



# EOI 21-01 - Water Resources Design and Assessment Services - Request for Qualifications

*July 11, 2025*

## I. SUMMARY

Doc Fritchey Chapter Trout Unlimited (DFTU) and their partners, the Quittapahilla Watershed Association (QWA) and Lebanon Valley Conservancy (LVC) is involved with numerous grant proposal applications as the project lead, some of which require contracted professionals to provide services not offered by DFTU or their partners. Since the volume and timing of grant applications makes it impractical to bid out these services for each individual proposal, DFTU seeks to streamline the competitive bid process through an annual request for qualifications (RFQ) that complies with the requirements of these grant programs and ensures fair and open competition. DFTU is seeking statements of qualifications from firms capable of providing environmental consulting services on an as-needed basis for a variety of project types in Pennsylvania.

DFTU may select one or more consulting firms. However, DFTU reserves the right to reject any or all proposals in whole or part, to waive any technicalities or formalities, and to exercise in its sole discretion which proposal will serve in the best interests of the project. DFTU reserves the right to cancel any award at any time prior to the execution of a contract, without any liability on its part. Awarded contracts will be in effect for 1 year with the option to renew, annually, for an additional 4 years.

Questions must be submitted to Doc Fritchey Chapter Trout Unlimited, Russell Collins, via email: [russ@dftu.org](mailto:russ@dftu.org) by 4:00 PM EDT on July 25, 2025.

Proposals will be submitted electronically, via email. The email subject line should read "EOI 21-01 Water Resources Design and Assessment Statement of Qualifications." Proposal submittals must be received by 4:00 PM EDT on August 8, 2025, to: [russ@dftu.org](mailto:russ@dftu.org).

## II. REQUESTED SERVICES

The purpose of this Request for Qualifications (RFQ) is to qualify a firm or firms to provide the following environmental services:

1. Stream assessments to establish existing functional condition, determine stressors, identify constraints, and develop potential restoration solutions. Typical assessment projects may include, but not limited to: watershed characterization based on field assessments and desktop analysis, water quality pollutant load modeling, and watershed restoration plan development; stream reach assessments including characterization of channel and floodplain morphological, stability and in-stream and riparian buffer habitat conditions, development of recommendations for reach specific restoration approaches.
2. Stream restoration design and permitting services. Typical design projects may include, but not limited to: stream restoration, stream, wetland floodplain and riparian buffer restoration, stream restoration in conjunction with agricultural and urban BMP implementation, natural resource identification and mapping, topographic surveying, hydrologic and hydraulic analysis, wetland delineation, forest stand delineation and conservation, preparation of construction drawings, project specifications, bid documents, related environmental permit preparation, as-built inspection and certification of stormwater management facilities and/or stream restoration, geotechnical investigations, and construction management.

Firms can submit qualifications for one or more of the above services. Firms must clearly identify in

their statement of qualifications which type(s) of services they wish to be considered for.

### **III. PREQUALIFICATION**

DFTU will review all submittals and select one or more firms based on the evaluation criteria described in Section VI. Application information for pre-qualified firms will be kept on file for one year from the date of this request. DFTU will use this information in soliciting services, as needed, for upcoming DFTU projects, as funding becomes available. Pre-qualification does not constitute a guarantee of work.

### **IV. REQUIREMENTS**

Qualified applicants must have a background in one or more of the environmental services requested, including experience with all applicable local, state and federal regulations. Applicants must provide information to demonstrate the firm's experience and qualifications in the category of services.

DFTU strongly encourages applications from certified small businesses, minority-owned businesses, women-owned businesses, or other types of disadvantaged business enterprises.

By submitting an application, the firm attests that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Prior to commencing any work, the firm will enter into a contract with DFTU that describes the specific scope and work, contract period, negotiated price and terms and conditions, including, but not limited to: 1) all federal, state, and local laws, ordinances, rules and regulations applicable to the contract, and 2) all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of the firm's obligations under the contract. Attachment A contains DFTU's standard agreement, which is subject to change based on the specific requirements associated with the funding source. This agreement is provided as an example only.

### **V. SUBMITTAL INSTRUCTIONS**

All submittals must contain the following information. Failure to comply with the requirements of the RFQ may result in rejection of the submission. There is no page limit for the submittal package; however please consider file size as the application will need to be submitted via email.

- A cover letter signed by an authorized representative of your firm
- The name and full contact information of your company
- A point of contact, including address telephone number, and email
- Service (s) for which to be pre-qualified
- Any relevant small, minority or woman-owned business certifications
- Brief description of company, including technical capability and unique qualifications to perform the work requested
- Qualifications and experience of key professional staff anticipated to work on DFTU projects, including copies of any relevant licenses and certificates
- A list of projects that demonstrate the applicant's skills and capabilities in the category(s) of services. Please include project name, location, client contact name and number, and brief description of the project.

Applicants should submit their qualifications, in Adobe PDF format, to Russ Collins at [russ@dftu.org](mailto:russ@dftu.org), with the subject title "Environmental Services RFQ Response." Qualifications must be received by August 8, 2025. Late responses will not be accepted.

### **VI. EVALUATION CRITERIA**

DFTU will prequalify only those responsible firms possessing the ability to successfully perform the

requestedservice(s). Consideration will be given to such matters as contractor integrity, compliance with public policy,record of past performance, and financial and technical resources. The following criteria will be the basis on which consultants will be selected for prequalification:

- Quality and completeness of response to RFQ
- Resources, experience, and knowledge of the firm in the proposed service areas
- Familiarity with the watersheds and streams of Lebanon, Dauphin and Lancaster Counties
- Qualifications and expertise of key professional staff in the proposed service areas
- Performance history of the firm and of its staff members
- SB/MBE/DBE certification(s)

## **VII. TIMELINE**

All firms responding to this RFQ will be notified of their selection or non-selection by August 15, 2025.

