



**REQUEST FOR QUALIFICATIONS FOR
CARSON RIVER WATERSHED WATER MARKET
(EXCHANGE/TRANSFER) PROGRAM**

Proposals are due Friday, February 15, 2019 at 12:00 PM (Pacific Time)

To the Carson Water Subconservancy District Office

777 E. William Street, #110A

Carson City, NV 89701

775-887-7450

Introduction:

The Carson Water Subconservancy District (CWSD) is soliciting Requests for Qualifications to evaluate the opportunity of developing a water market/exchange/transfer program to enhance the water reliability for the entire watershed. An important component of the program will include an evaluation of potential water storage sites (both off-channel and groundwater) throughout the watershed.

The contract period is expected to be completed by January 31, 2021.

Background:

The Carson River Watershed (Watershed) encompasses approximately 3,966 square miles in California and Nevada. The Carson River begins as two separate tributaries, the East and West Forks, high in the Sierra Nevada in California. These forks join to form the main stem of the Carson River near Genoa, Nevada, before continuing its journey to its terminus in the Carson Sink (Churchill County). The Watershed also encompasses five major groundwater basins: Carson Valley, Eagle Valley, Dayton Valley, Churchill Valley, and Carson Desert Valley (Fallon area). All the water in the Watershed, both surface and groundwater, is fully allocated, so any new demands for water must come from existing sources.

The largest surface storage on the Carson River is located two-thirds of the way down the river. This storage facility, known as Lahontan Reservoir, provides water to the Newlands Project. The Newlands Project was the first U.S. Bureau of Reclamation (Reclamation) project in the United States and provides water to farmlands in Churchill and Lyon Counties. Water demands in the Newlands Project often exceed the available supplies coming from the Carson River. To augment the water needs of the Newlands Project, water is diverted from the Truckee River through the Truckee Canal which links the Truckee and Carson Rivers.

There is very limited surface water storage upstream of Lahontan Reservoir. The water supply of the Carson River is almost entirely dependent upon the winter snow pack that accumulates in the Sierra Nevada Mountains. Most of the annual runoff is concentrated in a three- or four-month period in the spring. Today, most municipalities within the Watershed utilize groundwater to meet their water demands. However, as growth continues in the Watershed many water purveyors will need to consider developing surface water supplies. The availability and timing of the water runoff is further limited by the potential impacts of climate change. Climate change could mean agricultural users will be out of water earlier than they were historically, resulting in more groundwater pumping or less production for farmers. Those water purveyors who have to use surface water to meet their water demands will have to evaluate ways of utilizing the water resources in the spring time when water demands are low. This will involve conjunctive use and storing spring runoff for summer use. Any of those projects will require an active water marketing program to move water in the watershed.

All the surface water is allocated through a federal decree known as the Alpine Decree. The Alpine Decree allocated the East and West Forks and main stem of the Carson River into eight autonomous segments. Transferring water rights from one segment to another segment changes the priority of a given water right. Based on this and other restrictions in the Alpine Decree, the movement of water must be done in a systematic and careful manner.

SECTION I – SCOPE OF SERVICES

A general scope of work is attached as Exhibit A. The selected consultant will work with CWSD to develop a more detailed scope prior to entering into a professional service contract.

SECTION II -POINT OF CONTACT

If you have any questions and/or request for clarifications regarding the RFQ, you can contact Edwin James, General Manager, at.

Email: edjames@cwsd.org

Phone: 775-887-7456

SECTION III – STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

The consultant will be selected through a qualifications-based selection process. An Evaluation Committee will evaluate each proposal according to the Evaluation Criteria. Firms interested in this project must submit a proposal that addresses the following issues:

Firm’s Experience on Similar Projects (35 points)

Identify at least two comparable projects within the last ten years in which the project team has completed this type or comparable projects. For each comparable project identified, provide the following information:

1. Description of project, including similarities with respect to the technical analysis and the public and stakeholder involvement aspects for this project.
2. Role of the firm (as a Prime or Sub-consultant)
3. Project’s original contracted cost and time and final project cost and time with explanation for any variances.
4. Firm’s partnering efforts and successes

Personnel Availability and Experience (20 points)

1. For each key person identified to work on this study, list at least two comparable projects in which they have played a primary role in the studies. Please provide the following information:
 - a. Description of project
 - b. Key individual’s role on the project
 - c. Project’s original contracted cost and time and final project cost and time with explanation for any variances
 - d. Project Owner reference information (two names with telephone numbers per project)
2. List the current availability of key prime firm personnel for the proposed project time frame and their length of time with the firm.
3. List the names, experience and qualifications of any sub-consultants which you are proposing for this project. Describe how the services and experience of proposed sub-consultants will benefit this project including how and where they will work with the prime firm.
4. Provide a project organizational chart showing key prime firm personnel and all sub-consultants.

