



## CARSON WATER SUBCONSERVANCY DISTRICT

### NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

#### DEVELOPMENT OF ONLINE GIS WEB VIEWER & PORTAL FOR THE CARSON RIVER WATERSHED ADAPTIVE STEWARDSHIP PLAN PROJECT DATA AND MAPPING

**SOQ DUE DATE:** April 19, 2022 AT 2:00 P.M.

**SUBMITTAL LOCATION:** Carson Water Subconservancy District  
777 E. William St., Suite 110A  
Carson City NV 89701

**QUESTIONS SHALL BE DIRECTED TO:** Brenda Hunt, Water Program Manager  
(775) 887-9005  
[brenda@cwsd.org](mailto:brenda@cwsd.org)

#### INTRODUCTION/GENERAL

Notice is hereby given that the Carson Water Subconservancy District, hereinafter referred to as "CWSD" is interested in developing a web access system that can view and track Carson River Adaptive Stewardship Plan (CRASP) projects. Presently only the initial phase (phase I) has been funded with a projected budget around ~\$15,000. The intent of Phase 1: is to use ArcGIS Online (a web Map Viewer platform) to host CRASP project data to allow our partners and public to view CRASP projects, their locations, and status throughout the watershed. Subsequent phases (II & III) have not yet been funded and have an estimated budget of ~\$40,000. These future phases will create a portal where partners can upload information directly to the GIS web viewer and develop a database query tool where CWSD and our partners can track measurable outcomes. The selected firm must be able to implement and support all future phases of this project.

CWSD invites interested firms to submit written Statements of Qualifications (SOQ) relating to this solicitation. A Screening Committee will evaluate firms' qualifications and experience with similar projects. The firm determined to be best qualified will be invited to negotiate with CWSD for fixed fee. This SOQ is for Phase I; however, CWSD will be seeking to complete subsequent phases II & III subject to future funding availability. See Attachment A for more details.

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Brenda Hunt, Watershed Program Manager  
E-MAIL: brenda@cwsd.org

A complete copy of this Notice and possible amendments may be obtained from CWSD website at: [www.CWSD.org](http://www.CWSD.org). Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this Notice. Written questions regarding this Notice must be received by CWSD no later than **5:00 PM on April 5, 2022**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the Notice. Refer to Project Selection Process Among Consultants section below.

All electronic and paper submittals, as specified below, must be received by the due date and time at the submittal location specified herein. Any response received at the specified submittal location after the due date and time assigned will be returned unopened. CWSD reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all submittals are rejected.

ISSUE DATE: **March 24, 2022**

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 CWSD to develop a more detailed scope prior to entering into a professional services contract.

A preliminary project description is provided in Exhibit A.

**CONSULTANT SELECTION PROCESS**

CWSD may select the consulting firm based solely on the SOQ or the top firms may be asked to present their qualifications to the selection committee.

**INSTRUCTIONS TO CONSULTANTS**

**SUBMITTAL FORMAT:** Please provide **one original hard copy**, plus two **(2) electronic copies on flash drive**. CWSD will not provide any reimbursement for the cost of developing or presenting proposals in response to this Notice. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

**1. PREPARATION OF SUBMITTAL:**

- a. All proposals shall be on the form(s) or in the format provided in this Notice package.
- b. It is the responsibility of all offerors to examine the entire Notice package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal.

**2. SUSPENSION OR DEBARMENT CERTIFICATION:** In accordance with Federal Regulations (CFR), public entities are prohibited from contracting with any party that is suspended or debarred or is otherwise excluded from participating in federal assistance programs.

As federal funding may be used for CWSD project; by signing the Offer and Acceptance page, the Consultant certifies that the firm, business or person submitting the Offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the Offer section without disclosing all pertinent information

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about a debarment or suspension shall result in rejection of the offer or cancellation of a contract.

