

**City of River Falls  
WEM BRIC Grant**

**Request for Proposals (RFP) for a Flood Control Study  
With Modeling, Analysis, and Project Recommendations  
Issue Date: January 30, 2024**

**Project Summary**

The City of River Falls (City) is soliciting requests for proposals from qualified firms to assist the City in completing a flood control study. Proposals will be reviewed by a selection committee chosen by the City Engineer.

**Submittal Deadline**

All responses shall be emailed in a single PDF to Chris Buntjer, Senior Civil Engineer, at [cbuntjer@rfcity.org](mailto:cbuntjer@rfcity.org) no later than 2:00 p.m. CDT on **Friday, February 16, 2024**. Questions may be submitted until 2:00 p.m. CDT on Friday February 9, 2024.

**Background and Project Extent**

The City has received several reports of flooding in its Hoffman/Greenwood watershed (shown in Attachment A), and therefore sees the need for an in-depth flood study of the 1,119 acre area. The areas appearing to be the most susceptible are along the along the drainage path from the Hoffman Basin outlet (in Hoffman Park) south to its discharge point into the South Fork of the Kinnickinnic River on the UWRF campus between the University Center and Sixth Street. At this time the City is only interested in identifying solutions within the indicated watershed area.

The City contracted with Strand & Associates to apply for, and was awarded a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure Communities (BRIC) Grant administered by the Wisconsin department of Emergency Management (WEM).

WEM awarded the City a BRIC grant which will be providing matching funds for this project, up to \$183,500.

**Minimum Scope of Services for Successful Firm**

The following list is an outline of the objectives for this project to be included in the Consultant's scope of services:

1. Data Collection and Survey – Collect any data needed to model the watershed. The City will provide shapefiles. Some stormwater infrastructure will need to be surveyed to determine existing conditions and any missing pipe sizes or invert elevations.
2. Stormwater Quantity Analysis – Build an accurate hydrologic model of the existing watershed.
3. Identify Solutions – Identify Solutions to mitigate flooding within the Hoffman/Greenwood watershed. Solutions should reflect the City's CIP priorities and Hoffman Park Master Plan.
4. Final Report – Draft a report that includes a summary of the modelling, findings from the modelling, detailed descriptions of the identified solutions, and a cost-benefit analysis.

5. Design Chosen Improvements – With concurrence from the City, prepare concept design and cost estimate for the highest ranked solution(s).
6. Permitting – Identify which permits are needed to implement the chosen improvements and work with City staff to acquire them.
7. Application for 2026 FEMA BRIC Construction Grant – Draft application materials with assistance from the City and submit them.

### **Submittal Format**

The Consultant's submittal shall include the following components:

**Project Understanding and Proposed Scope of Services** – Provide a summary (3 page maximum) of the Consultant's understanding of the project along with the proposed scope of services.

**Project Team and Experience** – Provide a summary (5-page maximum preferred) of key personnel that will be involved with the project and a summary of their areas of expertise. Names, email addresses, and phone numbers should be provided for a maximum of three references who can relate to the team's experience.

**Project Timeline** - It is intended that work begin immediately after the consulting firm is selected. The City desires to have the project completed within the grant deadline, no later than September 22, 2026.

### **Selection Process and Criteria**

City staff will review submitted qualifications for conformance with the RFP. The intent of the selection criteria are to select the most qualified, responsive, responsible and cost-effective firm based on the identified needs of the City. The City does not anticipate interviewing interested firms as part of the selection process; however, City staff may request a meeting to clarify any questions or concerns identified in the submitted RFPs.

In all cases, the City reserves the right to select a firm and award a contract that is in the best interest of the City and the project.

A final Professional Services Agreement will be negotiated between the firm and the City after the preferred firm has been selected and a final Scope of Work has been agreed upon by both parties. Once a professional services agreement has been reached that the City staff determines to be fair and reasonable, the City will submit the negotiated contract to the City Council, which will make the final decision on contract award.

The City intends to recommend a consultant to the City Council on February 27, 2024. This timeline may be subject to change.