5. Resumes for key personnel may be attached in accordance with the submittal requirements.
6. For the prime consultant Project Manager, describe your experience in addressing complex stakeholder issues, such as how or if conflicting goals or objectives were resolved, as well as any experience presenting potential contentious issues to the public.

Project Understanding and Approach (35 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Describe your team’s project management approach and team organization for planning, managing, scheduling, budgeting, and quality control for this project.
3. Provide an outline showing how many work assignments you anticipate are needed for this project, the major tasks involved with each work assignment, and the anticipated duration for each work assignment that will meet the project’s goals and schedule.

SECTION IV -SUBMITTAL REQUIREMENTS

Interested firms should submit a proposal which includes a one (1) page cover letter plus a maximum of ten (10) additional pages to address the RFQ criteria. Resumes, project organizational chart, and executive summary of previously completed projects are not counted in the page count and should be attached as an appendix to the proposal. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2” x 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Tab dividers are optional and are not counted in page length. We will allow 8 ½” x 14” size page for your Organizational Chart.

Provide two (2) printed copies and (1) digital copy of the proposal by Monday, February 15, 2019 at 12:00 PM (Pacific time).

Submittals must be delivered to the:
Carson Water Subconservancy District
777 E. William Street, Suite 110A
Carson City, NV 89701

Failure to comply with the above criteria may be grounds for disqualification.

SECTION V -GENERAL SCHEDULE FOR PROJECT

Release of the RFQ:	January 22, 2019
Proposal Due:	February 15, 2019
Select Consultant for Consideration:	By or before March 15, 2019
Meet to develop Scope of Work:	By or before March 29, 2019
Approval of Scope of Work and Contract by CWSD:	April 17, 2019
Submittal of Draft Report:	October 15, 2020
Submittal of Final Report:	December 31, 2020
Present Final Report to CWSD Board:	January 20, 2021

SECTION VI – GENERAL INFORMATION

Selection and Negotiations. The selection of the most qualified project team will be based wholly on an evaluation of the submitted RFQ. Once a consultant has been selected, a detailed Scope of Work shall be prepared by the consultant in consultation with CWSD. After the consultant has been selected, but prior to developing a scope and fee, the consultant shall participate in a scoping meeting. If CWSD is unsuccessful in negotiating a contract with the selected firm, CWSD may then negotiate with the second highest scoring proposer, and so on, until a contract is executed or CWSD decides to terminate the selection process.

The total funds available for this project cannot exceed \$150,000. *Although the selection of the consultant will not be based on costs, the consultant will include in the Appendix a list of job titles, hourly rates, and hours for each task identified in Exhibit A.* The actual hours by tasks may change based on the final agreed upon Scope of Work.

This Scope of Work and cost will be submitted to CWSD Board of Director for approval at the March 2019 Board meeting.

CWSD Rights. CWSD reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received and shall be the sole judge of the merits of the respective proposal received.



EXHIBIT A

GENERAL SCOPE OF WORK

**CARSON RIVER WATERSHED WATER MARKET
(EXCHANGE/TRANSFER) PROGRAM**

1. GENERAL DESCRIPTION

This scope of work (SOW) is to provide a general overview of services being requested for the Carson River Watershed Water Market (Exchange/Transfer) Program (Program). The selected professional engineering firm agrees to provide services to accomplish the work under the direction of a Registered Engineer within the State of Nevada in the appropriate discipline.

This contract will be considered a “not to exceed – lump sum contract.” The work performed in this contract is intended primarily to be through development and completion of individual work assignments, tasks, and specified deliverables. The selected consultant will work with the Carson Water Subconservancy District to develop a more detailed scope prior to entering into a professional services contract.