**Attachment A. Sample Letter of Agreement  
for Subcontracting Services**



P.O. Box 227  
Palmyra, PA 17078  
717-580-3958  
dftu.org

Subcontractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Re: \_\_\_\_\_

I (we) \_\_\_\_\_, [hereinafter referred to as "The Subcontractor"] the undersigned agree to and accept the following terms and, further, understand that such terms shall apply for the duration of this Agreement with Doc Fritchey Chapter Trout Unlimited [hereinafter referred to as "DFTU"] in the amount of \$ \_\_\_\_\_

1. The Subcontractor shall be reimbursed for authorized services on a project-by-project basis through the signing of a scope of work and fee estimate, which has been negotiated to meet the anticipated design and permitting contract amount for the specific project following DFTU's receipt of payment. The Subcontractor hereby agrees to perform and furnish all the work, labor and materials as described on the "Scope of Services" attached hereto as Attachment B.
  - a. Payments are contingent on completion of all services by Subcontractor as described in the Scope of Services as agreed to in the scope of work for each project.
  - b. Payments are contingent on DFTU's acceptance and approval of the individual work performed for such project.
  - c. The Subcontractor shall be responsible for immediately making any corrections in its portion of the work reasonably required by DFTU, at the Subcontractor's expense.
2. The Subcontractor shall at all times indemnify and save harmless DFTU and its officers, agents and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries, property losses and/or economic damages sustained by or alleged to have been sustained by any person or entity, caused in whole or in part by the performance of the work or any negligent act or omission of the Subcontractor, its agents, employees, or subcontractors in connection with the project.
3. The Subcontractor acknowledges that DFTU is a corporation and agrees that any claim made by the Subcontractor arising out of any act or omission of any director, officer, or employee of DFTU in the performance of this or any other agreement between the parties shall be made against the corporation and not against such director, officer, or employee individually. Any breach of this section shall entitle such director, officer, or employee of DFTU to, in addition to all other relief, costs and reasonable attorneys' fees.
4. In entering into this Agreement, Subcontractor has relied only upon the warranties or representations (a) set forth in this Agreement; or (b) implied in law. No oral warranties, representations or statements shall be considered a part of this Agreement or a basis upon which the Subcontractor relied in entering into the Agreement. No statements, representations, warranties or understandings, unless contained herein or within a specific scope of work agreed to by both parties, exist between Subcontractor and DFTU.
5. During the term hereof, Subcontractor shall maintain the following minimum insurance coverage and limits of liability unless otherwise stated herein:

- a) Workers Compensation insurance in amounts required by the laws of the state(s) in which the work is to be performed.
- b) Employers Liability Insurance for a limit of not less than \$100,000 per occurrence for bodily injury liability; \$100,000 occupational disease each employee; and \$500,000 aggregate occupational disease.
- c) Comprehensive General Liability Insurance for bodily injury and property damage in an amount of at least \$500,000 for each occurrence and \$1,000,000 in the aggregate.
6. The subcontractor agrees to provide DFTU with certificate evidencing such insurance in connection with the execution of this Agreement and in any event prior to beginning work on any project.
7. If any or all funds for this contract are from a federal source, the Catalogue for Federal Assistance Agreement number (CFDA) will be supplied to the Subcontractor.
8. DFTU may terminate this Agreement at any time, by providing ten (10) days written notice to Subcontractor, for any reason whatsoever. In the event of such termination, Subcontractor will be paid a pro rata amount of the compensation due for work performed up to the date notice of such termination is provided. Subcontractor will be deemed in default if it fails to perform the services required for any reason that is not beyond Subcontractor's control. In the event of such default, CWP may terminate this Agreement immediately and will have no obligation to make any further payment to Subcontractor.
9. The Subcontractor shall comply with all applicable federal, state, and local laws, rules, ordinances, decisions, and executive orders dealing with affirmative action and nondiscrimination in employment and with subcontracting to disadvantaged, minority-owned, and woman-owned businesses. In addition, the Subcontractor shall comply with all policies, plans, and procedures the Client may have with respect to such matters. If this Agreement involves the expenditure of federal funds all required federal clauses are incorporated herein by reference as if fully set forth, including, but not limited to, those clauses found in Title 48 of The Code of Federal Regulations, Chapter 1, Parts 52 and 53 of The Federal Acquisition Regulations. The Subcontractor is required to complete all forms and reports required by law and the Client.
10. Attachments A through C are hereby incorporated into this Agreement as if fully set forth herein.
11. The undersigned has executed and delivered this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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SUBCONTRACTOR

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Doc Fritchey Chapter Trout Unlimited

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DATE

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DATE

**Doc Fritchey Chapter Trout Unlimited**

P.O. Box 227  
Palmyra, PA 17078  
717-580-3958  
dftu.org

**Subcontractor Information Sheet**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Project Manager: \_\_\_\_\_

Incorporated? Yes \_\_\_\_\_ No \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Website: \_\_\_\_\_

Financial Contact: \_\_\_\_\_

Finance Telephone: \_\_\_\_\_

**Also required:**

1. Federal IRS Tax Identification Form W-9
2. Certificates of Liability and Worker's Compensation insurance, listing Center for Watershed Protection, Inc. as additional insured.

**\*Please fax or mail back with signed contract.**

**ATTACHMENT A  
COMPENSATION**

**ATTACHMENT B**  
**SCOPE OF SERVICES**



**ATTACHMENT C**  
**SPECIAL PROVISIONS**

In addition to the terms of the Letter Agreement and other attachments, the following special provisions shall be applicable:

SAMPLE CONTRACT