



Request for Qualifications (RFQ)

Response Deadline **9/6/2017**, 4:00 p.m., central time

Email one (1) electronic copy of your firm's Statements of Qualifications to:

Mary Vandevord
President & CEO
Heartlands Conservancy
mary.vandevord@heartlandsconservancy.org

Submit all questions regarding this RFQ in writing to the contact above.

PROJECT OVERVIEW AND SUBMITTAL REQUIREMENTS

A. Project Description

Heartlands Conservancy (HLC) intends to pre-qualify firms to provide the following services for possible future projects:

- Forestry (including GIS mapping, policy, and management)
- Stream Restoration/Stabilization and Erosion Control
- Wetland Restoration
- Environmental Engineering
- Landscape Architecture
- Site Development/Construction Management
- Site Surveying
- Botany

This pre-qualification process will determine the list of firms that will be eligible for award of contracts/sub-contracts for the period beginning September 25, 2017 and ending December 31, 2019. HLC reserves the right to receive Statement of Qualifications and to pre-qualify firms after September 25, 2017.

The number of pre-qualified consultants selected through this process is within the discretion of Heartlands Conservancy. While pre-qualified status means that a firm is eligible for award of contracts, HLC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

B. Selection and Contract Process

Heartlands Conservancy may or may not need professional service assistance for projects over the next two years in the categories identified in Section A. As a project is identified for services, HLC will notify a pre-qualified firm or firms of the project and provide a scope of work and schedule. Selected firms will provide services in accordance with a consultant agreement.

If a contract/sub-contract award amount is over \$500,000, a minimum of three (3) firms from the pre-qualified list will be contacted. HLC shall interview those firms or request additional information from the firms specific for the selected project. HeartLands Conservancy reserves the right to request proposals from firms not on the pre-qualified list.

HLC will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and HLC have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, HLC will inform the firm, in writing, of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

C. Evaluation Criteria for Selection

- Demonstrated ability to meet project vision, scope, budget, and schedule on previous projects.
- Relevant past performance of prospective firm.
- Qualifications and experience of individual firm's staff.
- Proposer's apparent resources and capacity to meet the needs of a typical project.

D. Submittal Instructions

Firms are required to submit one (1) electronic copy of their Statement of Qualifications to:

Mary Vandevord
HeartLands Conservancy
Mary.vandevord@heartlandsconservancy.org

Label all relevant materials with your firm's name.

Elaborate proposals are not required or expected. The following information is requested to be included in your submission:

- Cover letter indicating the category(ies) of services under Section A that the firm is able to provide.
- 1-2 Page firm overview. Please describe all services offered by the firm, and any other information that may be deemed relevant to describe the firm's qualifications.
- Resumes of key personnel who would be assigned to projects.
- Two (2) to three (3) sample projects (per each category from Section A) which best illustrate the proposed firm's qualifications (please include references/client contacts).
- Please limit submittals to 20 pages.

E. Additional Information

Following this submission, HLC staff will evaluate the proposals submitted and identify a list of firms for pre-qualification. Staff will present this list to the HLC Board of Directors for input/approval. Announcement of inclusion will be made by September 30, 2017.

HeartLands Conservancy reserves the right, at its sole discretion, to:

- Reject any or all submittals
- Waive minor informalities of a submittal
- Cancel, revise, or extend this solicitation
- Request additional information

NOTE: All consultants must agree to comply with all relevant Office of Management and Budget Circulars (OMB) when the funding is an award of federal financial assistance.

HeartLands Conservancy is an equal opportunity provider.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.



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