1.1 Project Purpose and Need

The goal of a Water Marketing Program is to meet the future water demands while addressing the water conflicts on both the Carson and Truckee Rivers. Please refer to background information provided in the RFQ. CWSD consistently utilizes science to identify best practices to manage land and water resources and adapt to changes in the environment to the benefit of all users in the Watershed. This Water Market Program will identify multiple ways to use water. CWSD is prepared to proceed in developing and implementing the Carson River Marketing Program once the financial assistance agreement and final work plan are executed with USBR. CWSD will also identify opportunities to resolve conflicts between users upstream and downstream of Lahontan Reservoir. Finally, an added value outcome of this Program will be to further identify ways to enhance instream flows to improve river habitat.

CWSD was awarded U.S. Bureau of Reclamation (USBR) funding to develop a Water Marketing (Exchange/Transfer) Program for the Carson River Watershed. Since the Watershed has limited upstream storage, a consistent water supply which meets all the demands of diverse users has always been a challenge. With all groundwater and surface water fully allocated in the Carson River Watershed, any future municipal or other water demands will have to come from existing water rights. The purpose of the study is to evaluate future water demands and how these new water demands can be met while minimizing the impact on the environment and agriculture by evaluating available water rights by river segment. The Program will also explore how changes to runoff patterns and flows in the Carson River may impact the current water supply picture and possible impacts on future supplies by utilizing information acquired from the Water for the Seasons Study. In addition, all of the Watershed groundwater basins are over-allocated, and some are facing possible pumping curtailment by the Nevada Division of Water Resources. Users downstream of Lahontan Reservoir (Newlands Project) are concerned about increased groundwater pumping in the upper and middle portions of the watershed which may potentially reduce flows into Lahontan Reservoir. Over the past 20-plus years the runoff pattern has been shifting where spring runoff has been coming earlier in the

spring and there is less flow in the summer time. Recent work done by the USGS shows that this trend will most likely continue in the future. Earlier runoff will impact agricultural users and municipalities who will need surface water to meet future demands and the environmental uses of the river. By developing a Water Marketing Plan for the Watershed, CWSD will address the instability of the water supply, including legal and physical constraints, and identify and rank possible off-stream storage locations in the system.

CWSD will utilize the Carson River Coalition (CRC) stakeholder process to ensure that all entities in the Watershed have an opportunity to provide information and feedback to a Water Market Program. This process will require the contractor to participate in the meetings listed in the Communication and Outreach Section 2.2.

1.2 Study Area

The study area will cover the entire Carson River Watershed as shown in Figure 1.