3. **WHERE TO SEND SUBMITTALS:** In order to be considered, the Consultant must send their Statement of Qualifications to CWSD at the location indicated on the Notice Page. The submittal must be received by no later than the specified opening date and time.
4. **INQUIRIES:** Any question related to this Notice shall be directed to the Watershed Program Manager whose name appears on the front side of this document. Questions should be submitted in writing. Only questions answered by formal written solicitation amendment will be binding.
5. **REQUEST FOR ADDITIONAL INFORMATION:** CWSD reserves the right to request additional information from Offerors for the purpose of explaining the contents of a submittal. Any such request shall be for informational purposes only.
6. **AWARD OF CONTRACT:** Notwithstanding any other provision of the Solicitation, CWSD reserves the right to:
  - (1) waive any immaterial defect or informality; or
  - (2) reject any or all proposals of work SOQs, or portions thereof; or
  - (3) reissue the Notice.
7. **LATE SUBMITTALS:** Late submittals shall not be considered.
8. **EVALUATION REQUIREMENTS:**

A qualified committee will evaluate the SOQ's submitted in accordance with the Consultant Questionnaire.

Points shall be assigned according to the listed criteria. The firms will then be ranked by CWSD.

CWSD reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

9. **INSTRUCTIONS FOR SUBMITTAL:**

Submittal for the projects shall be limited to the items listed below. Firms are advised to follow instructions and submit only the requested information. A page is one side of an 8.5" x 11" sheet (minimum font size is 11).

  - a. **COVER LETTER** expressing interest in project. The cover letter shall also identify a single individual as point of contact for any future correspondence. (Suggested 2 page maximum)
  - b. **CONSULTANT QUESTIONNAIRE:** It is preferred that the answers to the Consultant Questionnaire be limited to ten (10) pages including graphs, charts, schedules, and any other associated material, excluding resumes.

## **CONSULTANT QUESTIONNAIRE**

*Firms will be screened based on evaluation of the Consultant Questionnaire using the following criteria, which are listed in relative order of importance.*

### **1. FIRM EXPERIENCE ON SIMILAR PROJECTS – 75 POINTS**

The Consultant should describe the firm's experiences in dealing with similar web access systems.

**A.** Identify similar projects to build web access systems which demonstrates work quality; the below list is a guideline, but is not all-inclusive:

1. ArcGIS Database Architecture Development
2. ArcGIS Database Management, maintenance, quality control, and hosting
3. Technical IT project management
  - a. Converting tabular data, legacy data sets and other documentation into online web access maps using ArcGIS to view results of various types of projects including but not limited to: River rehabilitation and stabilization projects, floodplain management projects, and water quality improvement projects.
  - b. Creating, maintaining, and using natural resource and environmental planning GIS data.

**B.** Provide specific references that may be contacted.

**C.** Explain how the experience identified above relates to the proposed project.

**D.** Ability to complete all three phases of the overall project: Phase I (CRASP database and GIS web viewer), Phase II (Partner Portal) and Phase III (Query interface and analytics)

**E.** Creating protocols and procedures for QA/QC, and instructional user manual for ArcGIS Online Database and web viewer.0

### **2. EXPERIENCE AND QUALIFICATIONS OF TEAM – 25 POINTS**

Provide experience and qualifications of key team members including any licenses, registrations, or certifications applicable to the proposed work. Identify team experience on similar projects and the extent of team involvement including time commitment. Specifically, please identify:

**A.** Project principal, project manager, key staff, and their qualifications and individual experiences as they relate to these services. Include resumes in appendix.

**B.** Team experience, function, and roles on similar contracts.

**C.** Time commitment of key team members.

**D.** Unique qualifications of key members.

## **SPECIAL TERMS AND CONDITIONS**

1. **INSURANCE PROVISIONS AND CONDITIONS:** All consultants must carry the following insurance and agree to the following conditions.

### **A. COVERAGE AFFORDED**

### **MINIMUM LIMITS OF LIABILITY**

Workers' Compensation  
employer's liability insurance for not  
less than \$1,000,000

