

# REQUEST FOR STATEMENT OF QUALIFICATIONS

## FLOOD HAZARD AREA DELINEATION TECHNICAL REVIEW SERVICES

April 03, 2024

The Urban Drainage and Flood Control District, d/b/a Mile High Flood District (MHFD) is seeking Statements of Qualifications (SOQ) from experienced professional consulting firms to perform technical reviews of Flood Hazard Area Delineation (FHAD) studies. MHFD will select one contractor to perform detailed review of local floodplain mapping studies, referred to as FHAD studies, on-call.

MHFD signed the first Cooperating Technical Partnership (CTP) agreement with the Federal Emergency Management Agency (FEMA) on May 17, 1999. One of many positive outcomes of that relationship is the understanding that MHFD funds and performs, in cooperation with local governments, floodplain mapping studies within its jurisdictional boundaries. Once a FHAD study is completed, adopted by the MHFD Board of Directors, and designated by the State of Colorado, MHFD requests a Physical Map Revision (PMR) from FEMA Region 8 to incorporate the results of the FHAD onto the FEMA Flood Insurance Rate Maps (FIRMs).

### Description of Services

MHFD utilizes local consulting firms to perform the technical aspects of completing a FHAD study, including base mapping development, hydraulic structure survey, hydrology development, hydraulic modeling, floodplain mapping, and preparation of electronic deliverables. Historically, the review of FHAD products was performed in-house; but, MHFD is seeking supplemental support from a consulting firm to assist with the reviews. Requirements for product development are included in the “Flood Hazard Area Delineation Guidelines” (January 2022) found on the MHFD website. While MHFD has requirements specific to FHAD studies, the intent is to modify them to more closely align with FEMA’s Flood Risk Analysis and Mapping standards to expedite the PMR process.

Firms interested in qualifying for this work must demonstrate experience and expertise in all, or a majority of, the following activities:

- Provide technical support to MHFD staff with the review of hydraulic models and associated flood risk mapping products and provide quality assurance.
- Participate in weekly coordination meetings with MHFD staff to monitor progress of FHAD portfolio.
- Support in developing and updating FHAD guidelines.
- Support the FHAD-to-FIRM process by modifying models and/or GIS deliverables to be readily acceptable by FEMA’s Production Technical Services (PTS) team.
- Develop guidelines to transition FHAD spatial deliverables to align with FEMA’s Coordinated Needs Management Strategy (CNMS) database.
- Provide support for ad-hoc technical efforts and/or meetings.
- Provide subject matter expertise for other ongoing MHFD projects and efforts as needed.
- Support pilot projects led by MHFD staff and other consultants by providing technical modeling services or reviewing products produced by others.
- Actively participate in collaborative sessions, either led by MHFD or led by others participating on behalf of MHFD.

## RFQ Schedule

Activity	Date
Documents available on MHFD website	Wednesday, April 03
Consultant written questions due	Wednesday, April 10
Final response to questions	Monday, April 15
SOQ submittals due	Friday, April 26
Interviews (if needed)	Week of May 06
Consultant selection	Tuesday, May 14

## Inquiries

All questions to obtain clarification of the SOQ requirements shall be submitted in written form to [rfq@mhfd.org](mailto:rfq@mhfd.org). No inquiries will be accepted after the date specified in the RFQ Schedule. MHFD's response to inquiries will be published on the MHFD website after the "Final response to questions" deadline listed in the RFQ Schedule.

## Method of Submittal

If your firm has the specialized expertise required for performing technical reviews of hydraulic modeling and floodplain mapping products and is interested in being considered for MHFD's FHAD Technical Review Services, please submit a brief letter proposal, **maximum three (3) 8 ½ x 11 pages not including cover letter or resumes**, that addresses the following topics:

1. Firm capabilities and capacity (please be sure to identify the person/people that will be primarily responsible for performing the technical services)
2. Familiarity with MHFD FHAD studies and guidelines
3. Familiarity with FEMA Flood Risk Analysis and Mapping standards
4. Understanding of goal to better align MHFD and FEMA methodologies and products
5. Quality controls
6. Budget controls and rate sheet
7. Communication techniques

**Please submit your proposal electronically to [rfq@mhfd.org](mailto:rfq@mhfd.org) by Friday, April 26, 2024.** Other delivery methods will not be accepted. MHFD may schedule interviews if needed to make the final selection.