



REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

1. Introduction

Carson Water Subconservancy District (CWSD) is seeking professional services for developing detailed hydrologic and hydraulic analyses, and floodplain and floodway mapping for portions of the middle Carson River from Carson Canyon exit to Weeks Bridge (approximately 15 linear miles). The purpose of this project is to provide more accurate flood data for the portion of the Carson River in Lyon County and will result in the development of a DFIRM. LiDAR data, collected in 2004 will be provided. CWSD has received \$300k from FEMA, less CWSD administrative and project management costs, for this project.

Identified tasks include the following:

1. Obtain the current effective data for the community, such as the flood hazard data shown in effective FIS reports and on effective FIRMs, and any other pertinent data.
2. Conduct field surveys and reconnaissance to determine conditions along the floodplain, including obtaining channel and floodplain cross sections, identifying or establishing temporary or permanent bench marks, and obtaining physical dimensions of hydraulic and flood control structures in accordance with FEMA Section 5 Standards and per FEMA Appendix N format.
3. Review the 2004 LiDAR and determine what other supplemental topographic data is needed. Document proposed source of topographic data, scale, contour, interval source/methodology, vertical and horizontal datums, and comparison of planimetric features with the DFIRM base map.
4. Develop topographic maps and/or DEMs for the flooding sources using the LiDAR data and data collected via field surveys.
5. Perform hydrologic analyses for approximately 15 linear miles of Carson River in the Dayton area and include calculation of peak flood discharge for specified percent-annual-chance storm events using HEC-RAS.
6. Delineate the 1- and 0.2 percent-annual-chance floodplain and the regulatory floodway boundaries.
7. Provide digital work showing the floodplain and floodway boundaries, cross sections, BFEs, flood insurance risk zone designations, and all applicable base map features.
8. Provide draft DFIRM data prepared in accordance with the requirements in FEMA G&S along with metadata file complying with the FEMA NFIP Metadata Profile Specifications.
9. Provide summary report that describes and provides the results of all automated or QA/QC review steps taken during the preparation of the DFIRM, and any backup or supplemental information including supporting calculations and assumptions used in the mapping, and summary of analysis methodologies.

10. Upload digital data to the MIP with metadata file complying with NFIP Metadata Profiles Specifications and submit in Technical Support Data Notebook (TSDN) format. .
11. Prepare any FEMA forms (i.e. LOMR) that may be necessary to complete project.
12. Participate with CWSD Flood Technical Committee regarding this project (3 meetings anticipated).
13. Assist CWSD staff, if needed, with project updates to CWSD Board of Directors, Lyon County Board of Commissioners, and Carson River Coalition.
14. Assist CWSD staff with public meetings regarding this project (2 public meetings anticipated).

2. Minimum Requirements and Qualifications

To qualify for consideration:

- 1) Firm must submit information on at least one successful flood insurance study of similar size and scope in Western Nevada.
- 2) Demonstrate experience with FEMA processes and requirements, hydrologic and hydraulic analyses, and floodplain modeling and mapping.
- 3) Firm must show significant experience in GIS based floodplain mapping.
- 4) Show ability to provide the following certifications:
 - a. Field Surveys and Topographic Data Development: A Licensed Land Surveyor must provide an accuracy statement for field surveys and/or topographic data used and certify these data meet the Federal Geographic Data Committee National Standards for Spatial Data Accuracy or the American Society for Photogrammetry and Remote Sensing.
 - b. Hydrologic and Hydraulic Analyses and Floodplain Mapping: A Registered Professional Engineer must certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).

3. Selection Process and Project Timeline

August 16, 2010	Proposals due to CWSD
Week of August 23	Interviews of prospective firms
September 15, 2010	Approval by CWSD Board of Directors
September 30, 2010	Project begins
September 15, 2011	Project completion

4. Submittal Content

The proposal shall consist of a cover letter not-to-exceed three (3) one-sided pages. The cover letter must clearly state who the Project Manager will be for the firm and must be signed by an officer of the firm. The cover letter will clearly summarize the firms' qualifications and provide a list of three professional references with contact information. A document not-to-exceed fifteen (15) one-sided pages may be attached to the cover letter including resumes of key personnel and related information.

5. Submittal Deadline

To be considered for selection, please submit two copies of your proposal to the address below by 5:00 p.m. Monday, August 16, 2010.

Carson Water Subconservancy District
777 E. William Street, Suite 110A
Carson City, NV 89701

The proposal shall be submitted in a sealed envelope and cleared marked Proposal for FEMA MAS. Facsimile (FAX) submittals will not be accepted.

6. Selection Process

Depending upon the number and qualifications of the respondents, the CWSD may elect to pre-select directly from the submitted proposals or may develop a short list of the most qualified firms and invite them for interviews as part of the pre-selection process. If necessary, interviews will be conducted during the week of August 23, 2010.

The chosen pre-select firm's qualifications and cost of services will be presented to the CWSD Board of Directors who has the final authority in the selection of the chosen firm. The CWSD reserves the right to not select any of the respondents or any of the pre-select or chosen firm. Any material submitted to the CWSD will not be returned.

The CWSD reserves the right to negotiate additional professional services with the selected firm as it may deem necessary to fulfill the complete project intent.