

REQUEST FOR QUALIFICATIONS
FROM
PROFESSIONAL ENGINEERING FIRMS
FOR
THE TRUCKEE RIVER FLOOD MANAGEMENT AUTHORITY



**Engineering Contract for
Rock to McCarran Reach 30% and 60%
Design: Terracing, In-channel, Levee, Park
Grading and Public Outreach.**

Released --- February 15, 2024

Sealed Statements of Qualifications must be received at the office of the Truckee River Flood Management Authority, 9635 Gateway Drive, Suite A, Reno, Nevada 89521 by 4:00 PM P.D.T. on Friday March 15, 2024.

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I. INTENT:

It is the intent of this Request for Qualifications:

1. To solicit sufficient and verifiable information from prospective providers of professional engineering services from which the successful proposer firm(s) will be selected.
2. To establish the specifications, terms, and conditions governing the selection of an engineering firm to take an approximate conceptual design and provide professional engineering and design for a 30% and then 60% level for terracing, levee, and environmental improvements (that may include stream habitat enhancement and channel relocation) along the Truckee River from the Rock Blvd. to McCarran Blvd. bridges. The 60% will be used in follow-up to support future efforts necessary for permitting.

II. INTRODUCTION

The Truckee River Flood Management Authority (TRFMA) is inviting sealed statements of qualifications from professional engineering consultants to perform engineering and economic analysis services for the Truckee River Flood Management Project. The project area will be within the jurisdictions of the cities of Reno and Sparks, Nevada, from the Rock Blvd. Bridge downstream to the McCarran Blvd. Bridge. The surrounding floodplain area to the south is largely owned by TRFMA with the north bank areas owned by City of Sparks and other miscellaneous landowners.

The project is overseen by the TRFMA and its 6-member Board of Directors. The TRFMA is a Joint Powers Authority created by an interlocal cooperative agreement between Washoe County and the cities of Reno and Sparks. The TRFMA Board of Directors is made up of elected officials from each of its member governments. The TRFMA is funded by a portion of a 1/8-cent sales tax that was authorized in 1999 and is collected by Washoe County.

The Truckee River Meadows Flood Management Project (herein called the Meadows Project) is being designed and built using funds from the 1/8-cent sales tax described above and any other grant, revolving or bonded funds that may be available. The overall Meadows Project extends from just downstream of the US 395 Bridge to Vista Narrows. In addition, downstream mitigation, and stream/ecosystem restoration projects extend from Vista Narrows downstream as far as Pyramid Lake.

III. PROJECT SCOPE AND GOALS:

The scope of the Meadows Project is to protect the surrounding Reno and Sparks industrial areas and the Reno-Tahoe International Airport from flooding due to breakouts along this reach up to and to some degree beyond the 100-year peak flow. Along with this flood protection goal, the scope includes transforming the land along this reach within the levees from high terracing that is often disconnected from the river into a low terrace with a functioning floodplain that provides fish and wildlife habitat and safely and effectively conveys much larger flows than under existing conditions due to proposed upstream flood protection projects. In the outer floodplain area to the south near Mill Street, the scope includes providing an outer floodplain feature that can accommodate certain recreational amenities in a regional park setting and help attenuate the 100-year peak flows by storing water during flood events.

General design goals include but are not limited to:

1. Design levees to contain the peak flows of a 100-year Truckee River mainstem flood, along with considerable freeboard within the designed levees of the north and south bank of the Truckee River throughout this reach to protect the Reno and Sparks industrial areas as well as the Reno Tahoe International Airport.
2. While containing flows, design terracing and floodplains to be able to withstand, without undue erosive or other damage, these higher flows and altered hydraulic conditions while improving floodplain functionality including increased wetlands, proper vegetative expression, and improved fish and wildlife habitat.
3. Design to avoid the need to build floodwalls by proposing to relocate the river as needed in designs. When relocating the river to avoid the need for floodwalls (or for other reasons) examine and design for habitat improvements (enhancement) especially spawning habitat improvements for the federally listed Lahontan Cutthroat Trout.
4. Investigate various configurations of levees including the currently proposed “intermediate levee” between the two large levees that separates the lower floodplain areas from the outer floodplain areas near Mill Street. Design the intermediate levee and outer floodplain areas to optimize the attenuation of the 100-year peak flow through the McCarran Blvd. Bridge by allowing it to fill with water at the optimum water level to attenuate the 100-year flood.