Statute or a State Certificate of self-insurance and

Commercial General Liability  
\$2,000,000 aggregate

\$1,000,000 each occurrence

Automobile Liability Insurance

\$300,000 combined single limit to include any vehicle

Professional Liability  
\$2,000,000 aggregate

\$1,000,000 each occurrence

### **B. INSURANCE CONDITIONS**

- i. **GENERAL CONDITIONS:** The Contractor agrees to, at its own expense, purchase and always maintain during the life of this contract the herein stipulated minimum insurance with companies duly licensed, possessing a minimum current A.M. Best, Inc. Rating of A-FSC VIII, or approved unlicensed companies in the State of Nevada with policies and forms satisfactory to CWSD. All policies will contain an endorsement providing that written notice be given to CWSD at least ten (10) calendar days prior to termination, cancellation, or reduction in coverage in any policy.
- ii. **WAIVER OF SUBROGATION OR TRANSFER OF RIGHTS OF RECOVERY:** The policies required herein, except Professional Liability, shall contain a waiver of subrogation or in the alternative, a waiver of transfer of rights of recovery against CWSD, its agents, representatives, officers, directors, officials, and employees for any claims arising out of the Contractor's work or service.
- iii. **ADDITIONAL INSURED:** The insurance policies required by this Contract, except Workers' Compensation and Professional Liability, shall name CWSD, its agents, representatives, officers, directors, officials, and employees as Additional Insured with a CG 20 10 or similar endorsement. The Contractor agrees that the insurance required herein will be primary and that any insurance carried by CWSD will be excess and not contributing. All insurance policies of the Contractor shall be primary in relation to the Additional Insured.
- iv. **ENDORSEMENTS AND CERTIFICATE:** The following provisions are also required for the insurance(s), and evidence of such shall be satisfied by Certificate(s) and Endorsements. An insurance company authorized to transact business in the State of Nevada shall issue the Certificates. The Contractor shall, within ten (10) days after award of bid, furnish CWSD with Certificates of Insurance for the required insurance coverage. Endorsements for the Waiver of Transfer of Rights and Additional Insured shall be provided

as indicated above, unless contained within the basic policy(ies) and then confirmed by written statement signed by the insurance agent, broker and/or underwriter in a form acceptable to CWSD.

- v. **SUBCONTRACTORS:** In the event any of the Work is subcontracted, the Contractor shall require the subcontractor to provide Workers' Compensation insurance for all of the subcontractor's employees engaged in the Work, unless such employees are covered by the protection afforded by the Contractor's Workers' Compensation insurance. In case any class of employees engaged in hazardous work under the Contract is not protected under the Workers' Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate employer's general liability insurance for the protection of such of their employees as are not otherwise protected.
- vi. **PROFESSIONAL LIABILITY (Errors & Omissions):** Professional liability insurance carried by the consultant must cover all elements of the project including professional services performed by subcontractors. If the consultant's professional liability insurance does not provided coverage for work performed by subcontractors, separate project insurance will be required to comply with the professional liability insurance requirement. CWSD may require a copy of the professional liability insurance policy to verify coverage.

3. **OWNERSHIP OF WORK:** The originals of all documents provided to the Consultant by CWSD for review and all work product of the Consultant including, without limitation, field review notes, field survey notes, reports, exhibits, computer outputs, calculation sheets, drawings, and all other documents, including recordings, videos and pictures associated herewith are instruments of service, are property of CWSD, and are to be delivered in format requested to CWSD before or as a part of completion of the performance under any phase of the Contract for which compensation and/or payment is requested by the Consultant. Any work produced under the Contract is a work made for hire. To the extent applicable law provides that any Work Product belongs to the Consultant rather than CWSD notwithstanding the preceding sentence, the Consultant assigns to CWSD all rights, title, and interest in and to such Work Product for no consideration other than that which is given in connection with this Agreement. The Consultant must promptly (1) provide CWSD with all information in the possession or under the control of the Consultant and relating to all Work Product and (2) at the request of CWSD, execute and deliver to CWSD each document and other writing, and take each other action, in order to assist CWSD in protecting its interest in any Work Product and otherwise enabling CWSD to use and enjoy any Work Product.

4. **KEY PERSONNEL:** It is essential that the Consultant provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Consultant must agree to assign specific individuals to the key positions.

The Consultant agrees that, once assigned to work under this Contract, key personnel shall not be removed or replaced without express written consent of CWSD.

If key personnel are not available for work under the Contract as initially proposed or are expected to devote substantially less effort to the work than initially anticipated, the Consultant shall immediately notify CWSD, and shall, subject to the acceptance of CWSD, replace such personnel with personnel of substantially equal ability and qualifications.

Failure to comply with this requirement may be grounds for termination.

## **STANDARD TERMS AND CONDITIONS**

- 1. INDEPENDENT CONSULTANT:** It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.
  
- 2. NON-EXCLUSIVE CONTRACT:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of CWSD. CWSD reserves the right to obtain like goods or services from another source when necessary.
  
- 3. AMERICANS WITH DISABILITIES ACT:** The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act, Public Law 101-336, 42 U.S.C. 12101-12213, and applicable federal regulations under the Act.

