



Crook County Soil & Water Conservation District
498 SE Lynn Blvd.
Prineville, Oregon 97754

Phone: (541) 447-3548

NOTICE FOR REQUEST FOR PROPOSALS (RFP)

FOR

Cultural Resource Survey Services

**Crook County Soil and Water Conservation District/Natural Resources
Conservation Service FY 2026 Cultural Resources**

Date of Issuance..... August 5th, 2026

Proposal Due Date..... August 28th, 2026

Estimated Proposal Evaluation Period..... August 28th - September 18th, 2026

Tentative Date to Select Contractors..... September 18th, 2026

PROPOSAL CONTACT

Melissa Albertson

PROPOSAL SUBMITTAL ADDRESS

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Prineville, OR 97754

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8/5/2026

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION	1
SECTION 2 – PROJECT DESCRIPTION.....	1
SECTION 3 – SCOPE OF WORK	1
SECTION 4 - RESERVATION OF RIGHTS	6
SECTION 5 - PROPOSAL FORMAT	6
SECTION 6 – CCSWCD CONTACT PERSON AND PROPOSAL DELIVERY INSTRUCTIONS	7
SECTION 7 - PROPOSAL OPENING	7
SECTION 8 - PROPOSAL EVALUATION	8
SECTION 9 - PROPOSER SELECTION AND AGREEMENT AWARD	9
SECTION 10 - NO CONTRACTUAL OBLIGATION	9
SECTION 11 - ANTICIPATED CONTRACT AMENDMENTS	9

SECTION 1 – INTRODUCTION

The Crook County Soil & Water Conservation District (“Crook SWCD”), an Oregon special district, is partnering with the USDA-Natural Resources Conservation Service (NRCS), a Federal agency, to assist private landowners in Oregon with implementation of conservation practices and measures that address identified natural resource concerns. As a federal agency subject to the National Historic Preservation Act (NHPA) of 1966, as amended, NRCS is required to take into account the effects of its undertakings on historic properties, as defined at 36 CFR 800.16 (1) (2). , to take In cooperation with NRCS, Crook SWCD is issuing this Request for Proposals (“RFP”) for a consultant (hereinafter, “Contractor”) to complete a cultural resources survey to enable NRCS to satisfy this requirement.

Proposals are requested from Contractors with knowledge and experience in the areas described in Section 3 of this RFP, Scope of Services, who meet all licensing and insurance requirements.

SECTION 2 – PROJECT DESCRIPTION

This cultural resource survey project supports implementation of NRCS’ Environmental Quality Incentive Program in Crook and Deschutes Counties, Oregon. Restoration practices include Beaver Dam Analogs, forest stand improvement, juniper removal, and irrigation pipeline. All of these practices will result in ground disturbing activities. Projects will result in a wide variety of resource benefits including improved wildlife habitat, reduced fuel loads, improved plant community composition, and improved herbaceous production.

Survey areas are disbursed widely across the county. Individual project areas are located on private land under 5 different ownerships. Most of the project areas are accessible by road. Four-wheel drive will be needed for some roads and some portions may need to be accessed on foot. The Contractor will coordinate with Crook SWCD and NRCS to arrange for entry on private lands with the private landowner(s), prior to survey commencement.

The period of performance is from October 1st, 2026 to August 31st, 2027. Early completion is encouraged.

SECTION 3 – SCOPE OF SERVICES

The Contractor will provide all services necessary to conduct a cultural resources survey of the Project Areas, to include site records, a final report, maps, and shapefiles of findings. The Contractor will ensure that all cultural resources work, site recording, report standards, site forms, confidentiality standards, and documentation adhere to the *Secretary of the Interior's Standards and Guidelines (48 FR 44716, as amended and annotated)*; the Oregon State Historic Preservation Office (SHPO) guidelines; and the standards found in the Oregon Archeological Site Recording Manual. The Secretary of Interior standards, guidelines, and protocol are available for review at

<https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>.

The Oregon SHPO Field Guidelines Protocol is available for review at:
<https://www.oregon.gov/oprd/OH/Documents/FieldGuidelines.pdf>

Contractor will be required to use the Oregon SHPO online cultural site and isolate forms on the SHPO website, found at: <http://heritagedata.prd.state.or.us>, for any sites or isolates encountered. Artifacts will not be collected.

