

Memorandum

To: Interested Engineering Consultants
From: John Winkler, General Manager
Date: 7/9/2021
Re: Request for Proposals for the Davis Creek Watershed WFPO Project Professional Services

Proposals Received by: July 30, 2021

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services necessary to for the Davis Creek Watershed WFPO Project in Burt and Washington Counties in accordance with USDA Natural Resources Conservation Service (NRCS) guidelines. The project will consist of preparing a Preliminary Investigation Feasibility Report (PIFR) and, if funded by NRCS the preparation and implementation of a Watershed Work Plan. The Work Plan may consist of structural and non-structural water resources management and conservation measures. 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, 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 proposals. Final selection of the firm to perform such services will follow the timetable below:

Date	Description
July 9, 2021	Publish and mail out RFP to engineering consultants.
July 30, 2021	Final date for receipt of proposals.
August 10, 2021	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
August 13, 2021	Send letter to selected firms notifying them of the interview time and date.
September 2, 2021	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
September 7, 2021	Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
September 9, 2021	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 154th Street, Omaha, Nebraska 68138, no later than 12:00 pm on July 30, 2021.

Inquiries regarding this matter may be addressed to Terry Schumacher, tschumacher@papionrd.org or Marlin Petermann, mpetermann@papionrd.org. Papio Missouri River NRD staff may be reached by telephone at 402-444-6222.

Cc: Davis Creek WFPO Ad-Hoc Consultant Selection Subcommittee:

Ted Japp, Chairperson

Tim McCormick

Larry Bradley, Vice Chair

Kevin Sopinski

Danny Begley

Rich Tesar, Alternate