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**EXHIBIT A**

**PROJECT DESCRIPTION**

**DEVELOPMENT OF ONLINE GIS WEB VIEWER & PORTAL FOR THE  
CARSON RIVER WATERSHED ADAPTIVE STEWARDSHIP PLAN  
PROJECT DATA AND MAPPING**



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## REQUEST FOR QUALIFICATIONS

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### 1. General Description

Tracking Carson River Adaptive Stewardship Plan (CRASP) projects annually from partners continues to be a challenge. CWSD wants to replace our annual project table update with an on-line ArcGIS map viewer. The map viewer will enhance the Carson River Adaptive Stewardship Plan (CRASP) project data and locations useability, track project and program implementation, and be a queryable database to track measurable project outcomes/goals toward reduction of NPS pollution in the CRW.

The project will consist of three phases. Phase I, the only currently funded phase in this agreement, and phases II & III that will be implemented as future funding becomes available. Each phase will build on the next, so it is critical that Phase I include a robust database design component to ensure modifications during the final phase are kept to a minimum. Each phase will also be tested by GIS partners and CRC stakeholders for design function and useability. Being able to share the information amongst our partner and integration with other GIS layers and GIS viewers is critical.

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 a professional services contract.

#### 1.1 Background

**PHASE I (Currently funded):** The contractor will use ArcGIS Online (a web Map Viewer platform) to host CRASP project data. The intent is to create a geo-database for our partners and the public to view CRASP projects, their locations, and status (completed or in progress) throughout the watershed. The metadata will include specific project details including identifiers, type/category, lat/long, project critical area/reach, goals/objectives, queryable details, and before and after photos. A robust database design element to ensure the basic data will be queryable during Phase III is essential. Aerial Imagery, Watershed Boundary HUC, State and County lines, and other existing geographic layers will be included in the online map viewer. County & State GIS and CRC partners will help test the viewer for useability. CWSD will work with consultant to design/negotiate a long-term maintenance and viewer housing and licensing contract during this phase as CWSD does not have the capacity to house and maintain such a GIS Viewer/database. CWSD will fund the maintenance, housing, licensing aspects.

**PHASE II (When funding becomes available):** The contractor will create a partner portal where partners can upload information directly to the GIS web viewer created in Phase I. This will include templates and forms for specific data for partners to include in their uploads, quality control protocols, training protocols, and long-term maintenance, licensing, and housing of viewer requirements. CRC users will be asked to test functionality.

**PHASE III (When funding becomes available):** Using the previous phases as building blocks, the contractor will add a queryable database to the web-based mapping application to track measurable outcomes for CWSD, NDEP, and USEPA. This will require previous phases to plan and consider database design from the start, although we know additional data may need to be added and modified to ensure queries and maps are accurate. Queries will include requests like, “How many linear feet of river were restored through bioengineering techniques?” “How many linear feet of river have been restored with planting vs. hardscape?” and “How many acres are under conservation easements?”

Any additional long-term housing, maintenance, and licensing will be included in this phase. Testing of queries and function will be included during this phase.

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1.2 Project Purpose & Need

The primary purpose of this project is to develop an ArcGIS Online geodatabase that can display and track Carson River CRASP projects. The system will allow our partners and public to view CRASP projects, their locations, and status throughout the watershed. Future phases will create a portal where partners can upload information directly to the GIS web viewer and develop a database query tool where partners can track measurable outcomes.

1.3 Contract Schedule

Release of the SOQ:	March 24 <sup>th</sup> , 2022
Statements of Qualifications Due:	April 19 <sup>th</sup> , 2022
Meet with Consultant for Consideration:	Week of April 25, 2022
Develop Detailed Scope, Schedule, and Budget	May 6 <sup>th</sup> , 2022
Approval of Scope of Work and Contract:	May 18 <sup>th</sup> , 2022
Complete/Finalize Project:	Nov 30, 2022

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## 2. PROJECT SERVICES AND TASKS

Once a Firm has been selected, a detailed scope of work shall be prepared by the consultant in consultation with CWSD and representatives from the counties in the watershed. It is anticipated that the scope of work will include the following but maybe modified based on meeting with CWSD:

### **TASK 1.0 PROJECT MANAGEMENT**

**1.1 Project Manager.** The selected consultant will name the Project Manager who will be the official point of contact between the Client Team and the Consultant Team for all issues related to the project.