3.1 Contractor Services and Responsibilities

Landowners	Number	Units	Practice	Approximate Location
Landowner 1	166.7	Acres	Forest Stand Improvement, Woody Residue Treatment	Crook County. Approximately 11 miles NE of Prineville as crow flies. Near the Junction of NE Mill Creek Road and Dry Creek Road.
Landowner 2	609.1	Acres	Brush Management, Woody Residue Treatment	Crook County. Approximately 35 miles SE of Prineville as crow flies. Near the Junction of Tackman Road and Camp Creek Road.
Landowner 3	825.3	Acres	Brush Management, Woody Residue Treatment	Deschutes County. Approximately 28 miles South of Prineville as crow flies. Near the Junction of Hwy 20 and George Millican Road
Landowner 4	28.6 *includes buffer	Acres	Irrigation Pipeline	Crook County. Approximately 3 miles East of Prineville on Northeast Ochoco Hwy
Landowner 5	249.5	Acres	Brush Management, Woody Residue Treatment	Crook County. Approximately 35 miles SE of Prineville as crow flies. Near the Junction of Tackman Road and Camp Creek Road.
Landowner 5	4.8	Acres	Beaver Dam Analogs	Crook County. Approximately 35 miles SE of Prineville as crow flies. Near the Junction of Tackman Road and Camp Creek Road.
Total	1884	Acres		

CONTRACTOR- FURNISHED PROPERTY AND SERVICES. The Contractor shall furnish all labor, equipment, supervision, materials, and incidentals necessary to perform cultural resource survey services in accordance with the enclosed specifications, terms and conditions. The Contractor will ensure that any Contractor personnel have had prior training and experience with Federal and State cultural resources regulations and requirements.

GOVERNMENT-FURNISHED PROPERTY AND SERVICES. NRCS/Crook SWCD will provide the Contractor with the following materials, supplies, property, or services:

- a. Maps of the project areas.
- b. GIS shape files of the project areas.
- c. Aerial imagery covering the areas.
- d. Contact information for landowners

SUBCONTRACTS. With Crook SWCD's prior written consent, the Contractor may subcontract any work under the contract. Requests to use a subcontractor must be made in writing and contain the following information:

- a. Name of subcontractor
- b. Description and amount of supplies or services to be subcontracted. Crook SWCD may require subcontractor agreements to include certain clauses for the protection of NRCS and Crook SWCD.

SPECIFIC TASKS

Pre-field Research. The Contractor is responsible for performing adequate background research utilizing the SHPO Oregon Archaeological Records Remote Access (OARRA), GLO maps, historic maps, Tribal Historic Preservation Office (THPO) information (as appropriate), ethnographic histories, local historical societies, and other available resources, to provide information on existing archaeological, historical, and ethnographical information relevant to the Project area.

Field Survey. The Contractor shall use cultural resource survey techniques that meet regulatory requirements. Transect spacing shall be no more than 20 meters apart. Transect coverage should be appropriate for the proposed Project, but may use meander, contour, or compass oriented transects. Subsurface testing, including shovel probing, shall occur based on Oregon SHPO Archaeological Field Guidelines as necessary. Please refer to PDF Page 36 in the Archaeological Field Guidelines for surface survey probing methodologies. Areas more likely to contain archaeological sites (for example; streams, prominent ridges, rock overhangs, etc.) shall be investigated more intensively. Areas which present a potential hazard to the survey crew and/or are extremely unlikely to contain archaeological remains (i.e., excessively steep slopes (>20%), areas overgrown with virtually impenetrable brush, etc.) can be avoided, after consultation with NRCS Cultural Resource Specialist (CRS). Avoid areas of extreme health hazard (i.e.; hazardous materials, burning

fires, etc.), note the location of such areas with UTM and provide maps to the CRS. The Contract shall discuss changes in survey strategy due to environmental conditions in advance with the NRCS CRS. The NRCS CRS and Crook SWCD must approve any significant changes in advance.

Permitting. The Contractor is generally expected to apply for a SHPO permit, but it is up to their discretion. Permits may be necessary due to the required subsurface testing. Please refer to PDF Page 45 in the Oregon SHPO Archaeological Field Guidelines for information concerning permits. An ARPA permit is not required.

NO ARTIFACTS SHALL BE COLLECTED.

The Contractor will:

- Ensure that the survey methodology meets the Oregon SHPO field guidelines available at <https://www.oregon.gov/oprd/OH/Documents/FieldGuidelines.pdf> . The Contractor is also responsible for ensuring that their planned field methodology is acceptable and meets the needs of the NRCS CRS.
- Communicate on at least a weekly basis with CCSWCD and NRCS throughout the cultural resource survey.
- Follow the NRCS CRS guidance for how best to handle marking cultural sites in the field. A buffer around sites may need to be flagged to protect the site, depending on the project. For a larger acre pedestrian survey, a buffer shall be flagged. The buffer shall extend 30 meters out from the site boundary. Each flag shall be visible from the adjacent flag. Isolates shall not be flagged.
- Take a UTM coordinate from the cultural site datum or site center as appears on site map, and isolate locations using Global Positioning System (GPS) equipment.

