

# Memorandum

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

From: Lori Ann Laster, Stormwater Management Engineer

Date: May 5, 2023

RE: Contract with Houston Engineering for Papillion Creek Watershed Partnership Management Plan Update

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The Papio NRD solicited 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.

Interviews of firms who prepared proposals were held on April 6, 2023 and the Board approved the selection of Houston Engineering, Inc. (HEI) with RDG for the plan update. Staff has worked with HEI to prepare the attached scope of work and fee for the project.

The tasks included in the contract are:

- Project Management
- Partnership Coordination
- Stakeholder Engagement
- Financial Forecasting
- Plan Update
- Policy Updates

The total fee for this project is \$269,958. The funding for the project is from the Papillion Creek Watershed Partnership Fund.

**Management recommends that the Subcommittee recommend to the Board of Directors that the General Manager be authorized to execute a contract with Houston Engineering, Inc. to provide professional services for the Papillion Creek Watershed Partnership Watershed Plan Update for a maximum, not to exceed, fee of \$269,958, subject to changes deemed necessary by the General Manager and approval as to form by District Legal Counsel.**

## Attachment 1 to Exhibit A

### 1 PROJECT MANAGEMENT

#### 1.1 Project Administration

Project administration for the execution of the contract and attendance at one Subcommittee and one Board Meeting as requested. Includes monthly analysis/project summary to determine project budget and task schedule, and to outline differentiators that could impact total budget and schedule on the project. Includes project close-out after final completion of the project.

#### 1.2 Invoicing and Schedule Updates

Preparation of monthly project invoices, incorporation of sub-consultant invoices, a summary of work completed during the invoicing period, and schedule updates. Invoices will be sent to the NRD prior to the Wednesday before the monthly subcommittee meeting.

### 2 PARTNERSHIP COORDINATION

#### 2.1 Prepare for and Attend Partnership Meetings

Preparation, attendance and follow up for up to 10 monthly partnership meetings to provide status updates, present work completed, obtain direction, and gather feedback. This includes working with the NRD/Partnership to prepare power point presentations, figures, handouts, or documents required for each meeting.

#### 2.2 Coordination and Communication Efforts

Perform required/requested communication with the NRD and Partners via emails, phone calls, and virtual meetings as coordination needs are determined through the life of the project.

#### 2.3 Intermediate NRD Coordination Meetings

Preparation for and attendance at up to 10 project technical coordination meetings to review project status and coordinate project direction. Meeting subjects dependent on needs of project and assumes one coordination meeting between each partnership meeting as coordinated with NRD management/staff.

### 3 STAKEHOLDER ENGAGEMENT

#### 3.1 Communications & Engagement Plan

Development of a Communication and Engagement Plan with NRD management/staff. The plan will outline the communication of key messages, talking points, community engagement, and additional strategies, events, and activities that could further community and stakeholder engagement.

#### 3.2 On-Line Platform(s)

Establishment and management of a Social PinPoint community engagement platform to share information on the process and gather input from the community and stakeholders.

### 3.3 Public Official Interviews

Our team will conduct one-on-one or small group interviews with public officials from each of the jurisdictions within the partnerships. The purpose of these interviews is to gain insight on priorities and initiatives such as zoning changes that could impact policy direction.

### 3.4 Stakeholder Listening Sessions

Our team will conduct one multi-day program of small group listening sessions with key stakeholders to learn more about their opportunities and challenges. Stakeholders should include:

- Developers
- Builders
- A/E working with the Development Community
- Real Estate Agents
- Finance/Banking
- Advocacy Groups

Traditionally, these sessions are limited to ten (10) people each. Some sessions will be offered as Zoom (video conferencing) meetings to expand attendance.

### 3.5 Open House

One open house will be held event that allows people to learn more about the plan, provide feedback, and celebrate the next steps.

## 4 FINANCIAL FORECASTING

### 4.1 Watershed Fee Updates

Gather updated watershed information on development, population, housing projections, estimation of developable acres, and future land use plans to estimate the timing and amount of fees projected to be collected for the watershed.

### 4.2 Project Budget Updates

Determine total project costs remaining for land rights, construction, and professional services to be included in the plan. This includes revisiting past project estimates and updating with current bidding trends but does not include reviewing or updating project design and cost estimates.

