

# REQUEST FOR QUALIFICATIONS

## FOR

### Technical Advisory Committee Members to Support the Development of the Gualala Total Maximum Daily Load Action Plan Implementation Program

#### I. INTRODUCTION

The Sonoma Resource Conservation District (RCD), on the behalf of the State Water Resources Control Board (State Water Board), is seeking qualifications from consultants or firms with experience in rural road design and engineering, watercourse crossing and design, erosion and sediment control, hydrology, fisheries, and/or geology to serve on a technical advisory committee. This is not a bid process.

#### II. BACKGROUND INFORMATION

On June 24, 2025, the Sonoma RCD entered into a contract with the North Coast Regional Water Quality Control Board (NCRWQCB) to implement actions to facilitate the development of the Gualala Total Maximum Daily Load (TMDL) Action Plan Implementation Program. These actions include (1) project management, (2) conducting community outreach with landowners to facilitate education and regulatory compliance trainings, (3) development and execution of subcontracts to create a technical advisory committee to provide input on meetings, trainings, and technical analyses development, (4) analyses using desktop assessments to determine watershed conditions, developing a framework for evaluating roads, prioritizing roads for evaluation, development of a road assessment methodology, and drafting reports outlining the results of those analyses; and (5) conducting on-the-ground road assessments.

#### III. SCOPE OF WORK

The technical advisory committee (TAC) will provide input on meetings, trainings, and technical analyses development in support of the development of the Gualala TMDL Action Plan Implementation Program. NCRWQCB and Sonoma RCD will lead development of the Gualala TMDL Action Plan Implementation Program; The TAC will help guide these efforts by ensuring scientific and engineering rigor. TAC members will participate in at least one in-person TAC meeting per year, participate in Community Meetings, develop and participate in trainings, and provide technical expertise in the development, review, and implementation of road improvement assessments and prioritization in the Gualala River Watershed. The contract will take place over 18 months, in which time it is expected that there will be nine (9) community meetings; TAC member attendance will be on an as-needed basis.

#### IV. SCHEDULE

To the extent achievable, the following schedule shall govern the RFQ. Sonoma RCD reserves the right to modify the dates below.

EVENT	KEY DATES
Availability of the Request for Qualifications	9/26, 2025 – 10/31, 2025
Deadline for Submission of Questions	10/29, 2025
Closing date for the Request for Qualifications	10/31, 2025
Interviews (if needed)	11/3-7, 2025

#### V. QUALIFICATIONS

1. Advanced knowledge and experience in one or more of the following categories:
  - a. Rural road design and engineering,
  - b. Watercourse crossing and culvert design,
  - c. Erosion and sediment control,
  - d. Hydrology or hydraulics,
  - e. Fisheries biology or aquatic ecology,
  - f. Geology or geotechnical engineering.
2. Experience and qualifications commensurate with this project.
3. Demonstrated ability to provide competent expertise.

#### VI. SUBMISSION REQUIREMENTS

Questions must be emailed to [Jwells@sonomarcld.org](mailto:Jwells@sonomarcld.org) by **5 p.m., October 29, 2025**. Submissions must be emailed to [Jwells@sonomarcld.org](mailto:Jwells@sonomarcld.org) by **5 p.m., October 31, 2025**. Large submissions may be transmitted via Dropbox or another file-sharing site, but an email with the file location and access information must be sent by the submission due date.

Interested individuals shall submit:

1. **Cover letter:** The cover letter should convey relevant expertise and experience, past projects or advisory roles, areas of specialization, and why the respondent is uniquely qualified to be awarded a contract. (No longer than 1 page.)
2. **Respondent's Resume or CV:** Describe the overall qualifications and experience of the Respondent.
3. **References:** Please provide the names, addresses, email addresses, and telephone numbers of three (3) clients who have contracted with the Respondent for services or a role similar to that described in this RFQ within the last five (5) years.

4. **Statement of Availability:** Describe conflicts in availability.
5. **Conflict of Interest Disclosure:** If applicable.

Sonoma RCD reserves the right to award contracts based on written responses only, however either oral or written questions for further clarification may be required of some or all of the respondents.

## **VII. EVALUATION CRITERIA**

Submissions will be reviewed based on:

1. Depth and relevance of technical expertise (20%)
2. Regional knowledge or prior work with rural communities (30%)
3. Demonstrated interdisciplinary experience (15%)
4. Communication and collaboration skills (15%)
5. Availability and responsiveness (20%)

## **VIII. TERM AND COMMITMENT**

1. **Appointment term:** 18 months, ending no later than June 2027.
2. **Estimated time commitment:** 20 to 28 hours per quarter, including meeting attendance and document review.
3. **Compensation:** Stipend of \$15,000. There may be an opportunity for an additional \$5,000 stipend, as needed, for in-person participation at workshops.

## **IX. GENERAL PROVISIONS**

1. Sonoma RCD reserves the right to reject any or all submissions.
2. Participation in this RFQ process does not guarantee selection.
3. All submitted materials become the property of Sonoma RCD. A copy of each Statement of Qualifications (SOQ) shall be retained for official files and will become public record after the award of a contract unless the SOQ or specific parts of the SOQ can be shown to be exempt by law. The Respondent may clearly label part of a SOQ as "CONFIDENTIAL."
4. Sonoma RCD is an equal opportunity organization and encourages submissions from individuals of diverse backgrounds and expertise.