Restoration of Resources. Public or private access roads damaged by the Contractor shall be restored, at their expense, to the same condition they were in at the commencement of work.

Documentation. The Contractor shall submit a proposed final report, including supporting documentation, to the NRCS Cultural Resource Specialist for review. The report must meet the State of Oregon SHPO Reporting Guidelines, 2011 https://www.oregon.gov/oprd/OH/Documents/Reporting_Guidelines.pdf and the State of Oregon Archaeological Reporting Guidelines, 2011 <https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>. The NRCS CRS will review the proposed final report and may request additional edits.

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 at:

<http://www.oregon.gov/OPRD/HCD/ARCH/Pages/index.aspx>

The Contractor may encounter previously recorded cultural sites during the survey. Contractors are expected to update existing site records based on their survey results. A cultural site update form shall be completed for these sites again using the Oregon SHPO site form. Each cultural site update form shall include a cultural site map, a map showing the cultural site location and a GPS coordinate. The location of the cultural site shall be marked on a USGS 7.5' topographic map.

The Contractor will review and edit all forms and maps prior to submitting to the NRCS to ensure that all required forms are properly filled out and all information submitted is complete.

The final 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 Protocol, and will be judged on clarity, content, thoroughness of archival research and accuracy.

After all requested edits are made, the Contractor will provide the NRCS CRS with one (1) digital copy of the final report for each landowner, the final report will include site forms and graphics in PDF format. Complete shapefiles, compatible with ArcMap 10.5, are also required for the investigated areas and for all points, polygons, and linear resources.

3.2 Compensation

Compensation for work performed will be based on a cost estimate for services and agreed upon budget estimate including a not to exceed clause. Compensation and payment schedule will be developed and executed in the Contractor Agreement.

Invoices. Each landowner project represents an individual and separate task item. Each will require a separate field survey, documentation, and final report. Once an individual task item is complete, the contractor can invoice for the associated payment. The Contractor shall submit all invoices to the SWCD prior to payment being authorized.

Payment. Payment will be issued upon completion and acceptance of the final report for each landowner project.

3.3 Allowable Expenses

Allowable expenses shall be limited to the following items:

- Time spent working on approved tasks associated with the Scope of Work and agreed upon in an executed Independent Contractor Agreement.

- Travel expenses as detailed below, excluding mileage and per diem for travel distances of less than 20 miles from the contractor's designated base of operations.

3.4 Pre-award Costs

All pre-award expenditures are made at the Proposer's own risk and expense. No expenses will be paid to Contractor prior to execution of contract.

SECTION 4 - RESERVATION OF RIGHTS

The Crook SWCD reserves all rights regarding this RFP including, without limitation, the right to:

4.1 Cancel the solicitation, or reject in whole or in part, any or all Proposals when the cancellation or rejection is in the best interest of the contracting agency as determined by the Crook SWCD, in accordance with ORS 279B.100, and in consultation with the Funding Evaluation Teams;

4.2 Modify the proposed timeline for the solicitation process for this RFP with appropriate notice to prospective Proposers. The proposed dates represent a tentative schedule of events. All times are local.

4.3 Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this RFP, and to seek clarification of each Proposal, if required;

4.4 Reject any Proposal that fails to substantially comply with all prescribed RFP procedures and requirements including the alteration of forms required to be submitted as part of the response;

4.5 Amend, within the Scope of Work, any agreements that are a result of this RFP;

4.6 Engage contractors by selection or procurement independent of this RFP and/or any contracts under it;

4.7 Negotiate with successful Proposers to develop a Statement of Work within the Scope of Work described in this RFP;

4.8 Reject Proposals considered by the Crook SWCD, in consultation with the Proposal Evaluation Committee, to be illegible or nonresponsive to this solicitation.

SECTION 5 - PROPOSAL FORMAT; DELIVERY INSTRUCTIONS

All Proposals must follow the format described in this Section.

5.1 Proposals must be in the form of a Proposal “package” of no more than 8 pages, including the proposal narrative section (maximum of 5 pages), budget narrative (2 pages), and List of References (1 page).

5.2 Proposals must be in pdf format and submitted by e-mail to melissa.albertson@crookswcd.com, including the subject line “RFP Response for RFP# 2026_CCSWCD_NRCS_CR_2”. The pdf file may not exceed 5MB size.

PROPOSERS ARE ENCOURAGED TO CONFIRM DELIVERY WITH THE CONTACT PERSON PRIOR TO THE PROPOSAL DUE DATE.

PROPOSALS MUST BE RECEIVED NO LATER THAN THE PROPOSAL DUE DATE SPECIFIED ON THE COVER PAGE. LATE PROPOSALS WILL NOT BE ACCEPTED.

