

## Memorandum

**To:** Interested Engineering Consultants  
**From:** John Winkler, General Manager  
**Date:** 9/12/2018  
**Re:** Request for Proposals for the Papio PL-566 Work Plan Update

### Proposals Received by: October 3, 2018

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The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services necessary to update the District's PL-566 Work Plan in accordance with Natural Resources Conservation Service (NRCS) guidelines. Information on the current PL-566 Work Plan is available on CD by request. The District has received federal funds to update the plan by adding additional information and project purposes for six grade stabilization sites in the Papillion Creek Watershed. This phase of the project involves evaluation of the six sites and incorporating the information with a seventh site that is ongoing. The evaluation involves environmental, economic, hydrologic, and hydraulic analysis, etc. which will be required to meet the requirements of a PL-566 Work Plan. You are encouraged to discuss with District staff regarding the planning for the project, timeline and coordination that will need to occur.

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 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,
- 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 proposals. Final selection of the firm to perform such services will follow timetable below:

<b>Date</b>	<b>Description</b>
September 14, 2018	Publish and mail out RFP to engineering consultants
October 3, 2018	Final date for receipt of proposals
October 9, 2018	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
October 12, 2018	Send letter to selected firms notifying them of the interview time and date.
November 1, 2018	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
December 11, 2018	Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
December 13, 2018	District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering consulting firm.

**Interested firms should submit ten (10) printed copies and one (1) electronic copy of their proposal to the District's Omaha office, located at 8901 South 154<sup>th</sup> Street, Omaha, Nebraska 68138, no later than 12:00 pm on October 3, 2018.**

Inquiries regarding this matter may be addressed to Amanda Grint, [agrint@papionrd.org](mailto:agrint@papionrd.org) or Marlin Petermann, [mpetermann@papionrd.org](mailto:mpetermann@papionrd.org). Papio Missouri River NRD staff may be reached by telephone at 402-444-6222.

Cc: Papio PL-566 Work Plan Ad-Hoc Consultant Selection Subcommittee:

Tim Fowler, Chairperson

Dave Klug

Ted Japp

Larry Bradley

Rich Tesar

Fred Conley, Alternate