.

- a. Explain your firm and team's understanding of the need for this effort.
- b. Detail approach, steps and process to implement the various tasks.
- c. Describe how the various tasks interact with each other.

E. Writing Sample

The written proposal itself will serve as a writing sample to be evaluated by the selection panel. Factors will include such items as format, layout, content, grammar, spelling, clarity, organization, professionalism, and accuracy.

F. Conflicts of Interest

Confirm that you do not have any conflicts of interest. In cases when a conflict might exist, submit details of the situation surrounding the potential conflict of interest. The selected contractor (or in the case of a team contract selection, the prime contractor for the selected team) shall not have direct involvement in project implementation with any local entities outside of this contract (this would be viewed as a de facto conflict of interest) unless the local entity is a Project Sponsor with NRCS.

EVALUATION

The selection Panel will evaluate submittals based on the following criteria:

Company Information

Company information is required, but will not be scored.

A. Minimum Qualifications

Minimum qualifications will be scored on a pass fail basis.

B. Expertise and Experience

Expertise and experience will be scored based on the level of knowledge and past experience as it relates to the project. References will be scored based on their feedback and the applicability of references' projects to the anticipated work. References may or may not be contacted.

C. Management Summary

Management Summary will be scored based on the logic of the management approach, the quality control methods and the organizational chart.

D. Project Approach

The project approach will be scored based on the proposer's understanding of the project, the likelihood of the approach correlation with the project tasks to yield successful projects.

E. Writing Sample

Each written proposal will be evaluated for technical writing skills of the proposer.

F. Conflicts of Interest

Conflicts of interest will be evaluated by the team. Any firm with a conflict will not be considered.

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Special Notes and Requirements:

- 1) Huerfano County reserves the right to select one or more teams to act in an “on- call” manner for the requested work. There is no guaranteed minimum amount of professional fees for these services. Huerfano County may break down proposals and select the best and most appropriate sub-teams for each of the major categories. By way of example, a proposer may be successful for the project manager role, but may not be awarded work in the other areas and so on.**
- 2) All team members working on this project must be physically located in Colorado.**
- 3) Non-standard proposals will not be accepted or evaluated by the panel.**
- 4) Late submittals will not be accepted or evaluated by the panel.**
- 5) Proposers are required to disclose any real or perceived conflicts of interests related to the requested work. This item must be addressed either way, even if there are no self-disclosed conflicts. Failure to address this item may constitute a disqualification of the entire proposal.**