

REQUEST FOR QUALIFICATIONS

On-Farm Conservation Planners

Proposals Due: October 6, 2023



SLOUGHHOUSE
Resource Conservation District
HERALD | SLOUGHHOUSE | WILTON

Sloughhouse Resource Conservation District

8698 Elk Grove Blvd., Suite 1-207

Elk Grove, CA 95624

info@SloughhouseRCD.org

Request for Qualifications – On-Farm Conservation Planners

SECTION 1 - INVITATION TO BID

Qualifications will be accepted via email by Brittany Friedman at info@SloughhouseRCD.org until **5:00 pm on October 6, 2023**.

Major components of Project Work consist of developing one or more on-farm conservation plans related to soil health, irrigation management, grazing management, and carbon farming.

SECTION 2 – GENERAL INFORMATION

The Sloughhouse Resource Conservation District (SRCD) is seeking qualified individuals to assist the Board of Directors in completing a variety of on-farm conservation plans funded through the [California Department of Food and Agriculture’s Conservation Agriculture Planning Grant Program](#). Plans must be completed in accordance to the relevant USDA NRCS activity description.

Links to Activity Descriptions:

- [116 CPA Soil Health Management Plan](#)
- [159 DIA Grazing Management](#)
- [162 DIA Soil Health Management Plan](#)
- [163 DIA Irrigation Water Management Design](#)
- [218 CEMA Carbon Sequestration and Greenhouse Gas Mitigation Assessment](#)
- [Carbon Farming Plan](#)

SRCD has received funding to develop the following plans:

116 CPA Soil Health Management Plan	5 Plans in Sacramento County
	1 Plan in Tuolumne County
159 DIA Grazing Management	2 Plans in Sacramento County
	1 Plan Tuolumne County
162 DIA Soil Health Management	2 Plans in Sacramento County
163 DIA Irrigation Water Management Design - 1-2 Designs with Pump Test	2 Plans in Sacramento County

218 CEMA Carbon Sequestration and Greenhouse Gas Mitigation Assessment	1 Plan in Sacramento County
Carbon Farm Plan	4 Plans in Sacramento County
	4 Plans in Tuolumne County

Project Schedule

<u>Event</u>	<u>Date</u>
SRCD Issues RFQ	September 13, 2023
Deadline for Qualifications	October 6, 2023
SRCD Board Selects Planners	October 11, 2023
Anticipated Contract Start Date	November 1, 2023
Final Conservation Plans to SRCD Board	April 2025 or earlier

Project Location

The Sloughhouse Resource Conservation District is located in Southeast Sacramento County. Selected farms receiving these services will be in either Sacramento County or Tuolumne County (see list above).

Inquiries

All inquiries concerning this Request for Qualifications (RFQ) must be directed in writing to Brittany Friedman at info@SloughhouseRCD.org

Qualifications Submission

Submit via email to Brittany Friedman at info@SloughhouseRCD.org by 5:00 pm on October 6th, 2023.

Proposal Preparation Cost

Costs for developing qualifications are entirely the responsibility of the proposers and shall not be chargeable to the SRCD.

SECTION 3 – REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General Requirements

- Registered Technical Services Provider (TSP) with the United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) in the planning categories of the relevant plan (see table above). If an applicant is not a registered TSP, documentation demonstrating qualifications pertaining to the development of specific plans and their proposed agricultural conservation practices must be provided.
- Experience working with local governmental agencies to implement projects

- Experience working with a variety of stakeholders and ability to aggregate many different ideas and opinions
- Experience working with on farm conservation plans

Knowledge of:

- Applying soil health and/or water efficiency best practices in Sacramento County
- Groundwater conservation projects (on-farm conservation, groundwater recharge, etc.)

SECTION 4 – QUALIFICATIONS PROPOSAL REQUIREMENTS

Cover Letter

Qualifications shall be transmitted with a cover letter that includes the name, address, telephone number, e-mail address, and which of the above listed plans you would be interested in working on. Planners are also encouraged to provide a brief description of their experience that demonstrates the ability to perform the essential functions and provide the required knowledge, skills, and abilities.

