



Resource Institute
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REQUEST FOR QUALIFICATIONS (RFQ) **for** **RESTORATION CONSTRUCTION SERVICES**

Resource Institute works to solve water quality issues caused by the unabated overuse or misuse of our nation's water and watersheds by bringing together a cadre of resource professionals to identify and rectify degraded water quality.

To achieve that mission, Resource Institute seeks qualified contractors to provide Construction Services for restoration projects in our nation's streams and watersheds.

RFQ Overview

Resource Institute's focus is clearly on restoration efforts that include but are not limited to: Stream Restoration, Heavy Use Area Land Stabilization, Storm Water Management Systems, Reservoir Restoration and Construction, Wetland Restoration, Dam Removal / Dam Repairs, and Resource Implementation of BMP's, Trails, Greenway and Blueway public access projects.

Restoration construction services may include, but are not necessarily limited to:

- Mobilization and demobilization including providing construction access
- Locating and marking utilities
- Site preparation, including clearing and grubbing
- Installing Sediment and Erosion Control practices, both temporary and permanent
- Installing earthworks and water control systems (temporary and permanent), including such practices as permanent dams, coffer dams, sediment basins, culverts, diversions, and other required BMP's
- Sequencing of work to reduce time and material losses
- Installing heavy use area land stabilization practices as part of staging and stream access
- Safe removal, hauling, and disposal of spoils and or contaminants
- Earthmoving including rough grading and finishing
- Stream channel and stream bank construction and repairs
- Structural demolition including reuse and relocation of debris or site removal, hauling, and disposal
- Wildlife and fish structure installation

- Upland and riparian plantings
- Construction oversight
- Installing fencing, alternative livestock watering systems, signage, and pedestrian systems
- Installing test wells for monitoring groundwater as part of works of improvement

Resource Institute will enter into a Service Agreement with a selected number of contractors based on individual responses to this RFQ. Service Agreements are generally limited to a term not to exceed five (5) years.

Resource Institute generally seeks to establish Service Agreements with a single contractor or the prime contractor rather than a team of contractors. Therefore, Resource Institute prefers receiving RFQ packages that illustrate the capabilities of a *sole contractor*, with the understanding that required services may necessitate the inclusion of sub-contractors by the respondent. The use of subcontractors will always be disclosed in the RFQ response by the potential prime contractor. Resource Institute reserves the right to reject any use of subcontractors disclosed in the RFQ response submitted by a prime contractor. Such reason/s to deny consent are at the sole discretion of Resource Institute but shall not be unreasonably delayed or withheld from the contractor. Failure to disclose the use of subcontractors in the RFQ may result in the termination of a service agreement. Projects will be awarded to selected contractors at Resource Institute's sole discretion relative to location factors, technical abilities, staffing, and quality of prior work with Resource Institute.

Contracts may be awarded based upon a Request for Proposals (RFP) solicited from one or more contractors with Service Agreements established under this RFQ. Resource Institute reserves the right to enter into a Service Agreement by amending/renewing an existing Service Agreement as determined solely by the Resource Institute. Even though some projects lend themselves to the design-build concept, this may or may not be permitted by the funders and partners supporting the project.

Background and Geographic Focus

Resource Institute was organized in 2001 as a 501(c)(3) nonprofit corporation to act as a clearinghouse, planning unit, design implementer, and manager of technical solutions for land management and water resource problems. Resource Institute has established a national reputation for rapid-fire project solutions, establishing funding initiatives, providing professional training conferences, and ensuring project success.

Resource Institute has determined most water quality problems and issues are created by a lack of sound land management practices or when land management practices are outdated or overlooked. Resource Institute has worked to build its expertise in developing and utilizing technologies that deal with repairing and restoring the quality of

both surface water and ground water caused by land erosion, natural channel degradation, watershed overuse and misuse, and the leaching of both manmade and natural contaminants into our reservoirs and aquifers.

The severity and frequency of significant storm/flooding events have significantly increased, negatively impacting stream corridors and water resources. These events have the potential to impact project longevity and resiliency. Resource Institute strives to implement projects incorporating design resiliency components to reduce future site failures that often require additional, repetitive funding to correct.

Over the years, our client groups have included land management agencies with local, state, tribal, and federal government, private land management agencies, local land conservancies, businesses and corporations, land developers, nonprofit organizations, homeowners' associations, and private individuals.

Qualifications

Qualifications should address capabilities for potential services within the Southeast, Southwest, Mid-Atlantic, and the Mid-West Region of the USA.

