**Medford Irrigation District**

**Watershed Plan - EA**

**Request for Proposal**

**MID-Watershed Plan EA**

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 Document Version: 1.A.

 Date: June, 2022

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**Executive Summary**

Within Jackson County, in southwestern Oregon, irrigated agriculture (one of the primary out-of-stream water uses) relies on infrastructure that can be over 100 years old to divert, store, and deliver water to farms and ranches across the region to produce food crops, crops for other uses, and to drive local economies across the region. A significant portion of the water diverted through irrigation canals currently seeps into the area’s porous soils before reaching the farms. Improving aging irrigation infrastructure offers an opportunity to support and maintain existing agricultural land use through enhanced water supply reliability, and to enhance aquatic species habitat.

The Medford Irrigation District proposes developing a Watershed Plan (WP)-Environmental Analysis (EA) to address the modernization of its infrastructure by converting open canals and laterals to buried pipe, evaluating two of their stream diversions, and fish screens. In the proposed planning process, the District would determine which areas of the District will be included in the WP, and the District will meet all the Natural Resources Conservation Service (NRCS) programmatic requirements, NEPA requirements, and the requirements of the National Historic Preservation Act (NHPA) of 1966.

**Background and current status**

Medford Irrigation District is located in the town of Medford, within Jackson County Oregon. The district encompasses roughly 60 square miles with approximately 12,000 irrigated acres. Medford Irrigation District delivers approximately 36,000 acre feet of water to irrigation, domestic, and manufacturing water rights. The Medford Irrigation District (MID) has been implementing Agricultural Water Management and Conservation activities for many years. The MID has completed a System Improvement Plan (SIP) and is committed to implementing it over the next ten years. The SIP demonstrates the District’s commitment to completing capital improvement projects that increase irrigation delivery efficiencies in order to support productive and resilient agriculture, regional and state economies, and the environment.

Building off the Preliminary Modernization Study, the Watershed Plan-EA will address the modernization of the MID irrigation infrastructure for the benefit of the public.

Summary of Project Objectives

The objective of the project is the preparation of a Watershed Plan-EA covering projects within the boundary of the MID. The Watershed Plan-EA will address alternatives for moving forward with the modernization of the District’s aging irrigation infrastructure. The modernization projects will result in increased irrigation delivery efficiency, conservation of water and soil, reduce energy consumption, improve public safety, and benefit instream habitat for threatened and endangered species.

In addition to the Watershed Plan-EA the project will include the completion of a Cultural Resources Survey meeting the requirements of the National Historic Preservation Act (NHPA) of 1966, as amended. The NHPA requirements will be completed in collaboration with NRCS. The NHPA requires NRCS to take into account the effects of their projects on historic properties, as defined at 36 CFR 800.16 (1) (2).

**Scope of work**

The successful proposer shall:

1. Develop a Watershed Plan-EA complying with the following NRCS guidance:
2. Principles and Requirements for Federal Investments in Water Resources, Chapter 1 – Principles and Chapter II – requirements, March 2013
3. Principles and Requirements for Federal Investments in Water Resources, Chapter III – Interagency Guidelines, December 2014
4. Guidance for Conducting Analyses Under the Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation Studies and Federal Water Resource Investments DM 9500-013
5. NRCS NEPA Regulations, Guidance, and Documents
6. National Watershed Program Manual 4th Edition, 1st Amendment, January 2015
7. National Watershed Program Handbook, 2nd Edition, April 2014
8. Develop a Cultural Resources Survey: The services of a professional Archeologist shall be used to complete the survey.
9. The Archeologist shall meet the Department of Interior’s Professional Qualification Standards and requirements of Oregon State Statutes (ORS 390.235(6)(b)) and as described in Guidelines for Conducting Field Archaeology in Oregon (as revised June 2015)
10. The professional Archeologist shall provide all services necessary to conduct a cultural resources survey, including site records, a final report, and a map of findings.
11. The Cultural resource survey and report format and content shall be sufficient to satisfy the current Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation, and Oregon SHPO,(State Historic Preservation Office) Protocol.

