REQUEST FOR QUALIFICATIONS
For the Development of a
Web-Based Rural Roads Technical Workshop Series

I. INTRODUCTION

Sonoma Resource Conservation District (Sonoma RCD), a California special district, is soliciting Statements of Qualifications (SOQs) from qualified consultants, technical professionals, firms, or organizations to develop and deliver a four-part, web-based technical workshop series focused on forest, ranch, and rural road management.

The workshop series will be based on and informed by the *Updated Handbook for Forest, Ranch and Rural Roads: A Guide for Planning, Designing, Constructing, Reconstructing, Upgrading, Maintaining and Closing Wildland Roads*, prepared by Pacific Watershed Associates (PWA). The Handbook was developed to provide practical guidance for developing and maintaining efficient, low-cost, low-impact rural roads and addressing road-related impacts to streams, water quality, and aquatic resources.

II. BACKGROUND INFORMATION

Sonoma RCD is developing this workshop series to increase local capacity for applying practical and applicable techniques addressing rural road-related erosion, drainage, maintenance, and resource-protection issues in the Gualala River Watershed.

III. SCOPE OF WORK

The selected consultant will develop and present a 4-week online evening workshop series consisting of four workshops, each approximately 1.5 hours in length, one per week for a total of approximately six hours of live instruction. The series may be presented up to two additional times. **Proposal costs must not exceed $10,000.00**.

The series will include the following subject areas:

Rural Roads, Drainage, Erosion & Watersheds
Potential topics include rural road hydrology, how roads interact with water, common erosion and drainage problems, road-related sediment delivery, identifying road vulnerabilities, introduction to road storm-proofing, and overview and use of the PWA Handbook.

Road Assessment, Planning & Prioritization
Potential topics include basic road assessment and inventory, identifying priority problems, evaluating drainage and erosion concerns, road improvement planning, prioritizing treatments, developing scopes of work, and determining when additional professional expertise is needed.

Road Improvements & Drainage
Potential topics include road drainage treatments, cross-drainage, culverts and watercourse crossings, road surface treatments, erosion-control measures, road reconstruction and upgrading, road decommissioning and closure, and construction considerations.

Road Maintenance & Project Implementation
Potential topics include developing a road maintenance program, seasonal road inspections, pre- and post-storm inspections, working with contractors, construction oversight, project documentation, monitoring completed work, long-term road management, and developing practical maintenance priorities.

The final curriculum and session titles will be developed in coordination with Sonoma RCD and the selected consultant.

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
Opening date for Request for Qualifications	Oct 15th, 2026
Deadline for Submission of Questions	Oct 23rd, 2026
Closing date for the Request for Qualifications	Oct 30th, 2026

Questions must be emailed to jwells@sonomarcd.org by **5 p.m., October 23rd**. Submissions must be emailed to jwells@sonomarcd.org by **5 p.m., October 30th**. 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 **3 p.m, October 30th**.

V. QUALIFICATIONS

The selected consultant or team must demonstrate a combination of technical expertise, practical project experience, and education/outreach skills. Respondents should demonstrate experience in the following areas:

A. Rural Road Technical Expertise
Experience in forest, ranch, and rural road management, rural road assessment and inventory, road drainage, erosion and sediment control, watercourse crossings, road upgrading and reconstruction, road maintenance, road decommissioning or closure, and watershed and water-quality protection.

B. Road Project Management
Prior project experience involving one or more of the following: road assessment, road improvement planning, road drainage improvements, culvert or crossing projects, road reconstruction, road decommissioning, erosion-control projects, contractor coordination, construction oversight, project budgeting and scheduling, and project monitoring and documentation.

C. Education and Outreach
Demonstrated experience developing and delivering technical workshops, communicating technical information to non-technical audiences, working with rural landowners and land managers, facilitating online training, developing educational presentations and handouts, using photographs, diagrams, maps, case studies, and other visual tools, and facilitating questions and discussion among participants with different levels of experience.

D. Local Experience
Experience working in Coastal Northern California is strongly preferred, particularly with Resource Conservation Districts, private landowners, rural communities, forestry and forest management, watershed restoration, wildfire resilience, water-quality protection, and rural road projects.

Familiarity with the PWA *Updated Handbook for Forest, Ranch and Rural Roads* is highly desirable.

VI. SUBMISSION REQUIREMENTS

Submissions must be emailed to jwells@sonomarcd.org by **5 p.m., October 30th**. 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 **3 p.m., October 30th.**

Submissions must include:

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, titles, 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 any 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. AVAILABILITY

Describe the respondent's availability to complete two workshops before the end of 2026 and the remaining deliverables by June 30, 2026.

VIII. EVALUATION CRITERIA

Submissions will be reviewed based on:

1. Depth and relevance of technical expertise (50%)
2. Regional knowledge or prior work (20%)
3. Demonstrated interdisciplinary experience (5%)
4. Communication and collaboration skills (15%)
5. Availability and responsiveness (5%)

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.