Resource Institute seeks contractors that have a broad understanding of the principles of stream restoration and watershed mechanics. Qualifications should include documentation identifying the following areas of experience and years of experience in each category. Do not include as qualifications any of the following areas that do not demonstrate more than five (5) years of certifiable experience:

- One or more staff members have completed Rosgen training through Level IV, and the names of those individuals are attached.
- Five (5) years experience in stream restoration and watershed systems construction (excluding work subcontracted to other companies).
- Completed eight (8) related stream restoration projects in the last five (5) years.
- Job foreman or Superintendent of Job site (project) has completed a minimum of Rosgen training through Level II and/or has had three years experience as a superintendent, foreman.
- Working knowledge of regulatory agencies including permitting agencies, wildlife agencies, and cultural resource agencies.
- Licensed to perform Grading and Excavating work in any state(s) where work is contracted for services
- An exception to the five (5) years' experiences: If a contractor has a minimum of three (3) years of experience performing specific work on stream restoration projects that have been completed and have met the NRCS specifications and standards for streambank stabilization or channel stabilization, and projects were inspected and approved by NRCS/SWCD personnel the contractor would also be eligible to submit a proposal for consideration.
- E-Verify Policy (Include a copy)

- Superintendents & Staff that meet the above qualifications are required to be on site for a majority (90%) of time during construction.
- The contractor will demonstrate the capacity to cashflow projects for a period of six months.

Anticipated Need for Services

Resource Institute will select the contractor for each project with insight and collaboration from project funders and project partners. The process for selecting a contractor for a specific project/s will include one or more but are not limited to the following items:

- Project bids/proposals regarding total cost.
- Period of performance and terms of performance for completing the project.
- Proximity of the contractor to the job site.
- Contractor's ability to supply the resource needs of each specific project.
- Level of experience and staffing for the specified project.
- Prior experience with a contractor submitting a project bid/proposal.
- Prime contractor's ability to finance start-up/sustainability cost of the total project.

If none of the specific bids received meets with the approval of Resource Institute, Resource Institute reserves the right (with or without conditions) to reject one or all the proposals (bids) and may solicit additional bids or proposals.

Resource Institute shall always retain the right to sole source project contracts. Due to the complex nature of this type of restoration work, Resource Institute cannot always provide an estimate of the amount of work that may be provided to its' approved list of contractors with Service Agreements.

On some projects, one or more of the funding agency/agencies may require Resource Institute to bid projects publicly. In those cases, Resource Institute will include the list of approved contractors with Service Agreements in the bid process for those who meet the funder's minimum qualifications.

A Service Agreement with a contractor may be terminated at any time if the quality of work becomes unacceptable to Resource Institute. If Resource Institute determines that maintaining a Service Agreement with a contractor is not in the best interest of Resource Institute, the Service Agreement may be terminated by Resource Institute. Such a determination may include but is not limited to the following considerations:

- The quality of the contractor's work relative to the specifications
- General work ethics
- Outputs based on project milestones
- Contractual and Administrative accountability
- Willingness to ensure project integrity on behalf of the Resource Institute

- Ability to maintain adequate capital and ability to maintain adequate qualifying insurance to cover the project, including but limited to employees, damages, delays, and oversights by the contractor and any approved subcontractors
- Ability to maintain licenses and certifications of the prime contractor submitting the proposal

Guidelines for Submitting RFQ's

Respondents must submit proposals in digital format. PDF preferred. **Hard copy submittals will not be accepted.**

Proposals must be submitted to: twinfrey@resourceinstituteinc.org with the Subject Line: **"Construction RFQ Proposal"**

Proposals must be received electronically on or before **September 10, 2021, at 4:00 pm EST**. A brief response will be provided for all proposals received successfully.

The proposal package shall include:

Cover Letter (One-page single-spaced with a font size of 12)

- Cover letter with company name and address (letterhead acceptable).
- Include primary contact information for the proposal, including submitting the officer's name, title, address, phone number (plus cell phone), and email address.
- Identify all the professional certificates and Licenses (current) held by the company (Staff), including but not limited to: License for Grading and Excavating. Provide the level of the license (i.e., Limited, Intermediate, or Unlimited) if such applies and list the states your company is qualified to perform the services required. **Be sure to highlight or use bold print when listing licenses and certifications.**
- Include a list of equipment that your company owns or leases (long term) that would be required for stream restoration and other watershed restoration projects. Indicate if you rent additional equipment and approximately how often.
- Attach certification of insurance and bonding.
- Provide a copy of the balance sheet of the annual financial statement for the last accounting year. The balance sheet shall include a copy of any discrepancies that might have been cited by the certified (licensed) accounting firm included with the accounting statement. **If a certified balance sheet is not provided for the immediate prior year of the signing of a Service Agreement, the**

Resource Institute reserves the right to deny consideration to awarding a contract with the company submitting an RFQ.

- List all litigations the company has initiated or been involved in over the past five (5) years and final determinations for each litigation.
- Complete the attached one-page checkbox re: the geographical areas and types of projects your company will undertake as well as areas/types of projects you do not want to undertake.