 **Minimum criteria for qualification of proposers**

1. Demonstrated knowledge of, and ability to successfully implement current planning procedures and policies of the NRCS National Watershed Planning Program resulting in the development of at least 1 NRCS Authorized Watershed Plan-EA/EISs for the purpose of agricultural water management within the past 3 years.
2. A minimum of five years of experience and demonstrated working knowledge of applicable Executive Orders, and other laws and regulations (e.g. National Historic Preservation Act, Endangered Species Act, Clean Water Act, Wild, and Scenic Rivers Act, etc.).
3. A minimum of five years of demonstrated experience working with Irrigation Districts in the successful development of irrigation system improvement plans.
4. A minimum of five years of demonstrated experience with public affairs including government relations, stakeholder engagement, media communications, information dissemination, and strategic communications.
5. Demonstrate staff capacity in the appropriate subject matters sufficient to carry out all activities identified under the Program Description in accordance with all relevant USDA/NRCS policies and procedures.
6. Provide the name of a professional Archeologist that will conduct the cultural resources survey. The Archeologist must meet the Department of Interior’s Professional Qualifications Standards and requirements of Oregon State Statutes (ORS 390.235(6) (b)) and as described in Guidelines for Conducting Field Archaeology in Oregon (as revised June 2015).

**501.24 Public Participation Public Participation Plan General Public Announcements Public Meeting**

* Public Participation Part 1 (40%) Public Participation Summary Part 1: Quarter 1
* Public Participation Part 2 (20%) Public Participation Summary Part 2: Quarter 1
* Public Participation Part 3 (30%) Scoping Period Announcement, Meeting Announcement, Agenda, Presentation: Quarter 1
* Public Participation Part 4 (10%) Sign-in sheets: Quarter 1

 **Initial Scoping - Affected Agencies, groups, and individuals**

* Initial Scoping Part 1 (50%) Scoping Period Comments: Quarter 1
* Initial Scoping Part 2 (20%) Draft Plan-EA Section 1: Quarter 2
* Initial Scoping Part 3 (30%): Quarter 2
* Draft Section 7: List of Commenting Organizations: Quarter 2

**501.34 Purpose and Needs for Action**

**501.35 Scope of the EA/EIS**

**501.36 Affected Environment**

* Draft Plan-EA Section 2 (10%) 501.34 Purpose and Needs for Action: Quarter 3
* Draft Plan-EA Section 3 (10%) 501.35 Scope of the EA/EIS: Quarter 3
* Draft Plan-EA Section 4 (50%) 501.36 Affected Environment: Quarter 3
* Finalize Plan-EA Sections 2, 3, 4 (30%) 501.34 Purpose and Needs for Action 501.35 Scope of the EA/EIS: Quarter 3

 **501.37 Alternatives /501.38 Environmental Consequences**

* Draft Plan-EA Section 5 (40%) / 501.37 Alternatives: Quarter 3
* Draft Plan-EA Section 6 (40%) /501.38 Environmental Consequences: Quarter 3
* Finalize Plan-EA Sections 5, 6 (20%) /501.37 Alternatives /501.38 Environmental Consequences: Quarter 4

 **501.39 Consultation, Coordination and Public Participation**

* Consultation, Coordination, and Public Participation Part 1 (20%) Consultation and outreach efforts outlined in Section 7: List of Commenting Organizations: Quarter 4
* Consultation, Coordination, and Public Participation Part 2 (20%) Update Section 7: List of Commenting Organizations: Quarter 4
* Consultation, Coordination, and Public Participation Part 3 (20%) Comment Period Announcement, Meeting Announcement, Agenda, Presentation: Quarter 4
* Consultation, Coordination, and Public Participation Part 4 (10%) Sign-in sheets: Quarter 4
* Consultation, Coordination, and Public Participation Part 5 (20%) Public Comments: Quarter 4
* Consultation, Coordination, and Public Participation Part 6 (10%) Finalize Section 7: List of Commenting Organizations: Quarter 4

  **501.40 The Preferred Alternative**

* Draft Plan-EA Section 8 (70%) 501.40 The Preferred Alternative: Quarter 5
* Finalize Plan-EA Section 8 (30%) 501.40 The Preferred Alternative: Quarter 5

**501.33 Summary (OMB Fact Sheet) 501.41 References 501.42 List of Preparers 501.43 Distribution List 501.44 Index 501.45 Appendices**

* Distribution List, 501.44 Index, 501.45 Appendices: Quarter 5
* Draft Plan-EA Sections 9-14 (50%), 501.33 Summary (OMB Fact Sheet), 501.41 References, 501.42 List of Preparers, 501.43 Distribution List, 501.44 Index, 501.45 Appendices: Quarter 5
* Finalize Plan-EA Sections 9-14 (40%), 501.33 Summary (OMB Fact Sheet), 501.41 References, 501.42 List of Preparers, 501.43 Distribution List, 501.44 Index, 501.45 Appendices: Quarter 5

