

REQUEST FOR PROPOSAL

City of Wells FEMA Flood Plain Reduction Study

September 3, 2014

City of Wells

P.O. Box 366, Wells, NV 89835

SUBMITTAL DEADLINE:

October 7, 2014

The City of Wells is issuing this Request for Proposal (RFP) from qualified firms that have a strong record of successfully facilitating and designing a mitigation effort for FEMA Flood Plain Studies. This RFP specifically seeks the services of a firm capable of facilitating a design and realistic implementation strategies to manage flooding in current flood plain areas as well as mitigation efforts to remove existing facilities from flood prone areas.

Responding firms should be technically qualified and licensed to provide the services requested.

OBJECTIVE

The City of Wells seeks qualifications from Nevada Professional Engineers and Nevada Land Surveyors to survey and analyze current properties and create a feasible plan to mitigate flood plain areas.

PROJECT LOCATION

Located in Elko County, Wells lays at the Junction of I-80 & U.S. 93 in Northeastern Nevada. Approximately 50 miles east of Elko, Nevada, Wells is considered a micropolitan area of Elko. With a population of 1,292 people, Wells is strategically located to such metropolitan areas as Elko, Nevada, Twin Falls, and Boise, Idaho, as well as Salt Lake City, Utah.

Wells was founded in 1869; by the Central Pacific Railroad; as a water station due to the towns' strategic location at the headwaters of the Humboldt River. "Wells" and their use by travelers and area residents dates back thousands of years to the Western Shoshone who still live in a colony overlooking the town. Shoshone, Hudson Bay trappers, mountain men, and westbound wagon trains all replenished at the Humboldt Wells.

Today, Wells' prosperity is solidly based in the crossroads created by I-80 and U.S. 93. I-80 is a main east-west transcontinental artery with the north-south highway U.S. 93 extending from Alaska to Panama. As the regional hub for ranchers, Wells lays in the heart of the Ruby Mountains, and Humboldt Range. And the area boasts world class recreational opportunities, including hunting, and fishing.

BACKGROUND

In 1983, the City of Wells experienced a spring in which strong prolonged Chinook winds melted the snow and created massive flooding from the 4-way intersection to the downtown area. Since that time, several businesses have been constructed with paved parking lots. Also older buildings have become occupied by businesses. The area is poised for new development and needs a plan to mitigate existing flood areas, channel potential waters outside of current development and prepare for future development.

OUTCOME

The city seeks to engage a design professional to create a plan with a strong civil design to accompany the area wide master plan. This plan should give feasible design options for the governing bodies as well as private developments in order to protect from future flooding. Furthermore, this study should help to provide a legal basis for property owners to eliminate the need for flood insurance.

SCOPE

A design professional may need to perform an elevation study of existing development and topography, map this information and then use best practice engineering to create a plan for mitigation.

Project Timeframe and Funding Availability

Project should begin autumn 2014 and be complete spring 2015. The project is funded by the Nevada Community Development Block Grant Program.

How to Apply

One digital copy, and 8 hard copies of all materials must be received by October 7, 2014. All submittal documents shall be addressed and submitted to the City of Wells. Any questions regarding the proposal can be directed to

Jolene Supp
Wells City Manager
525 Sixth Street
P.O. Box 366
Wells, Nevada 89835
Ph. 775-752-3355
Email: wellscityhall@frontier.com

Upon completion and submittal, all materials produced pursuant to this RFP, and any subsequent contract, will become the sole property of the City of Wells. Any and all costs incurred by submitting firms are the sole obligation of the firms and shall not be subject to reimbursement by the city. The City of Wells reserves the right to reject any and all proposals submitted; to request additional information for proposers; or to begin the RFP process anew. Once the city receives any proposals, a panel will review and rank the proposals.

Questions and requests for clarifications shall be directed to Jolene Supp at 775.752.3355 or wellscityhall@frontier.com. If conversations lead to specific questions, those questions must additionally be emailed to the city manager for clarification and distribution to all interested parties. The proposal must be accompanied by a cover letter stating the name and role of the primary contractor and any subcontractors. It should be signed by the officers of the primary and subcontractors with the authority to submit a proposal from their respective firms.

Submissions should include the following materials:

1. Cover letter

Introduce the team and summarize the project proposal.

2. Team members and/or leaders

Supply resumes for each project team member. Identify the role and responsibilities of each and include any anticipated sub-consultants with the project team.

3. Project approach

Briefly describe how your team will approach the work outlined in this request.

4. Relevant project experience

Provide detailed descriptions of similar projects. Emphasis should be placed on work completed within the last 5 years by specific personnel proposed to work on the project. Include imagery as available.

5. Implementation and Financing Strategy

Demonstrate understanding of incremental implementation and financing competency.

6. Statement of Public Participation Schedule and Strategy

Strategy should demonstrate creativity and competency with participatory and empirical methods.

7. References

Provide 3 references for which you've completed projects in the last 5 years. Please supply their name, project role and current contact information.

Schedule for Selection Process

The following timeline for consultant selection is anticipated:

RFP Issued	August 28, 2014
Written Questions from Consultants Due	September 12, 2014
Consultant Proposals Due	September 26, 2014
Consultant Proposals Reviewed	October 3, 2014
Consultant Interviews Completed	October 24, 2014
Consultant Selection	October 28, 2014
Contract Awarded	November 14, 2014
Project Completion	June 1, 2015

Consultant Interview

The Selection Committee will conduct oral interviews of the top three ranked consultants for the project. The interview provides further opportunity for the selection committee to evaluate the credentials and qualifications of the consultants, and for both parties to determine the potential to work together effectively on the project.

Proposal Selection

All are advised that no obligation or commitments are incurred by the city in soliciting these qualifications. Nor does this request commit the City to pay any cost incurred in the preparation or submission of proposals. Nor does this obligate the City of Wells to procure a contract for any service or supply. It is brought to your attention that the City of Wells Board of Council is the only entity which can legally commit expenditures of funds in connection with the proposed contract.