



# REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

## Eagle Valley A & B Drainages Study in Carson City

### 1. Introduction

Carson Water Subconservancy District (CWSD) is seeking professional services for developing detailed hydrologic and hydraulic analyses, and floodplain and floodway mapping for the Eagle Valley A & B Drainages located in Carson City. The purpose of this project is to provide more accurate flood data for the portion of the Eagle Valley A & B Drainages and will result in the development of a DFIRM.

Carson City is requesting a restudy and remapping of flood hazards along Eagle Valley Golf Course drainage ways A & B. These two drainages cover approximately five (5) square miles and are located north of Highway 50 and east of College Parkway. Hydrologic analyses and mapping of flood hazards from these tributaries were completed in the mid-1980s with topographic data gathered in the mid-1970s. Over the years there have been many changes in these tributaries. In 1986, a flood control dam was built in the Golf Course Creek B drainage. In the 1980s, several diversion channels and pipes were installed in the Golf Course Creek A drainage. With a recent freeway project and approved CLOMR, the 1% annual chance flood flows were revised, but they did not include the flood control dam or channel work. There are about 80 structures located in the current SFHA. This restudy and remap project would update the data to reflect the changes wrought by the freeway project and approved CLOMR.

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. 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 new aerial topography data.
5. Perform hydrologic analyses for watersheds and include calculation of peak flood discharge for specified percent-annual-chance storm events using HEC-RAS.
6. Delineate the 10%, 4%, 2%, 1%, "1% plus" and 0.2 % 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, along with 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 in a Carson River Coalition (CRC) Carson River Corridor Working Group meeting regarding this project - one (1) meeting is anticipated.
13. Assist CWSD and Carson City staff, if needed, with project updates to CWSD Board of Directors and Carson City Board of Supervisors.
14. Assist CWSD and Carson City staff with public meetings and outreach regarding this project one (1) public meeting is anticipated.
15. Additional information and requirements can be found in CWSD MAS #5 which is available on CWSD web site, [CWSD.org](http://CWSD.org).

## **2. Minimum Requirements and Qualifications**

To qualify for consideration the firm must:

- 1) 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) 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**

A selection committee will evaluate the RFPs. The committee will be three (3) to five (5) members and be comprised of staff from CWSD and Carson City. The committee will select a consultant for contract negotiation based on the following point formula:

- General Information (5%)

- Provide a general description of the company and/or team that is proposing to provide services, including all sub-consultants;
- Provide an organizational chart showing key personnel. For each key person, provide the following information:
  - Percentage of time that each person will be committed to the project
  - Length of time with the firm
  - Applicable professional registrations and education.
- Project Team experience with similar projects in Western Nevada including experience with FEMA and national flood standards (40%)
  - Provide a list of similar projects on which the project team has experience. For each referenced project, please provide the following information:
    - Description of the project, including project name and location
    - Project owner and/or client information
    - Role of the firm, including a description of the services provided
    - Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
    - Approximate dates services were provided
    - Reference information (two contacts, including current telephone numbers per project).
- List current workload of project team, indicate ability to start immediately and complete project within specified timeline (20%).
  - Provide a table/list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project.
- Quality Assurance/Quality Control Plan (15%)
  - Discussion of internal QA/ QC process to guarantee final product will meet FEMA's specifications.
- Innovations proposed to standard HEC-RAS floodplain mapping that produce more accurate maps, faster FEMA review times, or ability to complete the project more rapidly (15%).
  - Identify any technical innovations that may be incorporated and /or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/team offers and how you proposed to use that expertise to the benefit of CWSD and Carson City to add value to the project.
- Provide the floodplain mapping work in Flo-2D (5%).

During evaluation, the committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm or to allow corrections of errors or omissions.

The selection of the most qualified project teams may be based wholly on an evaluation of the submitted RFP. Consultant costs are not to be included with the RFP and will not be a factor in the evaluation of the RFP. Please note that the anticipated budget for this project is \$85,000. By submitting a proposal the consultant is indicating that the work will be accomplished within the available budget as defined in this request for proposals.

#### **4. Project Timeline**

At the discretion of the committee, additional information and/or oral interviews of the top rated project teams that are deemed qualified by the committee may be requested. The committee may also select a consultant based solely on the RFP.

Proposals due to CWSD by:	November 12, 2014
If necessary, interviews of pre-select firms will be conducted the week of:	December 1, 2014
Selection Committee will make its recommendations on or before:	December 9, 2014
Proposed approval by CWSD Board of Directors on:	December 17, 2014
Project completion no later than:	June 30, 2016

#### **5. Submittal Content**

The proposal shall not exceed 10 one-sided pages addressing the information requested above. The cover letter must not exceed two (2) one-sided pages and 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 firm's qualifications and provide a list of three (3) professional references with contact information. Resumes of key personnel, including project manager, and related information and company brochures may be provided as attachments to the 10-page proposal referenced above.

#### **6. Submittal Deadline**

To be considered for selection, please submit two (2) copies of your proposal to the address below by 5:00 p.m. November 12, 2014. Also, please submit a digital copy of your proposal to Edwin James at [edjames@cwsd.org](mailto:edjames@cwsd.org).

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

#### **7. Withdrawal of RFP**

Request to withdraw RFP received after the time and date set for opening and acknowledging RFP will not be considered.

#### **8. Objection by Unsuccessful Proposer**

Any firm who is not selected by the committee may file a written objection to CWSD. Any objection shall be submitted to CWSD a minimum of five (5) days prior to the CWSD Board of Directors meeting where action on this RFP will be heard. Any late objection will be rejected.

**Minority and Women own businesses are encouraged to submit proposals.**