**Administrative Record**

* Final Administrative Record: Quarter 6

 **Timeframe and Requirements for Cultural Resources Survey**

* Pre-field Research/ Meeting Pre-field research is to commence no later than 1 month after the issuance of the task order. Meeting with NRCS State CR Specialist and SHPO records search must be completed before commencing field data collection (unless otherwise negotiated): Quarter 5
* Field Data Collection Data collection is complete no later than 4 months from issuance of task order (weather permitting and unless otherwise negotiated): Quarter 5
* Documentation - Documentation of field segments shall be submitted following each field segment, submitted for up to 60% of the task order: Quarter 6
* Draft Report- Must be submitted no later than 5 months after issuance of task order (unless otherwise negotiated): Quarter 6
* Final Report Must be delivered no later than 6 months after issuance of task order (unless otherwise negotiated): Quarter 7
* Oregon SHPO Inadvertent Discovery Plan (IDP): Quarter 7
* Memorandum of Agreement (MOA) between OR SHPO and the Sponsor addressing resolution of any adverse effects to cultural resources and/or historic properties: Quarter 7

**All referenced timeframes are in Federal fiscal year quarters, commencing from the date of execution of the agreement.**

**REQUIRED ACCOMPLISHMENTS AND DELIVERABLES**

Two (2) printed copies of the final Watershed Plan and one (1) digital copy of the final Watershed Plan with maps and graphics on a CD in PDF format. The content and format of the Watershed Plan will adhere to the guidance provided in Subpart D – Water Project Plan Content and Format of the NRCS National Watershed Program Handbook.

A digital copy of the final Administrative Record based on the guidance in Section 610.76 Administrative Record of the National Environmental Compliance Handbook (190-610-H, 3rd Ed., May 2016)

The NRCS Oregon State Cultural Resources Specialist should be cc’d on all correspondence to the OR SHPO and or Tribes regarding the project where it pertains to Cultural Resources.

The cultural site data should provide a detailed description of the site, including an overall description of the site, artifact and feature descriptions, artifact densities, artifact and feature sketches or maps, and whatever other information is pertinent and necessary to characterize the site. Cultural site data should be provided in the form of a completed Oregon SHPO site form. Copies of Oregon SHPO site forms are located online here: http://www.oregon.gov/OPRD/HCD/ARCH/Pages/index.aspx

Previously recorded cultural sites that do not meet current documentary standards may be encountered during the survey. A cultural site update form shall be completed for these sites. A cultural site map, a map showing the cultural site location, and a GPS coordinate shall be included with each cultural site update form. The location of the cultural site shall be marked on a USGS 7.5' topographic map.

A draft of the final report must be submitted to the Oregon NRCS State Cultural Resources Specialist for review and concurrence prior to being finalized and submitted to SHPO and/or Tribes for their official review.

A final report which meets the State of Oregon SHPO Reporting Guidelines, 2011 (http://www.oregon.gov/oprd/HCD/ARCH/docs/state\_of\_oregon\_archaeological\_survey\_and\_reporting\_standards.pdf) including all specified documentation, shall be submitted to the NRCS State Cultural Resource Specialist.

The survey shall be fully documented in the final report and submitted to the NRCS. The final report shall meet the State of Oregon Archaeological Reporting Guidelines, 2011. http://www.oregon.gov/oprd/HCD/ARCH/docs/state\_of\_oregon\_archaeological\_survey\_and\_reporting\_standards.pdf

The contractor will provide the NRCS two (2) printed copies of the final report with site forms and one (1) digital copy of the final report with site forms and graphics, on a CD in PDF format. Complete shapefiles, compatible with ArcMap 10.0, are also required on the CD for the investigated areas and for all points, polygons, and linear resources.

The final report format and content shall be sufficient to satisfy current Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation and Oregon SHPO Protocol, and will be judged on clarity, content, thoroughness of archival research and accuracy.

An Oregon SHPO Inadvertent Discovery Plan (IDP) to guide project management during construction through the steps to take in the event that cultural resources or human remains are encountered unexpectedly during construction.

Memorandum of Agreement (MOA) between the Sponsor and OR SHPO addressing resolution of any identified adverse effects to cultural resources and/or historic properties.