Figure 1: Carson River Watershed

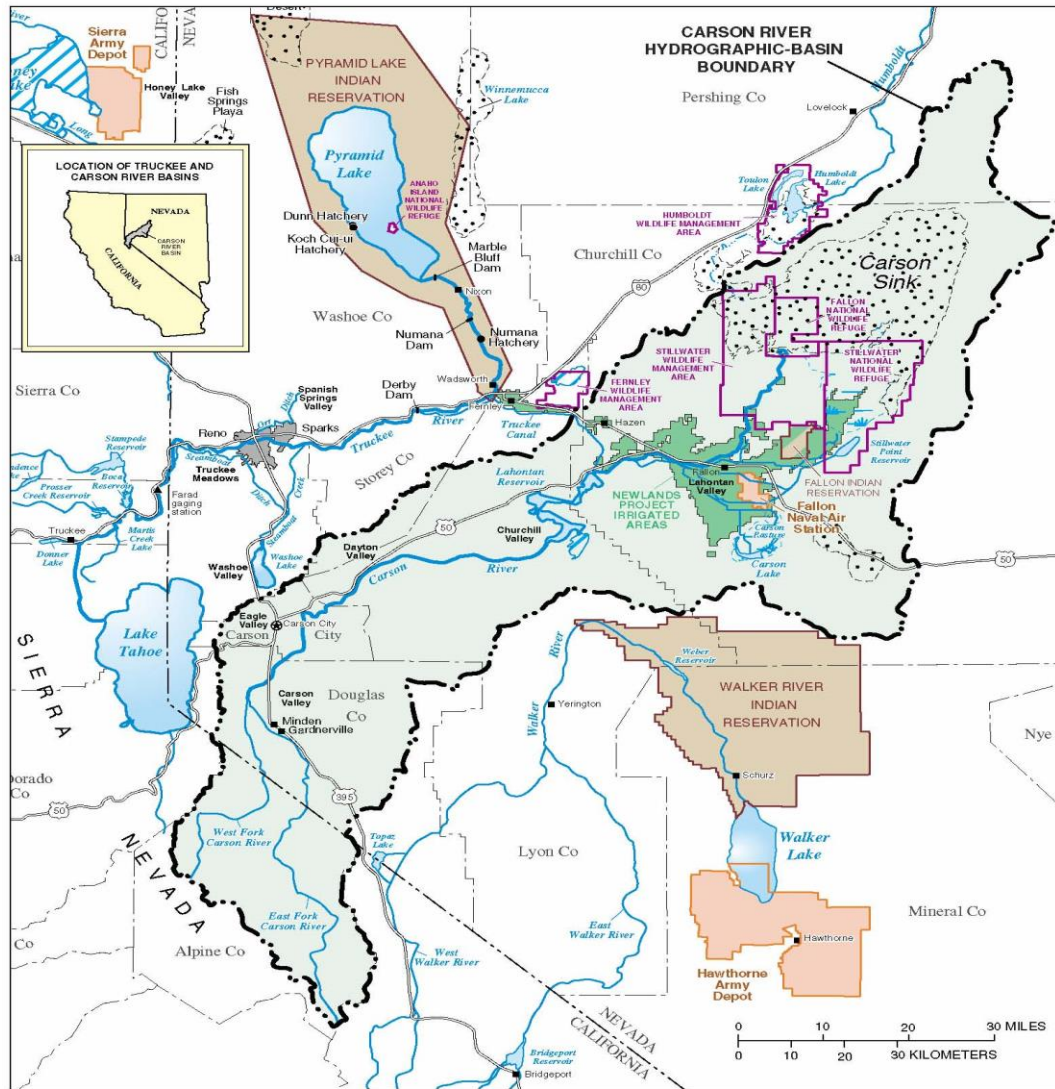


Figure1. USGS hydrologic features map of the Carson River watershed and surroundings.

2. PROJECT SERVICES AND TASKS

Once an engineering firm has been selected, a detailed Scope of Work shall be prepared by the consultant in consultation with CWSD. It is anticipated that the Scope of Work will include the following:

2.1 **Project Management and Administration**

2.1.1 - Develop and update monthly project progress reports.

2.1.2 –Submit monthly invoices.

2.2 Communication and Outreach

2.2.1 – Participate in meetings with water purveyors, regulators (Federal Water Master and State Engineer), agricultural water users, and the Carson River Coalition (CRC). CWSD will set up the meetings. It is anticipated that there will be four water purveyor meetings, one CRC meeting, two agricultural water user meetings, and two regulator meetings. At the end of the project the consultant will present the findings to the CWSD Board.

2.3 Evaluate Existing Water Supply by River Segment

2.3.1 – The consultant will meet with the water purveyors, Federal Water Master and State Engineer to calculate the amount of water that is available by river segment. The evaluation will also evaluate the ease and difficulty to market, transfer, lease, exchange, and store the water rights by segments.

2.4 Identify and Rank Storage and Infrastructure Needs and Opportunities

2.4.1 The consultant will work with CWSD to develop a matrix to evaluate and rank potential storage sites throughout the watershed. The evaluation will include both off-river channel storage sites and groundwater storage sites. It is anticipated that the consultant will evaluate and rank at least 24 storage sites.

2.4.2 – The consultant will evaluate what infrastructure is needed to be able to market, transfer, lease, exchange, and/or store the water rights.

2.5 Water Marketing Analysis

2.5.1 – The consultant will evaluate the institutional issues and constraints in developing a watershed program to market, transfer, lease, exchange, and/or store water rights.

2.6 Water Market Report

2.6.1 – The consultant will prepare a draft report identifying how, where, and costs to develop a watershed program to market, transfer, lease, exchange, and/or store water rights. Two hard copies and one electronic copy will be provided to CWSD no later than October 15, 2020. CWSD will solicit comments on the draft report from water purveyors, regulators, agricultural water users, CRC members, and USBR.

2.6.2 – The consultant will incorporate the comments received and have a final report to CWSD by December 31, 2020.

2.6.3 – The consultant will present the final report to the CWSD Board in either January or February of 2021.

3. Additional Information

3.1 The following is additional information related to this RFQ:

- [*CWSD proposal to USBR*](#)
- [*2013 Regional Comprehensive Water System Plan*](#)
- [*Water for the Seasons Report*](#)