

Memorandum

To: Southern Sarpy Watershed Partnership Construction Stormwater Inspection
Ad-Hoc Consultant Selection Subcommittee
From: Lori Ann Laster, Stormwater Management Engineer
Date: November 6, 2019
Re: Review and Recommendation on Initial Screening of Proposals for Consultant
Selection Interviews

The (District) requested proposals for professional services necessary to perform construction stormwater inspection services on behalf of the member agencies of the Southern Sarpy Watershed Partnership. These inspections are required to enforce the codes and regulations adopted by the member agencies to comply with Municipal Separate Storm Sewer System (MS4) requirements under EPA's National Pollutant Discharge Elimination System (NPDES).

The District advertised in the Omaha World-Herald on October 11, 2019 and on the District's website. Proposals were due by November 6, 2019.

The District received proposals from the following firms:

- Ehrhart Griffin & Associates
- HGM Associates, Inc.
- JEO Consulting Group, Inc.
- SCS Engineers
- Terracon Consultants, Inc.
- Tetra Tech

The original request for proposals is attached, including the schedule for committee meetings.

Memorandum

To: Interested Engineering Consultants
From: John Winkler, General Manager
Date: October 11, 2019
Re: Request for Proposals for Construction Stormwater
Inspections for the Southern Sarpy Watershed Partnership
Proposals Received by: November 6, 2019



The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional services necessary to perform construction stormwater inspection services on behalf of the member agencies of the Southern Sarpy Watershed Partnership. The selected firm will inspect construction sites in the Southern Sarpy watersheds as shown on the attached map. These inspections are required to enforce the codes and regulations adopted by the member agencies to comply with Municipal Separate Storm Sewer System (MS4) requirements under EPA's National Pollutant Discharge Elimination System (NPDES).

The selected firm will be responsible for:

- Regular inspection of all active construction sites in the Southern Sarpy watersheds to ensure compliance with approved Stormwater Pollution Prevention Plan.
- Reviewing inspection reports, SWPPP changes, and other documents submitted during construction.
- Documenting all inspections in the Omaha Permix web-based system.
- Inspecting construction sites when complaints have been received regarding sediment and erosion control.
- Working with contractors and site owners to correct violations noted during inspections.
- Providing recommendations to appropriate agency regarding any violation enforcement measures as needed.
- Compiling end of year inspection and violation reports.

Please note that engineering firms who provide construction site inspections for private development may be determined to have a conflict of interest for this project.

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:

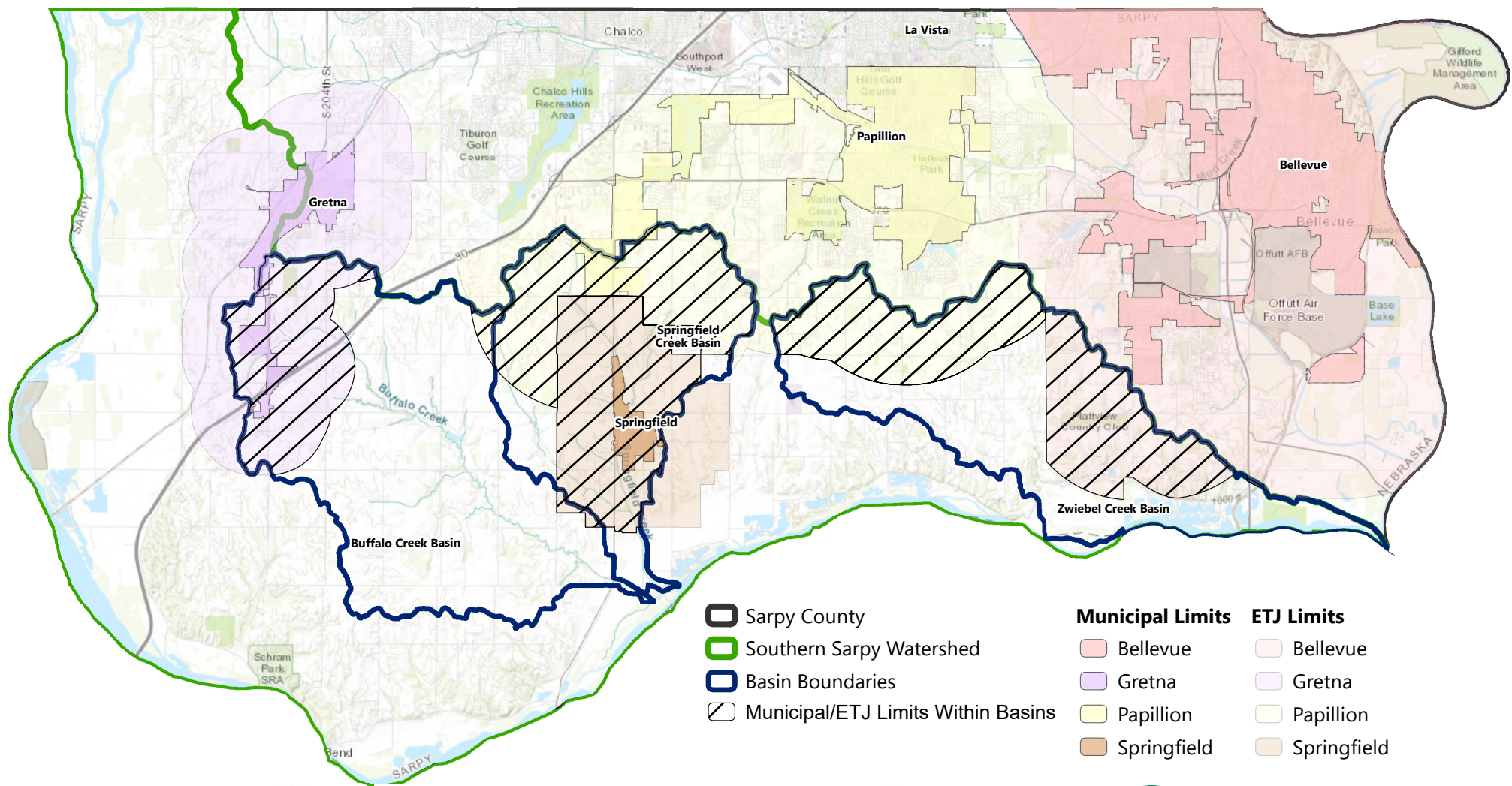
<u>Date</u>	<u>Description</u>
October 11, 2019	RFP posted to District website
November 6, 2019	Final date for receipt of proposals
November 12, 2019	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
November 15, 2019	Send letter to selected firms notifying them of the interview time and date
December 5, 2019	Ad-Hoc Subcommittee Meeting to interview selected firms. Subcommittee will rank each firm by preference.
January 7, 2020	Ad-Hoc Subcommittee Meeting negotiate contract with first choice firm.
January 9, 2020	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 November 6, 2019.

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

Cc: Southern Sarpy Watershed Partnership Construction Inspection Ad-Hoc Consultant Selection Subcommittee:

Larry Bradley, Chairperson
Fred Conley
Kevyn Sopinski, Vice Chairperson
Rich Tesar
John Wiese
Tim McCormick, Alternate



Bellevue
Nebraska



springfield
NEBRASKA



Southern Sarpy Watershed
Southern Sarpy Watershed Partnership
Interlocal Agreement 2019



0 1.25 2.5 5 Miles

FYRA
ENGINEERING