**1.2 Project Coordination Meetings.** The Consultant Team will participate in monthly project coordination meetings with the Client Team via teleconference and Web meetings if necessary.

**1.3 Invoicing.** The consultant will invoice the Carson Water Subconservancy District Quarterly with a percent complete estimate for each task. The invoice will include a brief progress report per task.

### **TASK 2.0 DEVELOP GIS VIEWER PROPERTIES AND IMPLEMENTATION PLAN FOR PHASES I-III**

2.1 The Consultant will coordinate with CWSD to develop a system architecture and implementation plan. This plan will form the backbone for the implementation of all three phases (only Phase I is being funded at this time) and the individual elements in subsequent tasks. Due to multiple possible implementation strategies, not every element may be required in the final implementation plan. Elements to be addressed in the plan include:

- System Configuration
  - Network
    - Network Requirements
    - Web portal (CWSD.org)
    - SSL Certificate Purchase/Installation
  - Hardware
    - ArcGIS Online
  - Software
    - Identify software needs
    - Identify Software Costs and Licensing
    - Assess ArcGIS Online suitability
  - GIS
    - Create CRASP Layer Dataset
    - Feature Set Hierarchy
    - Feature Data Symbology and levels of detail
    - Complementary Datasets, overlays, and ariel imagery
    - Anticipated Geoprocessing Tools
    - Partner testing and quality control
  - Web Access
    - User Access Levels (Admin, Partner, Public)
    - CRASP (cross-indexed with GIS)

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- Anticipated Geoprocessing Tools (cross-indexed with GIS)
- Partner Input Portal
- Query and Analytics Feature
- Associated Widgets
- Develop Web App Builder Application
  
- System Hosting Options
  - Cloud Services
  - Procedures
  - Initial Publishing
  - Guidelines/ Instructions
  - Updating
  - Maintenance

**TASK 3.0 HARDWARE AND SOFTWARE PURCHASE AND INSTALLATION**

**3.1 Hardware Acquisition and Setup**

The Consultant will assist CWSD in setting up any needed hardware and software requirements for utilizing ArcGIS Online services and data storage. A web access interface will be needed to let CWSD, partners and public easily access GIS, update projects and collect metrics.

**3.2 Software Purchase**

The Consultant will coordinate with CWSD to purchase appropriate software and software licenses, as necessary.

**TASK 4.0 SYSTEM SOFTWARE/SITE DEVELOPMENT**

**4.1 ArcGIS Online License**

The Consultant will use ArcGIS software on the physical/cloud-based server.

**4.2 Develop Model Symbology and Layers**

The Consultant will develop a standard set of symbols and layers for map services.

**4.3 Generate CRASP Spatial Data Layer**

The consultant will create CRASP layer or multiple layers using CWSD’s 2018 plan, updates, tables, and supplemental data sources.

**4.4 Geoprocessing Service Publishing**

The Consultant will publish CRAPS Dataset to the ArcGIS Online or ArcGIS server.

**4.5 ArcGIS Server Publishing**

The Consultant will publish map data to ArcGIS Server or to ArcGIS Online, as necessary. These map services will consist of CRASP data and complementary datasets.

#### **4.6 Website Configuration**

The Consultant will configure CWSDs website (CWSD.org) to incorporate ArcGIS Online Viewer and partner portal/query/analytics (Phase II & III).

### **Task 5.0 System Documentation and Roll-Out**

#### **5.1 System Documentation**

The Consultant will prepare a user's manual and administration manual. Topics to be covered in the user's manual include, basic site features, geoprocessing features, and how to print from the site. The administration manual will include elements such as site management and QAQC protocols and credentials as well as procedures for adding or updating individual layers.

#### **5.2 Response to Testing**

The Consultant will adjust site based upon testing, stakeholder feedback, and concurrence from CWSD. This task is intended to aid in ease of use of the site and does not include modifications to geoprocessing services, model symbology, or published map services.

#### **5.3 Training**

The Consultant will provide training to CWSD staff and appropriate CRC partners on how to utilize this web access system. This task is intended to aid in ease of use of the Viewer.

### **Task 6.0 As-Needed Support**

The Consultant will provide as-needed support for the site on a time-and-materials not-to-exceed basis for 1-year. This support contract can be renewed annually to provide for site maintenance, troubleshooting, and addition of additional models, as they are developed in the future.