5.3 Proposals shall include the following mandatory items.

- A. A narrative proposal that describes the proposer’s:
 - 1. staff that will be executing the work described in this RFP;
 - 2. entity/contractor qualifications, including demonstrated experience and success in requested scope of work tasks;
 - 3. how the tasks called for in the RFP Scope of Services will be carried out;
 - 4. familiarity with geographic location;
- B. A narrative budget proposal that describes the proposer’s hourly billing rates, travel costs, and task-based budget estimates; labor, travel, materials, supplies, etc. for the execution of the Scope of Services, and qualified expenses shown in this RFP for the period of work.
- C. List of references including name, phone numbers, and addresses for two former clients

SECTION 6 –CONTACT PERSON

All contact regarding this RFP must be directed to the Crook SWCD Contact Person identified below.

Crook SWCD Contact:	Melissa Albertson
Phone:	(541) 447-3548
E-mail:	melissa.albertson@crookswcd.com

SECTION 7 - PROPOSAL OPENING

Proposals will be publicly opened at the Proposal delivery location immediately following the deadline for submission. Crook SWCD shall make available the identity of all Proposers after the opening of the Proposals; and Proposals will be available for inspection at the specified delivery

Request for Proposal # 2026_CCSWCD_NRCS_CR_2

Page | 7

location after the Notice of Intent to Award and agreement is issued. No information shall be given to any Proposer relative to their standing with other Proposers during the RFP process until a Notice of Intent to Award has been issued.

SECTION 8 - PROPOSAL EVALUATION

Proposals shall fully and clearly address each of the areas identified in Section 5.3. Proposer's failure to comply with the instructions or submittal of an incomplete Proposal may result in Proposal being deemed non-responsive, except that the Crook SWCD reserves the right to waive minor irregularities. Crook SWCD may elect to conduct interviews.

Each proposal will be evaluated based on the following criteria:

- 1) Proposal Suitability: Quality and clarity of the approach that will be used to successfully complete the Scope of Work.
- 2) Demonstrated Experience and Success: Staff expertise, qualifications, and past performance as they apply to the Scope of work requested in Section 3.
- 3) Cost and Value: Assessment of budget and expense costs with consideration for the estimated amount of services requested, industry standards/market rates, and the experience of reviewers.

Proposals will be evaluated in three phases:

Phase 1: Crook SWCD will evaluate each proposal to verify that it is complete and complies with all mandatory requirements.

Phase 2: A *Proposal Evaluation Committee* made up of the Crook SWCD, NRCS Technical Support Team, and/or CROOK SWCD Board Member(s) will evaluate and score Proposals. Each member of the Proposal Evaluation Committee will evaluate and score each proposal based on the criteria listed above. Points assigned by each evaluator will be summed and divided by the number of evaluators, to compute an average performance score for each Proposal.

Possible points will be assigned as follows:

30 Proposal
50 Suitability
20 Cost and Value

100 Total Maximum Points Possible

Any attempt by a Proposer to improperly influence a member of the Evaluation Committee during the Proposal review and evaluation process will result in the elimination of that Proposer's Proposal from consideration.

Phase 3. After completing Phase 2 and assigning substantive scores, the evaluation committee will evaluate submitted forms and Fee Schedule, considering the estimated amount of services proposed, industry standards/market rates, and the experience of the proposer, and will assign a cost score for each proposal. Cost of the proposal will be considered along with other evaluation factors to select the proposal that best meets the needs for the project, but cost will not be determinative.

SECTION 9 - PROPOSER SELECTION AND AGREEMENT AWARD

The Crook SWCD will notify the apparent successful Proposers (“Notice of Award”) and request that the apparent successful Proposers sign an agreement. If the apparent successful Proposer is not able to execute the agreement offered within ten (10) business days of Apparent Successful Proposer's receipt of the agreement, or such later date as the Crook SWCD may authorize, the Crook SWCD may select the next highest-ranked proposal. If all Proposals are rejected, all Proposers will be promptly notified.

SECTION 10 - NO CONTRACTUAL OBLIGATION

All Proposers who submit a Proposal in response to this RFP understand, acknowledge and agree that neither NCRS or the Crook SWCD is obligated thereby to enter into any agreement or contract with any Proposer. Crook SWCD reserves the right to accept or reject any or all Proposals associated with this RFP.

SECTION 11 - ANTICIPATED CONTRACT AMENDMENTS

The agreement, if any, resulting from this RFP may be amended as needed for additional work to meet the Crook SWCD’s continued need for Services as described within the Scope of Services of this RFP. The Crook SWCD will directly negotiate with Contractor to finalize the details and costs of the amendment(s).