



## Memorandum

To: Papillion Creek Watershed Partnership Management Plan Update Consultant Selection Subcommittee

From: Lori Ann Laster, Stormwater Management Engineer

Date: February 3, 2023

RE: Request for Proposals for the Papillion Creek Watershed Partnership Management Plan Update

The Papio-Missouri River Natural Resources District (Papio NRD) is seeking proposals from firms qualified to provide professional services to assist in the preparation of an update to the Papillion Creek Watershed Management Plan. This plan was adopted by the Papillion Creek Watershed Partnership (PCWP) in 2009 and is updated every five years to inform the 5-year Implementation Plan.

This RFP for consulting services is a qualifications-based selection process. The price for consulting services shall be negotiated during the scoping process, after the firm is selected by the subcommittee in accordance with District Policy 15.2.

Selection factors for the project will include the following:

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

Final selection of the firm to perform such services will follow timetable below:

- **February 10, 2023** - Mail out RFP to engineering consultants
- **March 1, 2023** - Final date for receipt of proposals
- **March 7, 2023** - Ad-Hoc Subcommittee meeting on the initial screening of proposals received.
- **March 10, 2023** - Send letter to selected firms notifying them of the interview time and date.
- **April 6, 2023** - Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
- **May 9, 2023** - Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
- **May 11, 2023** - District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering consulting firm.

Proposals are due to the Papio NRD office by 2 pm on March 1, 2023. Proposals will be distributed to Directors via email for review prior to the subcommittee meeting on March 7, 2023.