Resume

Provide a resume of no more than two pages that summarizes your experience, education, knowledge, skills, and abilities. The resume should include a summary of education, specialized training, certificates, or licenses obtained that demonstrate the individual’s ability to develop on-farm conservation plans.

Additional Information

Planners may (optional) submit up to two relevant work examples.

Address the proposal to

Brittany Friedman, Administration Coordinator, electronically to info@SloughhouseRCD.org.

SECTION 5 – QUALIFICATIONS RATING

Qualifications will be evaluated in detail by SRCD staff and additional information may be requested from candidates. The following represents the principal selection criteria that will be considered during the evaluation process:

Experience: This includes the individual’s/company’s experience working with farmers and ranchers to develop on-farm conservation plans/projects. Applicants must be a Registered Technical Services Provider (TSP) with the United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) in the planning categories of the relevant plan (see table above). OR, if an applicant is not a registered TSP, documentation demonstrating qualifications pertaining to the development of specific plans and their proposed agricultural conservation practices must be provided.

Education and Expertise: Education, specialized training, certificates, or licenses obtained that demonstrate the candidate's expertise in the field and active participation in professional or trade associations.

Strengths: Characteristics, traits, and strengths that make for a strong candidate and the motivation for wanting to work for the SRCD.

The SRCD reserves the right not to award a contract, to modify the scope of services required as necessary, and/or to accept or reject any or all submittals received as a result of this request.

SECTION 6 – TERMS AND CONDITIONS

Term of Agreement

The term of the agreement shall be October 1, 2023 – April 1, 2025.

Standard Terms and Conditions

The following clauses, in substantially the form presented, will be made part of a contract the selected company will be expected to sign. It is anticipated that modifications and additions may be required once a Contractor has been selected.

1. Termination and Breach of Contract: The SRCD may terminate the Contract for the breach of any covenant, term and condition of the Contract by the Contractor, its officers, agents or employees, provided the breach is not cured within ten (10) days after written notice thereof is presented to Contractor. In the event that the Contract is for any reason terminated for cause by the SRCD, Contractor shall be liable to the SRCD for the expense of the SRCD arranging to obtain any services provided herein from an alternative source. The SRCD may terminate this Contract after thirty (30) days notice for any reason. If the SRCD terminates this Contract without cause as provided for herein, SRCD shall be liable for the reasonable value of Contractor's work up to the effective date of the notice. The SRCD's determination of the reasonable value of the Contractor's work shall be final.
2. Time of the Essence: Time shall be of the essence with respect to each term and condition of the Contract.
3. Indemnity: Contractor agrees to fully indemnify, defend, and hold harmless the SRCD, its officers, employees and agents from any and all loss, damage, liability, claim, demand, or cause of action whatsoever resulting from or alleged to have arisen out of or have resulted from any act or omission of Contractor, its officers, employees, agents, independent contractors, or representatives in the performance of this Contract.
4. Independent Contractor: In the performance of the work herein provided for, Contractor shall be, and, is an independent contractor and is not an agent or employee of the SRCD. The SRCD has and shall retain the right to exercise full control and supervision of the services to be rendered to the SRCD and full control over Contractor

in the performance of all services hereunder. The Contractor shall be solely responsible for all matters relating to the payment of its employees, and all other regulations governing such matters.

5. Workers' Compensation Insurance Requirements: In addition to any other form of insurance required under the terms of this Contract, the Contractor shall maintain Workers' Compensation insurance with statutory limits for any employees of the Contractor. If any owner or employee is not covered by Workers' Compensation insurance, the Contractor shall provide a statement to the SRCD to that affect. The Contractor shall agree to fully indemnify, defend, and hold harmless the SRCD, its officers, employees, and agents from any and all workers' compensation claims by any owner, employee, or subcontractor of the Contractor in the performance of this Contract.