

REQUEST FOR PROPOSALS  
TECHNICAL SUPPORT CONTRACTOR(S) TO SUPPORT THE WALKER BASIN CONSERVANCY

February 9, 2023

**Requesting Organization:** Walker Basin Conservancy, 615 Riverside Drive, Suite C, Reno, NV 89503  
Contact: Amy Gladding, Senior HR and Operations Manager, 775-463-9887 x116;  
[amy.gladding@walkerbasin.org](mailto:amy.gladding@walkerbasin.org).

**1. OVERVIEW**

The Walker Basin Conservancy (Conservancy) invites interested not-for-profit and for-profit individuals and organizations to submit proposals for technical support services to support the Conservancy's land and water acquisition strategy in the Walker River Basin in Nevada and California. Multiple contractors may be selected from this RFP and executed contracts will be for up to three (3) years.

**2. ORGANIZATION AND PROGRAM BACKGROUND**

The Walker Basin Conservancy (Conservancy) is leading the effort to restore and maintain Walker Lake while protecting agricultural, environmental, and recreational interests in the Walker River Basin. The Conservancy manages thousands of acres of land in the Basin and oversees revegetation activities, habitat enhancement and ongoing research. The Conservancy acquires, protects and monitors acquired water resources to ensure that they are used as intended for riparian and watershed stewardship and to increase stream flows to Walker Lake.

The Conservancy is responsible for implementation of the Walker Basin Restoration Program, created by Public Law 111-85 (2009) with the primary purpose of restoring and maintaining Walker Lake.

For more information about the Conservancy, please visit our website at [www.walkerbasin.org](http://www.walkerbasin.org).

**3. SCOPE OF WORK**

Applicants may respond to the following Scope of Work, in whole or in part. Consideration will be given to all submittals; applicants who respond in whole will not be favored over applicants who respond in part. Contracts will be awarded to the respondent whose proposal is most advantageous to the Conservancy with price and other factors considered. If responding in part, please include the number and title from the Scope of Work for the services being proposed.

**Technical Support Scope of Work**

**Qualifications and Knowledge Required:**

- Knowledge of general water law in the West with Nevada and California-specific and Walker Basin preferred
- Knowledge of agriculture water rights, management, and usage

- Knowledge and ability perform necessary title work related to due diligence of water and as part of transactional support
- Experience supporting water right transfers in Nevada and California including experience engaging with the Nevada Department of Water Resources (NDWR) and the California State Water Resources Control Board (CA State Water Board)

**1. Water Asset Management**

- a. Contractor(s) will provide support to the Conservancy staff and other contractors to track and manage Program-acquired water assets (natural flow, storage water and groundwater) and ensure assets are kept in good standing in Nevada and California.

**2. Water Acquisitions and Transaction Support: Acquisitions Preparation and Transactions Support.**

- a. Contractor(s) will work with the Conservancy staff and other consultants to gather, organize and analyze information about existing and potential transactions as part of deal development, due diligence, and valuation.
- b. Contractor(s) will assist the Conservancy on an as needed basis with advice and guidance on planning, operations, and monitoring of decree and storage water administration and management.

**3. Title Review**

- a. Contractor(s) will assist the Conservancy in water right file research, chain of title and conveyance of title research for water rights acquisitions, including preparation of written report for each.
- b. Contractor(s) will assist the Conservation in preparation and filing of Reports of Conveyance (NV) and affidavits as required to confirm title in California and Nevada.

**4. Change Application Support**

- a. Contractor(s) will assist the Conservancy in the preparation and filing of water change applications with NDWR and CA State Water Board, including water right mapping, and other filings to maintain water rights in good standing.
- b. Contractor will provide support to the Conservancy in the change application process including defense of protested water right change applications or related matters.

**5. Meetings, Coordination, and Travel**

- a. Contractor(s) will participate in meetings and conference calls as requested by the Conservancy in order to promote communication and coordination with regard to the Conservancy among the Conservancy staff and other consultants.
- b. Contractor(s) will travel to Reno and the Walker Basin when necessary to meet with the Conservancy staff and other partners.

