

Memorandum

To: Interested Engineering Consultants
From: John Winkler, General Manager
Date: May 21, 2018
Re: Request for Proposals for Professional Services to
Update the P-MRNRD Multi-Jurisdictional Multi-Hazard Mitigation Plan
Proposals Received by: June 29, 2018



The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services necessary to draft an updated Multi-Jurisdictional Multi-Hazard Mitigation Plan for the entire District. The Federal Emergency Management Agency (FEMA) requires that the District's plan be updated every five years. The current plan is available for review; contact District staff to obtain a copy. The next update must be completed by June 2021. As well as updating the plan, this project will also:

- Include grant application assistance for FEMA's 2018 Hazard Mitigation Assistance grants.
- Meet requirements for planning under the Community Rating System 2017 criteria, including increased public participation.
- Allow 10-15 priority projects for the District or local communities to have cost benefit ratios studied and compiled to make grant submittals timely and less costly.
- Include communities not currently in the District's plan.
- Add information for communities already in the plan where data gaps occurred.

All proposals must follow the format outlined in this request for proposals (RFP). Failure to do so may result in disqualification of the consultant's proposal. For the purposes of this RFP, a page shall mean one printed side of a sheet of paper. The RFP may include a front and back cover page (no plastic covers please). Do not include any divider pages. Proposals may be printed single sided (one page per sheet of paper) or double sided (two pages per sheet of paper). If interested, the following information should be submitted with the proposal.

- 1) A letter of interest not to exceed two (2) 8 ½ x 11 pages. Include the firm name, address, telephone number and email address, the year the firm was established, any previous names for the firm and a list of the types of services for which the firm is qualified.
- 2) The body of the proposal not to exceed ten (10) 8 ½ x 11 pages and three (3) 11 x 17 pages. General overview of firms understanding of the project and approach to the project.

- 3) A description of the project organization not to exceed two (2) 8 ½ x 11 pages. Including the names of the principals of the firm, the names of the personnel expected to be utilized including any sub-consultant personnel and the specific project contact person.
- 4) A List of not more than four (4) similar projects completed by the firm within the last 5 years. Each project description shall be limited to one (1) 8 ½ x 11 page (maximum of 4 pages).
- 5) Resumes for up to seven (7) key personnel. Resumes shall include their workplace location, a description of their relevant experience, length of time with the firm applicable licensures and registrations, and their proposed role in the project. Resumes shall be limited to one (1) 8 ½ x 11 page per resume (maximum of 7 pages).
- 6) Proposed schedule of completion not to exceed one (1) 11 x 17 page.
- 7) Proof of professional liability insurance in the amount of \$1,000,000 not to exceed one 8 ½ x 11 page.

Selection factors for the project will include the following:

- 1) Project understanding and approach,
- 2) The project organization, adequacy of available staff, location of personnel relative to the project location and the proposed schedule of completion,
- 3) Similar projects completed by the firm, and
- 4) Qualifications of the professional personnel and staff members.

This RFP for consulting services is a qualifications-based selection process. The price for consulting services shall be negotiated during the scoping process and should not be included in the proposal. Estimates of probable cost of alternatives included in the proposal may be listed in the proposal. All consultant firms, submitting proposals, must be available to initiate work upon notice to proceed.

An Ad Hoc Subcommittee of the District's Board of Directors will be responsible for reviewing and evaluating the responses on the said requested services. Final selection of the firm to perform such services will be determined by the following timetable:

<u>Date</u>	<u>Description</u>
May 21, 2018	Mail out RFP to engineering consultants
June 29, 2018	Final date for receipt of proposals
July 10, 2018	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
July 13, 2018	Send letter to selected firms notifying them of the interview time and date
August 2, 2018	Ad-Hoc Subcommittee Meeting to interview selected firms. Subcommittee will rank each firm by preference.
September 11, 2018	Ad-Hoc Subcommittee Meeting negotiate contract with first choice firm.
September 13, 2018	District Board of Directors adopts Subcommittee Recommendation on entering into contract with selected engineering firm.

Interested firms should submit nine (9) copies and one electronic copy of their proposal to the District's Omaha office, located at 8901 South 154th Street, Omaha, Nebraska 68138, no later than 2:00 PM on June 29, 2018.

Inquiries regarding this matter may be addressed to Lori Laster at llaster@papionrd.org or (402) 315-1773.

Cc: Multi-Hazard Mitigation Plan Ad-Hoc Consultant Selection Subcommittee:

Tim Fowler, Chairperson

Larry Bradley

Fred Conley

Ted Japp

John Wiese

Jim Thompson, Alternate