

CARSON WATER SUBCONSERVANCY DISTRICT
777 E. William St., #110A
Carson City, NV 89701
PH: (775) 887-7450 / FAX: (775) 887-7457

REQUEST FOR PROPOSALS
EDWIN JAMES, GENERAL MANAGER
E-MAIL: edjames@cwsd.org



CARSON WATER SUBCONSERVANCY DISTRICT

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

DEVELOP AND PROMOTE FLOOD AWARENESS TO THE COMMUNITIES LOCATED IN THE CARSON RIVER WATERSHED

PROPOSAL DUE DATE: May 2, 2022 AT 4:00 P.M.

SUBMITTAL LOCATION: Carson Water Subconservancy District0
777 E. William St., Suite 110A
Carson City NV 89701

QUESTIONS SHALL BE DIRECTED TO: Edwin James, General Manager
(775) 887-7456
edjames@cwsd.org

INTRODUCTION/GENERAL

Notice is hereby given that the Carson Water Subconservancy District, hereinafter referred to as “CWSD” is seeking contractor to conduct community engagement for Flood Awareness programs to educators and students in Alpine County, CA; Douglas, Carson City, Lyon, Storey, and Churchill Counties, NV via workshops, classroom sessions, and field trips. CWSD has approximately \$12,500 available and is interested in entering into an agreement to September 30, 2024. The contract may be extended an additional two years, subject to future funding availability. In addition, contractor will assist as needed with flood risk communication events and project outreach throughout the Carson River Watershed. CWSD invites interested firms to submit a proposal relating to this solicitation. CWSD will evaluate firms’ qualifications and experience with similar projects. The firm determined to be best qualified will then be invited to enter negotiations with CWSD. This firm will assist CWSD staff in meeting the objectives of its [Mapping Activity Statement 11 Outreach Communication Plan](#) as it pertains to outreach to school children, educators, and community residents.

A complete copy of this Notice and possible amendments may be obtained from CWSD website at: www.CWSD.org. Respondents are invited to review the information and to submit their proposal in accordance with the criteria established within this Notice. A screening committee will evaluate submittals based on qualifications and experience of similar projects; please refer to **Organization Questionnaire for scoring criteria**. The firm determined to be best qualified will be invited to negotiate with CWSD for fixed fee.

Written questions regarding this Notice must be received by CWSD no later than **4:00 PM on April 25, 2022**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall

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not constitute an amendment to the Notice. Refer to Project Selection Process Among Contractors 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: April 15, 2022

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 contractor will work with the Carson Water Subconservancy District to develop a business proposal prior to entering a professional services contract.

CONTRACTOR SELECTION PROCESS

CWSD may select the organization (or contractor) based solely on the RFQ or the top contractors may be asked to present their qualifications to the selection committee.

RFQ INSTRUCTIONS

1. **SUBMITTAL FORMAT:** Please provide one electronic copy by email (edjames@cwsd.org) or on a 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.
2. **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.
3. **SUSPENSION OR DEBARMENT CERTIFICATION:** In accordance with Code of 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 Contractor certifies that the firm, organization, 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 about a debarment or suspension shall result in rejection of the offer or cancellation of a contract.

4. **INQUIRIES:** Any question related to this Notice shall be directed to the General 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

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 RFQs, or portions thereof; or
- (3) reissue the Notice.

7. **LATE SUBMITTALS:** Late submittals shall not be considered.

1. **PREPARATION OF SUBMITTAL:**

A. **EVALUATION REQUIREMENTS:**

CWSD will evaluate the proposals submitted in accordance with the Organization Questionnaire.

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.

B. **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).

- 1 **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)
- 2 **CONTRACTOR QUESTIONNAIRE:** It is preferred that the answers to the Organization Questionnaire be limited to eight (8) pages including pictures, graphs, charts, schedules, and any other associated material, excluding resumes and section dividers.

ORGANIZATION QUESTIONNAIRE

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

1. **ORGANIZATION DESCRIPTION / EXPERIENCE AND QUALIFICATIONS OF TEAM - 20%**

- A. Provide a general description of your organization proposing to provide services.
- B. Identify the program lead and include resume in appendix.
- C. Briefly describe relevant education and experience.

2. **ORGANIZATION EXPERIENCE ON SIMILAR PROGRAMS IN EASTERN SIERRA REGION, and IN AND AROUND THE CARSON RIVER WATERSHED– 30%:**

Please include experience with school outreach and education funded by federal and state entities:

- A. Describe school outreach and education programs. Please provide the following information:
 - 1. Description of the program.
 - 2. Table of schools where program is implemented. Include school name & county
 - 3. Reference information - three (3) school contacts from table including current email and telephone numbers.

- B. Describe how your organization has cooperatively worked to achieve outreach and education objectives while recognizing and respecting the geographical, philosophical, cultural, and political diversity of educators, families, and students.

3. ORGANIZATION KNOWLEDGE AND OUTREACH EXPERIENCE - 35%

Demonstrate understanding of following CWSD guidance documents and provide brief narrative outlining how your organization is a fit for CWSD Flood Awareness Outreach and Education:

- A. [Floodplain Management Plan](#)
 - a. Describe how your organization would inform students and community residents about flood hazards, hazard mitigation and emergency preparedness.
 - b. Describe how your organization may shift attitudes about flood hazards, hazard mitigation and emergency preparedness.
 - c. Describe how your organization would promote action by students and community residents to recognize flood hazards, mitigate hazards, and prepare for emergencies.

4. PROGRAM DELIVERABLE TRACKING - 15%:

Discuss past/current program deliverables and how organization tracked outreach and education to meet metric requirements.

The selection of the most qualified project teams may be based wholly on an evaluation of the submitted RFQ. Contractor costs are not to be included with the RFQ and will not be a factor in the evaluation of the RFQ.

SPECIAL TERMS AND CONDITIONS

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

A. COVERAGE AFFORDED

MINIMUM LIMITS OF LIABILITY

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

Statute or a State Certificate of self-insurance and employer's

Commercial General Liability

\$1,000,000 each occurrence
\$2,000,000 aggregate

Automobile Liability Insurance

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

Professional Liability

\$1,000,000 each occurrence
\$2,000,000 aggregate

B. INSURANCE CONDITIONS

- i. **GENERAL CONDITIONS:** The Contractor agrees to, at its own expense, purchase and maintain at all times 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.

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- v. **SUBCONTRACTORS:** In the event any of the Work is subcontracted, the Contractor shall require the subcontractor to provide Workers' Compensation insurance for all 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 contractor must cover all elements of the project including professional services performed by subcontractors. If the contractor'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.
2. **KEY PERSONNEL:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Contractor must agree to assign specific individuals to the key positions.

The Contractor 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 Contractor 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.

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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 Contractor 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.