### **Public Advertisement of RFP**

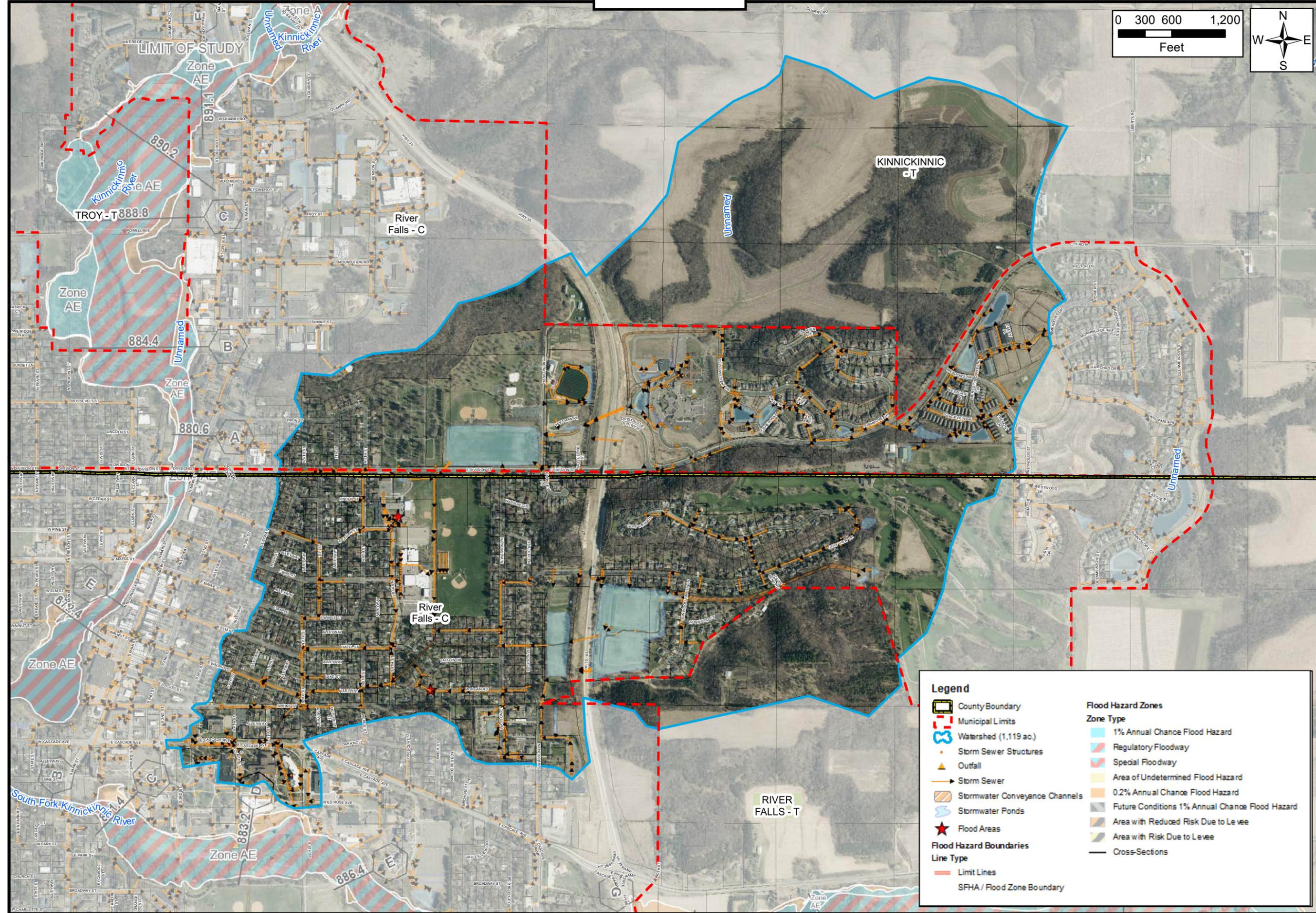
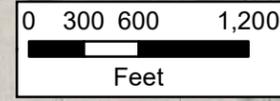
This RFP will be advertised in the Pierce County Journal and any interested firms may download a copy of this document from [www.rfccity.org](http://www.rfccity.org). Firms with recent engineering design experience with the City have been sent a copy of this document and include:

1. Strand Associates, Inc.
2. MSA Professional Services, Inc.
3. SEH, Inc.
4. Ayres Associates

### Selection Criteria Scoring Rubric

Selection Criteria	Maximum Points	Points Awarded
<b>Project Understanding and Scope of Services</b>		
Demonstrates clear understanding of key points related to the outlined project.	10	
Proposed scope of services meets the City's needs.	30	
<b>Subtotal</b>	<b>40</b>	
<b>Project Team and Experience</b>		
History of effectively completing projects with the City.	10	
Experience planning, designing, and implementing flood control measures in urbanized areas.	40	
<b>Subtotal</b>	<b>50</b>	
<b>Cost</b>		
Cost effectiveness of proposal.	10	
<b>Subtotal</b>	<b>10</b>	
<b>TOTAL SCORE</b>	<b>100</b>	

# Attachment A



**Legend**

County Boundary	<b>Flood Hazard Zones</b>
Municipal Limits	<b>Zone Type</b>
Watershed (1,119 ac.)	1% Annual Chance Flood Hazard
Storm Sewer Structures	Regulatory Floodway
Outfall	Special Floodway
Storm Sewer	Area of Undetermined Flood Hazard
Stormwater Conveyance Channels	0.2% Annual Chance Flood Hazard
Stormwater Ponds	Future Conditions 1% Annual Chance Flood Hazard
Flood Areas	Area with Reduced Risk Due to Levee
<b>Flood Hazard Boundaries</b>	Area with Risk Due to Levee
<b>Line Type</b>	Cross-Sections
Limit Lines	
SFHA / Flood Zone Boundary	

**FEMA FLOODPLAIN MAP**

**FEMA BRIC PREAPPLICATION  
CITY OF RIVER FALLS  
PIERCE AND ST. CROIX COUNTIES, WISCONSIN**



**ATTACHMENT A**