IV. CONSULTANT SERVICES:

This engineering contract will advance the design for the Rock Blvd. Bridge to the McCarran Blvd. Bridge reach and will likely include possible channel relocation (with possible habitat enhancement), terracing (with floodplain restoration) as well as the building of levees and recreational park features. The work will take the design from a purely conceptual level with design goals and general layout to a 30% then a 60% design. Although not part of this contract, once the 60% design is completed it is anticipated that the 60% design will be used in concert with other information to aid TRFMA in applying for regulatory permits.

It is expected that some or all the following services may be needed:

1. GIS-based mapping along with CAD based design;
2. hydrologic and hydraulic expertise to understand the effects of the upper project elements (aka GSR berm and levee, TMWA setback levee, and Airport berm) and how these will impact key peak flow parameters coming into the reach at the Rock Blvd. Bridge;
3. geotechnical coordination and design for terracing and levee work;
4. stream geomorphology, hydraulic engineering, biology and ecology expertise for channel relocation and habitat enhancement;
5. ability to properly design terraces and floodplains to meet various vegetative and hydraulic conditional needs;
6. design conventional park/recreational facilities such as flat fields, trails, river access, parking, and bike paths;
7. the estimation of construction quantities and rough cost estimates; and
8. effective public outreach abilities especially for the park recreational facilities components.

Finally, the consultant may be called upon to present results to the TRFMA Technical Advisory Committee, Working Group, the Board of Directors, or other advisory committees.

V. BASIS OF AWARD:

The award of this contract will be based on the qualifications evaluation criteria and guidelines generally described in Qualification Format and Content below. The award will be made after a careful evaluation by the selection committee members and will be based on demonstrated competence with local representation as well as what is in the best interests of the TRFMA as determined by the committee. The evaluation of submittals will include the following factors, among others, weighted (%) as indicated:

- 1) Qualifications and experience of proposed team members in evaluation of:
 - a. Qualifications and experience of proposed team members in the design of levees, geotechnical analysis, and knowledge of all applicable regulations regarding levees and certification of levees for FEMA insurance purposes (15%)
 - b. Qualifications and experience in and ability to understand stream hydraulics, stream ecology and geomorphology for possible in channel enhancement work as well as proper placement and elevations for terracing and levees. (25%)
 - c. Qualifications and experience of proposed team members: in landscape design, selection of proper native plants as well as the design of conventional and wildland park features, and effective outreach planning to understand public preferences. (15%)
 - d. Past success in completing similar projects in the past 10 years on time and within budget, including whether this has been done with a cohesive team (15%)
 - e. Approach - Does approach in Statement of Qualifications (SOQ) have a process to execute and achieve the objectives given in the RFQ. Does the process given have sufficient detail and plausibility? (30%)

Expected content of the SOQ: we expect that the SOQ will address each of evaluation criteria given above. For instance, there can be an introduction of the firm or team followed by the qualifications and experience of each component of the team addressing “a-c” above, with some assurance that key team members will be available for this project. Next, there should be a section regarding past similar projects completed by the firm or team to address “d” above. Finally, there should be a section that outlines a design process or approach to be taken. How will the tasks be broken out? How is the team organized? Who is working on what specifically? As a suggestion, perhaps the first product in the approach should be the creation of a workplan soon after the award that lays out, schedules, and charts the key design milestones. The Project is expected to have 30% and 60% design level milestones, but there may be several intermediate steps. In section III, design goals were given. An SOQ could perhaps show tasks and approaches understanding the known information on how to get answers/product for each of these broad goals. It could perhaps also address the need for a feasibility study of the current layout and perhaps an alternative layout? ***These are not meant to be requirements for what is in the SOQ or even an exact format. Requirements are given in Section IX below, but these represent some ideas of what the evaluation team is thinking about in terms of what the expectations are for an effective approach section.***

VI. CALENDAR OF EVENTS:

The following is a schedule of events for this RFQ award process. These dates are approximate. A firm schedule will be developed by the time the professional engineering firm is selected.