**RFP requirements Process**

**RFP schedule**

|  |  |
| --- | --- |
| June 17, 2022 | MFP made available to the proposers |
| July 1, 2022 | Deadline for addressing questions |
| July 5, 2022 | Response to all questions |
| July 8, 2022, at 4:00 pm | Deadline for receiving Proposals (all material) |
| July 13, 2022, at 1:30 p.m. MID Regular Board Meeting, held at MID office  | Proposals to be evaluated. Proposer(s) will be invited to present the proposal to The Medford Irrigation District (presentation meetings, not negotiation meetings).  |
| July 14, 2022 | Notice of Intent to Award |
| TBD | Negotiation of contract |
| TBD | Conclusion of contract |

**Table 1 – Timeframe guidelines**

**RFP RELATED questions / clarifications / submission**

All questions related to this RFP should be directed to:

**Jack Friend**

**medid@medfordid.org**

The proposal is to be delivered in duplicate and received at the following address before the closing date **July 8, 2022, at 4:00 pm**.

**Jack Friend**

**Medford Irrigation District**

**PO Box 70**

**Jacksonville, OR 97530**

Any notices with respect to this RFP should also be mailed to the above Contact and Address.

**RFP evaluation process**

The proposals will be evaluated based on the following evaluation criteria.

1. Demonstrated knowledge of, and ability to successfully implement current planning procedures and policies of the NRCS National Watershed Planning Program resulting in the development of at least 1 NRCS Authorized Watershed Plan-EA/EISs for the purpose of agricultural water management within the past 3 years.
2. A minimum of five years of experience and demonstrated working knowledge of applicable Executive Orders, and other laws and regulations (e.g. National Historic Preservation Act, Endangered Species Act, Clean Water Act, Wild, and Scenic Rivers Act, etc.).
3. A minimum of five years of demonstrated experience working with Irrigation Districts in the successful development of irrigation system improvement plans.
4. A minimum of five years of demonstrated experience with public affairs including government relations, stakeholder engagement, media communications, information dissemination, and strategic communications.
5. Demonstrated staff capacity in the appropriate subject matters sufficient to carry out all activities identified under the Program Description in accordance with all relevant USDA/NRCS policies and procedures.
6. Demonstrated ability to secure the services of a professional Archeologist to conduct the cultural resources survey.

**RFP terms & conditions**

**Liabilities of District**

This RFP is only an invitation for proposal and no contractual obligation on behalf of The Medford Irrigation District whatsoever shall arise from the RFP process unless and until a formal contract is signed between the Medford Irrigation District and the Contractor.

This RFP does not commit the Medford Irrigation District to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

**Proposal Process Management**

The Medford Irrigation District reserves the right to accept or reject any and all proposals, to revise the RFP, to request one or more re-submissions or clarification from one or more consultants, or to cancel the process in part or whole. No consultant is allowed to respond to or continue to respond to the RFP after the submission and closing date.

The Medford Irrigation District will, at its discretion, award the contract to the responsible consultant submitting the best proposal that complies with the RFP. MID may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

The Medford Irrigation District reserves the right to negotiate a final contract that is in the best interest of the MID.

This RFP is both confidential and proprietary to The Medford Irrigation District, and The Medford Irrigation District reserves the right to recall the RFP in its entirety or in part. Consultants agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of The Medford Irrigation District. All responses to the RFP will become the property of The Medford Irrigation District and will not be returned.

**Consultant presentation**

If required, the consultant will be asked to make presentations to the Medford Irrigation District. The Medford Irrigation District shall not be under any obligation to bear any part of the expenses incurred by the consultants for the presentations.

**Contract Negotiations**

At the completion of the selection process, The Medford Irrigation District will enter into negotiations with the selected consultant. Consultants should also be aware that the following documents would be included as attachments to the final contract:

* This Request for Proposal.
* The consultant’s proposal in response.
* Any modifications to the proposal.
* An Implementation Plan identifying the tasks to be completed with milestones, the assigned responsibilities, and the scheduled completion dates.

**Implementation Schedule**

The consultant will provide an implementation schedule for the required scope of work.

**Project Management**

The consultant will provide at least the following information to The Medford Irrigation District:

* The description of the different phases of the project.
* The methodology and approach that will be used.
* Specific list of the deliverables by phase.
* Key performance indicators proposed.