- 6. Contract(s) may be amended to add additional activities associated with pending and future obligations of the Conservancy.

**4. CRITERIA FOR COMPETITIVE APPLICATIONS**

## Application Instructions

1. Address each item in the “Application Outline” below.
2. Limit your application to a maximum of six (6) pages and minimize supplementary materials (we will follow-up as needed).
3. Email a Word or PDF version of your application to [amy.gladding@walkerbasin.org](mailto:amy.gladding@walkerbasin.org); in the subject line, please indicate *Response to RFP for Technical Support – [name of respondent]*.
4. Applications must be emailed no later than **5:00 pm PDT on Friday, March 10, 2023**.

## Application Outline

Your description (in no more than six (6) pages) of your and/or your organization’s qualifications should include the following elements:

- 1. Contact information:** Please provide a Primary Contact Person, Entity Name, Address, Phone, Email, Website, and EIN or SSN.
- 2. Organizational mission and profile:** Please describe your and/or your organization’s mission, expertise, and experience. Please include geographic service area, number of clients, how long you have been in business, and your annual budget. If you have an annual report, please include as an attachment. If you have a website or Facebook page, please provide that information as well.
- 3. Key staff:** Please provide names and brief biographies of key staff. You may attach resumes of key staff as appropriate.
- 4. Past experience:** Please detail your experience in providing contractual services similar to those required by the Conservancy. List recent (last two to five years) accomplishments, events and previous services related to the expertise you will be offering.
- 5. Method of evaluation:** Describe how you currently evaluate the effectiveness of the services you provide to other clients/partners and how you will evaluate the effectiveness of the services you provide through this Program.
- 6. Fee structure:** Estimate the program/service fees and describe the fee structure for each of the services you provide including a breakdown of travel expenses. Please highlight any non-profit discounts on the services you provide.
- 7. References:** Please include contact information of three references (clients or partners) who have benefited from your services as described above.

## Selection Criteria

Proposals will be evaluated and scored on the following criteria:

**1. Knowledge and track record:** Applicants must demonstrate expertise and experience in those areas described in the RFP.

**2. Experience in Nevada and California region:** Preference will be given to providers who have experience working in or are otherwise familiar with the Walker River Basin.

**3. Capacity and flexibility to deliver services:** Providers must demonstrate that they have a degree of flexibility in how and where services are delivered and that they have the ability to tailor content and delivery methods to meet the specific needs of the Conservancy.

## **5. ELIGIBLE OFFERORS/CONFLICT OF INTEREST**

Eligible applicants are individuals, institutions of higher education, other nonprofits, commercial organizations, international organizations, and local, state, and Indian tribal governments. If multiple institutions are involved, they should be handled through sub-contracts.

Offerors must notify the Conservancy in writing with this submission of any apparent or actual conflicts of interest, including organizational conflicts of interest, that are known at the time of this submission or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the Contractor, the Contractor's employees, or the Contractor's subcontractors in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests, or otherwise. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Offeror, the Offeror's employees, or the Offeror's future subcontractors in the matter. Upon receipt of such a notice, the Conservancy will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Offeror to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Conservancy may result in the proposal not being selected for award.

By submitting a proposal in response to this solicitation, the Offeror warrants and represents that it is eligible for award of a Contract resulting from this solicitation and that it is not subject to any of the below circumstances:

Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency

has considered suspension or debarment of the corporation and has determined that this further action is not necessary to protect the interests of the Government; or

Is listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension," or intends to enter into any subaward, contract or other Contract using funds provided by the Conservancy with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

#### **REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS AND RFP DEADLINES**

March 10, 2023 Proposals must be received electronically as an email attachment by Amy Gladding ([amy.gladding@walkerbasin.org](mailto:amy.gladding@walkerbasin.org)) by 5:00 PM PST.

Proposals must be provided in Word format or searchable PDF.

April 13, 2023 The Conservancy will notify all RFP applicants of their status (acceptance or rejection).