

**Request for Qualifications  
for  
ENGINEERING GEOLOGY AND GEOTECHNICAL SERVICES FOR  
RURAL ROAD, LANDSLIDE AND GULLY SEDIMENT REDUCTION**

**September 28, 2016**

The San Mateo County Resource Conservation District (RCD) seeks a qualified firm or firms to provide “as-needed” engineering geology and geotechnical services to assist with the development and implementation of sediment reduction projects for rural roads, landslides and gullies. Selected firms will be placed on a list of firms eligible to support such work, as needed, for a period up to 3 years. The RCD will not be limited to working with firms from this list for all projects and initiatives.

**1. Introduction**

The mission of the RCD in San Mateo County is to help people protect, conserve, and restore natural resources through information, education, and technical assistance programs. The RCD is authorized under Division 9 of the California Public Resources Code. The RCD is soliciting statements of qualifications for the purpose of developing one or more “as-needed” agreements for work. The Scope of Work is not specific to any one project but rather an accumulation of services generally needed by the RCD to deliver its mission. All work under an as-needed agreement would be initiated by the RCD via telephone conversation, email, in person, or by regular mail. Specific details of each work assignment would be determined during each project initiation, including the specific project scope of work, schedule for completion of the specific project, cost estimate, and payment provisions.

**2. Scope of Work**

Principle duties of the selected firm or firms may include one or more of the following tasks as needed:

1. Prepare inventories of rural roads, landslides and gullies for sediment reduction and erosion control. Inventories will include site descriptions, treatment recommendations, prioritization, and costs. Types of data collection and analyses that may be required for site descriptions include: topographic surveys and mapping, mapping of geologic features (e.g gullies, landslides), geotechnical field studies, engineering data collection and analysis, geomorphic studies, and hydrological assessments.
2. Develop designs for site treatments and produce reports and plan sets.
3. Assist with project implementation and construction oversight.

Desirable qualifications include:

- Experience with planning and implementation of sediment reduction and erosion control projects for rural roads, landslides and gullies (especially in Santa Cruz Mountains and coastal San Mateo County), including familiarity with standard permit conditions/regulatory requirements
- Civil Engineering, Geology, Environmental Engineering or related degree and experience
- Experience with Natural Resource Conservation Service standards and practices, CA Salmonid Stream Habitat Restoration Manual, and other relevant guidelines as they pertain to rural roads, landslides, and gullies
- Demonstrated ability to write clear, concise reports; and strong interpersonal and communication skills
- Experience working on grant funded programs
- Experience designing projects with multiple stakeholders and input from technical advisory committees
- Experience successfully working to meet the needs of landowners
- Familiarity with RCDs

### **3. Documentation**

Bids shall include a letter detailing a firm's qualifications, experience, and abilities to complete any or all of the tasks in the Scope of Work. Bids shall also include hourly rates as well as contact information for three references. There is no required format or length for submissions. The RCD considers the ability to prepare a cogent, compelling submission of qualifications without a prescribed format indicative of a consultant's skills.

#### 4. Schedule

Date of announcement	September 28, 2016
Deadline for questions	October 5, 2016 5:00 p.m. PST <a href="mailto:sara@sanmatorcd.org">sara@sanmatorcd.org</a>
Deadline for submissions	October 12, 2016, 5:00 p.m. PST Qualifications packages shall be submitted via email to <a href="mailto:sara@sanmatorcd.org">sara@sanmatorcd.org</a> .
Notification of decision	October 28, 2016

#### 5. Evaluation and Selection of Firm(s)

The table below will be used by RCD staff to score all proposals and make recommendations to the Board of Directors for a firm or list of firms eligible for as-needed work. RCD has the right to reject any and all proposals. When choosing from the list, RCD will select firms needed for the greatest advantage to a particular project, initiative and/or the RCD. *The RCD will not be limited to working with firms from this list for all projects and initiatives.*

Although a firm which scores highly in all categories is particularly desirable, a firm does not need to score well in all categories to be included on a list of potential consultants. For example, one firm may be desirable for a specific data collection task and another firm may be desirable for development of project designs. This following table is provided to show how qualification packets will be scored. Please do not fill out – it will be completed by RCD staff.

#	Category	Score
1	Experience with planning and implementation of sediment reduction and erosion control projects for rural roads, landslides and gullies in Santa Cruz Mountains and coastal San Mateo County, including familiarity with standard permit conditions/regulatory requirements. Develop an inventory preparation that includes site descriptions, treatment recommendations, prioritization, and costs (up to 30 points).	
2	Civil Engineering, Geology, Environmental Engineering or related degree, and experience in data collection methods and analyses related to topographic surveys and mapping; geotechnical field studies and engineering analysis; and engineering geologic, geomorphic and	

	hydrology studies (up to 25 points).	
3	Experience with designing sediment reduction and erosion control solutions for rural roads, landslides and gullies, including experience with Natural Resource Conservation Service standards and practices, CA Salmonid Stream Habitat Restoration Manual, and other relevant guidelines (up to 25 points).	
4	Demonstrated ability to write clear, concise reports; and strong interpersonal and communication skills. Experience with working on grant funded programs; designing projects with multiple stakeholders and input from technical advisory committees; and successfully working to meet the needs of landowners. Familiarity with RCDs (up to 20 points).	
Total score (up to 100 points):		

## 6. Corrections and Addenda

If any ambiguity, conflict, discrepancy, omission, or other error is discovered in this RFQ, immediately notify Sara Polgar, [sara@sanmateorcd.org](mailto:sara@sanmateorcd.org), in writing and request clarification or modification of the document. Modifications will be made by addenda and distributed to all parties known to be in receipt of this RFQ, as well as posted on the RCD's website at [www.sanmateorcd.org/announcements/](http://www.sanmateorcd.org/announcements/).

If a proposer fails to notify the RCD of a known error in the RFQ prior to the submission deadline, the firm shall submit a statement of qualifications at its own risk, and if the firm is awarded a contract it shall not be entitled to additional compensation or time by reason of the error or its subsequent correction. Any oral communication concerning this RFQ is not binding on the RCD and shall in no way modify this RFQ or any obligations arising hereunder.