



REQUEST FOR QUALIFICATIONS

Environmental Services Contract for Vista Narrows Reach 60% Design: Project Permitting and Other Regulatory (NEPA) Support

Released on February 2, 2018

**Sealed Statements of Qualifications must be received at the office of the Truckee River Flood Management Authority, 9635 Gateway Drive, Suite A, Reno, Nevada
by 11:00 A.M., P.D.T., ON WEDNESDAY, March 14, 2018**

TABLE OF CONTENTS

INTENT	3
BACKGROUND	3
CONSULTANT SERVICES.....	4
TENTATIVE SCHEDULE OF EVENTS	5
EVALUATION CRITERIA.....	5
CLARIFICATION PROCESS	5
STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT.....	6
INDEMNIFICATION / INSURANCE	7

LIST OF EXHIBITS

EXHIBIT A – INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS

INTENT

The Truckee River Flood Management Authority (TRFMA) anticipates the need for professional environmental consulting services for the agency's projects and programs over the next 1-2 years. The intent of this Request for Qualifications (RFQ) is to identify and select qualified individual(s)/firm(s) to provide these services as needed by TRFMA.

BACKGROUND

The Truckee River Flood Management Project (Flood Project) is a joint effort among the cities of Reno and Sparks, Washoe County, the U.S. Army Corps of Engineers (Corps) and numerous other stakeholders to reduce the devastating impacts of flooding in the Truckee Meadows, Nevada.

At an estimated cost of \$400 million, the primary goal of the Flood Project is to create a more resilient community by reducing flood damages and deaths resulting from a 100-year event. Additionally, the project incorporates certain recreational and ecosystem restoration features within the footprint of the flood protection infrastructure (e.g., levees, floodwalls, floodplain terraces). The project includes 40 elements and extends approximately 33 miles along the Truckee River, from downtown Reno to the town of Wadsworth, Nevada.

The Flood Project is overseen by TRFMA, a joint powers authority created in 2011 by an Interlocal Cooperative Agreement between Washoe County, the City of Reno, and the City of Sparks. Elected officials from each of the member governments comprise the Board of Directors. Funding for TRFMA and the Flood Project comes from a portion of a 1/8-cent sales tax that was authorized in 1999 and is collected by Washoe County.

The Flood Project is being designed and implemented in cooperation with the Corps. The project is now in its last phase of feasibility design, with major construction anticipated to begin in 2021. As part of the Water Resources Reform and Development Act of 2014 (WRRDA 2014), Congress authorized \$180 million in federal funds to construct the Corps National Economic Development (NED) Plan, which is designed to provide only 50-year flood protection for the Truckee Meadows. However, Section 1036 of WRRDA 2014 directs the Corps to build a Locally Preferred Plan (LPP) that provides a higher level of flood protection than the authorized NED Plan as long as the LPP meets certain Corps requirements. Per Section 1036, the Flood Project plan—which provides cost-effective 100-year flood protection for the Truckee Meadows—can be constructed with federal support, including cost-share funds authorized for the NED Plan.

The Vista Narrows element of the Flood Project is located along the Truckee River, from its confluence with Steamboat Creek to the second railroad bridge over the Truckee River. Work at this location involves excavation of terraces to increase flood flow channel capacity, reconnect the river to its floodplain, and create native riparian habitat. The element also involves rehabilitation/construction of levees and floodwalls and other flood control improvements. The cost to construct the Vista Narrows element is approximately \$50 million.

CONSULTANT SERVICES

The selected firm will provide environmental services to support the Vista Narrows 60% Design Project, which will advance the element's design level from approximately 15% (feasibility level) to 60%. The Vista Narrows engineering and design work is being performed under a separate contract with Atkins North America, Inc. (Atkins). The selected firm will coordinate closely with TRFMA and the Atkins team to ensure that environmental concerns are addressed and documented during the design process. The selected firm may also provide additional environmental services to support implementation of WRRDA Section 1036, including development of a Supplemental Environmental Impact Statement (EIS) for the Flood Project.

To accomplish this work, TRFMA is seeking consultants with demonstrated, verifiable experience and local expertise in the following types of studies, documents and monitoring:

- National Environmental Policy Act (NEPA) compliance
- Regulatory agency permitting
- Wetlands delineation
- Habitat restoration
- Mitigation monitoring
- Cultural and historic resource studies
- Surveying and mapping
- Habitat restoration design
- Landscape architecture
- Recreational planning and design
- Hydrologic and geomorphologic studies
- Soil analyses
- Water quality assessment
- Hazardous or toxic substance investigations
- Watershed assessments
- Archaeological studies
- Environmental documentation and compliance report preparation
- Ecosystem studies
- Natural resource permitting
- Biological investigations
- Site and land use planning
- Other related environmental work

The selected firm must have in-depth knowledge of applicable federal, state, and local environmental laws and regulations; as well as regional ecosystems, plants, fish and wildlife species.

