



Floodplain Management Association

**"TO PROMOTE THE COMMON INTEREST IN REDUCING FLOOD LOSSES AND TO ENCOURAGE
THE PROTECTION AND ENHANCEMENT OF NATURAL FLOODPLAIN VALUES"**

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FMA

January 12, 2018

SUBJECT: RFP FOR PROFESSIONAL TRAINING SERVICES

Interested proposers:

The Floodplain Management Association (FMA) desires to develop a short list of qualified firms to provide technical training to professionals working in areas of floodplain management. Specific assignments may include live and/or web-based training courses in the following areas:

- A. Advanced HEC-RAS (steady and unsteady flow courses)
- B. Beginning HEC-RAS (with Geo-RAS or RAS-Mapper overview)
- C. HEC-RAS 2D with RAS-Mapper
- D. HEC-HMS
- E. 2-D Modeling Applications
- F. XPSWMM
- G. Post-Fire Hydrology and Runoff Management
- H. Hydrology and Hydraulics for non-Engineers
- I. Fundamentals of Hydrology and Hydraulics for Engineers
- J. Risk and Uncertainty Analysis
- K. FEMA Mitigation Grant Application Writing
- L. Hydromodification Management Course
- M. Stormwater Quality Best Management Practices
- N. Stormwater Quality Modeling
- O. ArcGIS Overview for Floodplain Managers
- P. ArcGIS Workshop - Applications in Floodplain Management
- Q. Levee Design
- R. Stream Restoration
- S. Streambank Protection & Erosion Control Design
- T. Geomorphology and Alluvial Fans
- U. Introduction to Scour Analysis
- V. Community Rating System Management
- W. Regulatory Permitting for Floodplain Managers
- X. Law Seminar for Floodplain Managers
- Y. Land Use Planning for Floodplain Managers

Interested proposers are encouraged to submit for any and all areas for which they are qualified. Proposers are allowed to propose on courses other than those listed above for which they are capable of instructing as long as the courses are relevant to the field of floodplain management.



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Submittal Requirements

1) All submittals shall be made electronically in pdf format to:

mary.seits@floodplain.org

Submittals must be received no later than February 9, 2018 5:00 p.m. PST.

Submitters should utilize the "return receipt" function of their e-mail to verify successful transmission of their submitted material.

2) The following page and content requirements will apply:

- A. Cover letter to include: 1) Identification and contact information for primary contact authorized by the firm to enter into contractual agreements; 2) Location(s) from which services are expected to be provided; 3) Identification of those technical training areas for which submitting firm wishes to be considered (see items A-S on previous page or other courses). Please identify whether each class will be live and/or web-based instruction – **1 page maximum**
- B. Relevant project experience of the firm to include: 1) Minimum of three relevant project descriptions with client contact information and date of service included; and 2) Other information as deemed relevant by the submitting firm. – **3 pages maximum**
- C. Specialized staff experience to include brief biographies of key training staff with area(s) of expertise and anticipated role(s) identified. – **2 pages maximum**
- D. Course description, outline, and length in hours or days for each training area (items A-S or other) identified in Section A (cover letter). – **1 page per course maximum**
- E. Cost proposal for training services. Cost proposals are to be inclusive; including all required course materials (with the exception of facility costs) and should remain valid through at least the 2020 calendar year. For web-based courses, please include costs for hosting a minimum of 20 participants. Direct charges for travel related expenses are to be included in the cost proposal. Any substantive assumptions should be included in the cost proposal. For firms submitting for multiple training services, FMA requires that the cost information be submitted in table format with four columns: 1) Course title (items A-S from previous page or other); 2) Cost proposal for live instruction; 3) Cost proposal for web-based training course if proposed and 4) Important assumptions – i.e. number of course instructors, equipment requirements, etc. – **2 pages maximum**
- F. Submitting firms shall provide résumés of key staff anticipated to be involved with the training. Résumés must include identification of those areas for which the individual is qualified to provide training (items A-S from the previous page or other). **Submitters are encouraged to keep résumés brief; 1 page for individuals proposed to provide training in only one area, and 2 pages each for all others.**



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Selection Process

FMA will establish a review panel that will evaluate proposals on the basis of the following (listed in order of importance).

1. Qualifications of the firm
2. Specialized expertise of staff expected to be assigned
3. Cost

The FMA review panel will rate courses based on proposed instructor fee, cost to participants (\$fee/no. participants), and instruction method(s). Course instruction methods include live and web-based. Web-based courses may be conducted as webinars, pre-recorded podcasts, or other web-based applications. Web-based applications shall be compatible for use by all participants. Instructors shall be prepared in the event of technical malfunctions or limitations and present resolutions to these issues by way of printed documents and recorded instructions.

Those firms that are ranked highly (in the top three) by the review panel for each course, will be afforded the opportunity (in order of ranking) to provide the stated services as opportunities arise. Firms may decline an opportunity without prejudice and will be afforded first right of refusal for the next opportunity. There is no guarantee of work under this RFP even for firms that are ranked highly. Substitution of proposed training personnel may result in a change in ranking, and withdrawal of the opportunity to provide training services.

FMA is considering implementation of more distance learning opportunities such as webinars or other web-based training to decrease the financial impact on participants. For non-web-based classes, travel costs may be a factor in the economic viability of a particular training class. Should travel costs be found to be a significant adverse factor in providing cost-effective training (as determined by FMA), the next ranked firm may be skipped until a firm that is within more economical traveling distance is identified.

FMA may, at its discretion, extend the term of the listed firms through the 2021 calendar year. In that case, firms may renegotiate costs as needed, but FMA retains the right to refuse any negotiation.

Questions regarding this RFP

Please direct any questions regarding this RFP to:

mary.seits@floodplain.org