



REQUEST FOR QUALIFICATIONS

Update Floodplain Ordinance Language for Alpine County, Douglas County, Carson City, and Lyon County

1. Introduction

Carson Water Subconservancy District (CWSD) is seeking professional services to assist Alpine County, Douglas County, Carson City, and Lyon County to update and modify each county's ordinances to incorporate the new regional floodplain mapping and model.

CWSD, Alpine County, Douglas County, Carson City, and Lyon County have been working with FEMA to develop a new regional floodplain model and Flood Insurance Rate Maps (FIRMs) for the Carson River drainage from Alpine County to upstream of Lahontan Reservoir. The new model will allow each county and city to track cumulative impacts related to development in the floodplain. The goal of this project is to support the CWSD's and jurisdictions' efforts to improve standards to exceed FEMA minimum requirements, accommodate the new regional floodplain mapping and flood insurance rate maps (FIRMs), implement the Carson River Hydraulic Model, and implement mitigation measures. This project was identified in the [2008 Regional Floodplain Management Plan](#)'s suggested actions (SA-11, SA-12, and SA-13) to implement higher regulatory standards. CWSD is seeking professional services to assist with a review of each county/city's floodplain ordinances and assist these communities with the development of new ordinances and appropriate mitigation measures that will enhance hazard mitigation plan implementation and advance community hazard mitigation actions.

2. Scope of Work

Once a contractor is selected a final scope of work will be developed with CWSD, county staff members, and the contractor. Documents identified below will need to be incorporated in scope.

- Utilize draft ordinance template ([Floodplain Ordinance Review and Improvement for Alpine County, Douglas County, Carson City and Lyon County](#)).
- Incorporate [Model Management, Distribution, and Update Guide for the Carson River Regional Hydraulic Model](#).
- Incorporate specific county mitigation measures for each county as identified in [Carson River Flood Mitigation Plan](#).

The contractor will also need to include following tasks in scope:

- Meet with counties' staff members and CWSD staff to identify specific language for each county.
- Utilize county staff and CWSD input to draft specific ordinance language.
- Present draft ordinances to county planning commissions and county boards for possible adoption.

3. Minimum Requirements and Qualifications

To qualify for consideration the individual/firm must:

- 1) Demonstrate experience and knowledge in developing floodplain ordinances and be familiar with FEMA regulations.

- 2) Submit examples of at least two projects that involved the development of floodplain ordinances for building in the floodplain and flood way.
- 3) Demonstrate experience working with FEMA processes and requirements.
- 4) Familiarity with Nevada Revised Statutes and County Ordinances regarding floodplains

4. Selection Process

A review and selection committee will evaluate the submitted Statement of Qualifications (SOQ). The committee will comprise of staff from CWSD, Alpine County, Douglas County, Carson City, and Lyon County. The committee will use a point formula during the review process. Based on the composite scores, a consultant shall be selected for contract negotiation. The following categories will be evaluated in the selection process:

- General Information (10%):
 - Provide a general background, education, and experience of key personnel who will be working on the project. With this information also include the following:
 - Percentage of time that each person will be committed to the project
 - Length of time with the firm
 - Applicable professional registrations and education.
- Experience Developing Floodplain Ordinance and FEMA processes and requirements (45%):
 - Provide a list of similar projects on which the project team has experience. For each reference 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 (2) contacts, including current telephone numbers.
- List current workload of project team and indicate ability to start immediately and complete project within specified timeline (15%):
 - Provide a summary of the current major assignments all the key team members are currently working and percent of time committed to each assignment. Also include a statement as to when the team would be available to start work on this project.
- Understanding of the project and approach to performing the required services (25%).
 - Provide a brief discussion on the process and procedure you/team intends to use to address this project. Also, identify any innovative approaches that will be used in executing the work and how you will assist the counties in providing this information to staff, Planning Commissions, and elected Board.
- Minority or Women Own Business (5%)

- Please provide information if firm is a minority or woman owned business.

The selection will be based wholly on an evaluation of the submitted RFP although the committee reserves the right to request additional information or clarification from the Consulting Firm or to allow corrections of errors or omissions. Please note that the anticipated budget for this project is approximately \$30,000. By submitting a proposal, you are indicating that the work will be accomplished within the available budget as defined in this request for proposals and the time frame mentioned below.

5. Tentative Project Timeline

Proposals due to CWSD by:	October 20, 2017
Selection Committee will make its recommendations on or before:	November 3, 2017
Contract approval by CWSD Board of Directors on or before:	December 20, 2017
Develop Specific Draft Floodplain Ordinances for Each County:	November 30, 2018
Begin Presenting Draft Ordinances to County Planning Commissions:	December 1, 2018
Begin Presenting Draft Ordinances to County Commissions:	March 1, 2019
Project completion no later than:	June 30, 2019

6. Submittal Content

The proposal shall not exceed 6 one-sided pages addressing the information requested above. The cover letter must not exceed two (2) one-sided pages, 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 two (3) professional references with contact information. Resumes of key personnel, including project manager, and related information and company brochures may be provided as attachments and not counted toward the 6-page proposal referenced above.

7. Submittal Deadline

To be considered for selection, please submit two (2) hard copies and a digital copy of your proposal to the address below by 4:00 p.m. on October 20, 2017.

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

7. 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 SOQ will be heard. Any late objection will be rejected.

Minority and Women own businesses are encouraged to submit proposals.