TENTATIVE SCHEDULE OF EVENTS

EVENT	TARGET DATE
Release RFQ	February 2, 2018
Receive questions via email or fax before 4:00 P.M.	March 7, 2018
Answers/addenda posted to TRFMA website and bulletin board	March 12, 2018
Receive statements of qualifications at TRFMA office before 11:00 A.M.	March 14, 2018
Review/evaluate written submittals and interview firms (if needed)	March 15 - 27, 2018
Select firm and begin contract negotiations	March 28, 2018
Complete contract negotiations	April 30, 2018
Award contract to selected firm at TRFMA Board of Directors meeting	May 11, 2018
Issue notice to proceed	May 18, 2018

EVALUATION CRITERIA

The award of this contract will be based on the qualifications, evaluation criteria, and guidelines generally described in the table below and the **Statement of Qualifications Format and Content** section of this RFQ. TRFMA will appoint a selection committee responsible for evaluating and scoring the written submittals. Subsequently, the selection committee will make a recommendation for contract award to the TRFMA Board of Directors.

EVALUATION FACTOR	WEIGHTED %
Qualifications and experience of firm and team members in:	
NEPA compliance and documentation	20%
Preparation of environmental regulatory permits	20%
In-stream and riparian habitat restoration	20%
Past success in completing similar projects within the last five (5) years on schedule and within budget	15%
Knowledge of regional ecosystems, plants, fish, and wildlife species	15%
Local presence and physical office location(s) of key team members	10%
TOTAL	100%

CLARIFICATION PROCESS

All questions and correspondence related to this RFQ shall be directed to:

Danielle Henderson
Natural Resource Manager
Truckee River Flood Management Authority
9635 Gateway Drive, Suite A
Reno, NV 89521

Submit all questions relating to this RFQ either by:

Email to: dhenderson@washoecounty.us

Fax to: (775) 851-8568 Attn: Danielle Henderson

All questions must be received no later than 4:00 P.M. on March 7, 2018. All clarifications and/or addenda to this RFQ will be posted on at TRFMA's office and on its website (www.trfma.org) by Monday, March 12, 2018. Each applicant is responsible for checking TRFMA's website/bulletin board for any changes and/or clarifications to the RFQ prior to submitting a statement of qualifications. Interested firms shall not contact TRFMA officers, members of the TRFMA Board of Directors, or selection committee members with questions or suggestions regarding this RFQ.

STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT

The criteria upon which the award will be made will not include cost. Responders will be evaluated on their experience in providing environmental services for projects similar in size, scope and complexity to the Vista Narrows project; as well as a local presence and understanding of regional ecosystems and applicable environmental laws/regulations. The award shall be made after all TRFMA procedural requirements have been met.

Submittals for this RFQ must meet all of the following requirements:

- A. **General Instructions:** Submit six (6) printed copies and (1) electronic version on portable digital storage media (e.g., USB flash drive, CD, DVD) for consideration by the selection committee. The statement of qualifications, excluding appendix, shall be a maximum of thirty (30) pages. The appendix may be as large as needed. Statements of qualifications must be received no later than 11:00 A.M. on Wednesday, March 14, 2018 at the office the Truckee River Flood Management Authority, located at 9635 Gateway Drive, Suite A, Reno, Nevada 89521.
- B. **Cover Letter:** Provide a one-page cover letter signed by a representative of the firm who has the authority to sign contracts for the firm.
- C. **Firm Qualifications and Experience:** Provide a description of the firm that includes the size of the firm, services provided by the firm, and experience/history providing the requested services identified in this RFQ. Describe the firm's capacity to complete work on schedule and to retain control of costs.
- D. **Project Team:** Provide an organizational chart depicting the proposed project team (including in-house personnel and sub-consultants). List the office locations of team members,

especially those located outside of Washoe County, Nevada. Identify the role(s) and briefly list the qualifications and experience of each team member who would be assigned to provide services requested by this RFQ. *Complete resumes may be included in an appendix. Note that TRFMA reserves the right to approve sub-consultants.*

- E. Past Project Experience:** Provide a list and brief description of relevant projects completed by the firm in the past five (5) years.
- F. Approach:** Provide a brief narrative on the approach the firm would take to provide the requested services and successfully complete the project. Describe how resources and personnel would be allocated. Explain the firm's procedures for quality assurance over the course of the project. Develop a proposed project timeline with milestones and major deliverables.
- G. References:** List at least three (3) professional client references for which you have recently provided similar environmental services; include contact names and phone numbers.
- H. Insurance Requirements:** Provide a written statement of the firm's ability to meet the insurance requirements of **Exhibit A** (attached).

If a firm is unable to submit a statement of qualifications without including proprietary information, it must submit such information in a separate, sealed envelope labeled "Proprietary Information". The envelope must contain a letter from the firm's legal counsel describing the documents in the envelope, representing in good faith that the information in each document meets the narrow definitions of "proprietary information" set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons that each document meets the said definitions. Upon receipt of a submittal accompanied by such a separate, sealed envelope, TRFMA will open the envelope to determine whether the procedure described above has been followed. Any information submitted pursuant to the above procedure may be used by TRFMA only for the purposes of evaluating submittals and conducting negotiations.

TRFMA reserves the right to reject any and all qualifications; to postpone the opening date for its own convenience; to make an award in its own best interest; and/or to waive any informalities or technicalities.

INDEMNIFICATION / INSURANCE

TRFMA has established specific indemnification and insurance requirements for contracts/agreements with contractors/consultants to help assure that reasonable insurance coverage is maintained. Indemnification and hold harmless clauses are intended to assure that contractors/consultants are aware of and accept the responsibility for losses or liabilities related to their activities. **Exhibit A** is attached and included by reference. All conditions and requirements identified in this exhibit shall be completed prior to the commencement of any work under an approved contract/agreement.