General Overview (limited to four pages 8.5"x 11" typed and single-spaced with a font size of 12)

- A general overview of the company and its specialties relative to Stream Restoration and Watershed Enhancement. Include the types of stream restoration and accompanying BMP's that have been constructed.
- A summary of directly related work experience (projects) relative to construction services identified in the Overview section above.
- How the company meets the "Qualifications" outlined above.

References Limited to (1) one page 8.5"X11" single-spaced with a font size of 12 (anything exceeding (1) one page will not be considered).

- A list of up to ten (10) clients for whom construction projects have been completed in the last 7 years. Include names, titles, addresses, and phone numbers for the contact person. You may include Resource Institute and Pilot View RC&D if you have completed work for these two nonprofits in the last 7 years.

Staffing

- A list of Staff by the position that will potentially have a role in the work outlined and the current billing rate for each position. (One page 8.5"X11" single-spaced with font size of 12)
- Resumes for the foreman and top two (2) lead or primary operators that will perform the work identified in the RFQ. (Limited to one page 8.5"X11" single-spaced with a font size of 12 for *each position*)

Project Reference Overview

- Of the eight (8) completed projects sighted in the proposal from the section “Qualifications”, expand on three (3) of the projects listed and the lead staff person and their role in the project. Limit this to one (1) page 8.5”X11” single-spaced with a font size of 12 for *each project*. In addition, do not include more than two (2) photos per project.

RFQ Questions

- Resource Institute will not respond to telephone questions about the RFQ. **Any information obtained by speaking directly with a staff person is not considered an official response for this RFQ.**
- Questions concerning this RFQ must be submitted via email to twinfrey@resourceinstituteinc.org.
- Questions must be submitted **by 4:00 pm EST before or on August 23, 2021**, and must have the Subject Line: “**Questions Construction RFQ**”. No questions relative to this RFQ will be addressed after this date and time.
- Resource Institute will respond to all questions by email.

Selection Process

Resource Institute staff, private evaluators, and Board of Directors will make final evaluations of submittals based on the following criteria:

- Contents of proposal
- Overall past project experience and success
- Experience of company and the lead personnel
- Past cooperation with nonprofits, local, state, and federal agencies, and the private sector
- Assurance that the company has a commanding understanding of stream restoration and watershed systems
- The company has adequate capital and insurance to cover the project’s bid/proposal
- Resource Institute reserves the right to request copies of the company’s financial statements for the three years prior to the date of submitting the RFQ.

RFQ Milestones

No later than August 9, 2021: Announce RFQ

August 23, 2021: Deadline for submitting questions on RFQ (4:00 pm EST)

September 10, 2021: Deadline for receipt of proposals to RFQ (4:00 pm EST)

On or before December 1, 2021, Final selection and notification to all competing companies.

Disclaimers

Resource Institute reserves the right to reject any or all proposals for this RFQ. This RFQ does not commit Resource Institute to sign a Service Agreement or award a contract or pay any costs incurred during the preparation of the requested proposal.

Attachments:

One page checklist with RFQ requirements

Company Name _____



RFQ Questionnaire

Mandatory: To match RFQ applicants to future Resource Institute projects and geographical areas, complete the following checkbox/fill-in questionnaire and submit as a separate sheet with your application.

1. **What types of projects best fit your licensures, capacity, training, experience, and desires?** (Check all that apply)
Large stream restoration projects (> 2,000 ft) Small to Medium size restoration projects (< 2,000 ft)
EQIP projects Complex projects (utilities, site constraints, water/sewer etc.)
Urban restoration sites Rural restoration sites Greenway/Blueway projects
Trails Parks/park improvements Bridges Dam Removal/Repairs
Debris removal/snag and drag Stormwater Projects Coastal/Flood Resiliency Projects
Other (list) _____
2. **Worksite location preferences?** (Check all the apply)
North Carolina Western NC (west of 1-77) Piedmont NC (I77-I95) Eastern NC (east of I95)
Specific NC Counties only (list): _____
Regional SE states, (list): _____
National states (list): _____
3. **Will you use your primary personnel/crews for all project work?** (This includes surveying, plantings and/or other vegetative measures for erosion control/site stabilization) **Yes** **No**
4. **Will you commit to supervisory personnel (personnel with TSP certification and/or experience listed of this RFQ) providing on-site oversight during construction?** **Yes** **No**
5. **RI project funding sources are typically reimbursed upon completion or in stages, confirm you can cover expenses until RI receives invoice reimbursements (typically < 3 months)?** **Yes** **No**
6. **Will you commit to maintain license and/or other certifications identified in this RFQ for the term outlined (min. of 5 years)?** **Yes** **No**
7. **Estimate earliest date project work could commence**
8. **Do you qualify for minority contract status** **Yes** **No**