<u>February 15, 2024</u>	Advertise project and distribute RFQ to prospective design firms
<u>March 15, 2024</u>	Receive Statements of Qualifications at the Truckee River Flood Management Authority Office before 4 PM P.D.T.
<u>March 18-29, 2024</u>	Review submitted RFQ's and interview applicants if needed
<u>April 2, 2024</u>	Select firm and begin contract negotiations
<u>April 16, 2024</u>	Complete contract negotiations
<u>May 10, 2024</u>	Award of contract at TRFMA board meeting
<u>May 13, 2024</u>	Notice to proceed

VII. CONTACTS:

All interested firms at the outset must email Marti Swenson; mswenson@washoecounty.gov with a request to be granted access to the TRFMA Dropbox containing detailed background information for the RFQ along with any relevant updates and clarifications. The background information includes past engineering studies at or near the area, documentation of the most recent hydraulic modeling along the reach, and other relevant information such as recreational and park plans and other related studies engineering designs, and presentations.

This RFQ will be posted at <https://trfma.org> and at our office.

Truckee River Flood Management Authority
9635 Gateway Drive, Suite A
Reno, Nevada 89521

All questions and correspondence regarding the Request for Qualifications must be directed to **both** of the following people, in writing, via email:

Executive Director, George Robison; (grobison@washoecounty.gov)
Natural Resources Manager, Danielle Henderson; (dhenderson@washoecounty.gov).

All written inquiries, their answers, and background information will be posted on Dropbox under the correspondence folder. In addition to Dropbox, all relevant questions and answers will also be recorded and posted at the TRFMA office address as noted above.

VIII. ADDENDA:

Any addendum to this Request for Qualifications will be posted on the TRFMA website above and on the provided Dropbox site with access given to interested parties.

IX. STATEMENT OF QUALIFICATION FORMAT AND CONTENT:

In compliance with NRS 625.530 (3), the criteria upon which the award will be made **will not include cost**. Experience in providing services for similar projects in size, scope, complexity, and the approach are major deciding factors.

A statement of qualifications for a qualifying firm **must address all of the following points:**

1. Cover letter signed by a representative of the firm/team who has authority to sign contracts for the firm or lead the design team.
2. A description of the firm/team and a statement of the firm's qualifications for performing the referenced consulting services.
3. A summary of the firm's or team's recent experience with similar projects. Provide references for at least (3) related projects, including contact person, telephone number, name and date of project, a brief description of the project, and a list of project designers, planners and project managers of the design firm who were responsible for the "day-to-day" activities for past projects listed.
4. Description of the firm's procedures for quality assurance in professional services to be provided.
5. A description that details the firm's capacity to complete projects on schedule and to retain firm control of costs.
6. A brief summary of the qualifications and experience of each team member who will be permanently assigned to the project and their roles in its completion, including in-house and outside consultants. Include length of service. Complete resumes may be included in an appendix. Projects that were completed by employees while working for other firms must also be indicated if relying on those prior projects to establish qualifications. The TRFMA reserves the right to approve outside consultants.
7. An organizational chart depicting the proposed project team. Firms using personnel from offices other than an office located in Washoe County should clearly indicate where staff members are located.
8. **Provide a narrative on how your firm would approach the requested professional services, how resources and personnel would be allocated, and provide a proposed time schedule through the completion of design.**
9. Statement of firm's ability to meet the insurance requirements of Exhibit A.

10. The statement of qualifications excluding appendix, shall be a maximum of 30 pages. The appendix may be as large as needed.
11. The award shall be made after all TRFMA procedural requirements have been met.
12. Firms shall submit six (6) hard copies of their Statement of Qualifications along with one digital copy preferably in PDF format. Statements of Qualifications must be received no later than **4:00 P.M. on Friday March 15, 2024.** at the office of the Truckee River Flood Management Authority, 9635 Gateway Drive Suite A, Reno, NV 89521. Digital copies will be included with the hard copies using a thumb drive or CD-ROM.
13. The 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 to waive any informalities or technicalities.

If a Firm feels that they cannot submit their submittals without including proprietary information, they 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 submittals 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.

X. INDEMNIFICATION / INSURANCE:

The 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. Attachment A is attached and included by reference. All conditions and requirements identified in this Attachment shall be completed prior to the commencement of any work under this Agreement.