### 4.3 Forecasting and Cash Flows

Develop a financial tool to reflect the cost for the work remaining along with the anticipated fees with watershed buildout. Develop potential funding scenarios and the timeline for anticipated project implementation. Develop a detailed cash-flow balance for projects identified in the five-year implementation plan.

## 5 PLAN UPDATE

### 5.1 Work Completion Updates

Review and summarize the work completed in the watershed over the past five years. Outline the timeframe and final costs of implemented projects and document variances from past plan estimates.

### 5.2 Information and Data Updates

Gather new information and data for the watershed that has been developed or changed in the past five years. This includes but is not limited to the USACE Papillion Creek General Reevaluation Report, supplemental funds obtained, FEMA information, and updated MAPA growth information.

### 5.3 Plan Modifications and Revisions

Coordinate with Partnership staff to determine an updated table of contents. Review past plan results and highlight project benefits to discuss with Partners that could help prioritize or modify projects included in the plan.

### 5.4 Five-Year Implementation Planning (2024-2029)

Identify the projects and policies to be implemented within the next five years. Identify actions and develop a timeline that will guide implementation. Summarize with the financial requirements and cash flow results developed in Task 4.

### 5.5 Document Preparation

Develop text, figures, tables, and appendices to incorporate the information developed during the project into a standard plan document. Includes formatting and graphics updates from past plans updates.

### 5.6 Develop Accessible Plan Platform

Develop an on-line platform to host the plan and related information. HEI will provide technical services to publish key parts of the plan to a series of web pages and an embedded interactive map to communicate parts of the plan with the public. HEI assumes the NRD will provide access to the <http://papiopartnership.org/> WordPress administration pages. HEI would then use this site to organize and add content for pages related to plan information. HEI assumes the existing WordPress site and theme will be used and this will not be a website redesign. The primary focus of these pages will be for an executive summary with some visual elements and projects that are funded thru the plan.

HEI will also create an interactive map using the ArcGIS online experience builder that can be embedded into a page in the WordPress site. HEI assumes the NRD will provide access to their ArcGIS online subscription so HEI can publish and create the content needed for the interactive map. This task will conclude with a virtual meeting focused on knowledge transfer on how to maintain the content created under this task.

## 6 POLICY UPDATE

### 6.1 Draft Revisions

Use information gathered during Partnership Coordination and Stakeholder Engagement to develop updated stream setback policy language.

### 6.2 Figures/Renderings

Develop detailed figures or renderings that accurately depict the updated stream setback and can be used to define the extents.

**Papillion Creek Watershed Partnership Plan Update**  
**Papio NRD**  
**Scope of Work and Fee Schedule**



Task	Description	Quality Control Sotak, PE \$260	Project Manager Mechtenberg, PE \$205	Senior Engineer Kaufman, PE \$210	Project Engineer (Varies), EI \$160	Technology Manager Fischer, \$208	Technology Lead Nunemacher \$162	Web Design Kessler \$104	Comm-unications (Varies) \$100	Accounting & Admin (Varies) \$85	Outreach & Engagement \$150	Principal Planner \$260	Graphic Design \$110	Expenses	Totals
<b>1</b>	<b>PROJECT MANAGEMENT</b>														
1.1	Project Administration		6							8	24	12			\$8,630
1.2	Invoicing and Schedule Updates		12							12					\$3,480
	<b>Task 1 Total</b>	<b>\$0</b>	<b>\$3,690</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,700</b>	<b>\$3,600</b>	<b>\$3,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,110</b>
<b>2</b>	<b>PARTNERSHIP COORDINATION</b>														
2.1	Prepare for and Attend Partnership Meetings (10)	30	40		20						40	10			\$27,800
2.2	Coordination and Communication Efforts	16	40								20				\$15,360
2.3	Intermediate NRD Coordination Meetings (10)	20	20								20	10			\$14,900
	<b>Task 2 Total</b>	<b>\$17,160</b>	<b>\$20,500</b>	<b>\$0</b>	<b>\$3,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$5,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58,060</b>
<b>3</b>	<b>STAKEHOLDER OUTREACH</b>														
3.1	Communications & Engagement Plan										18		8		\$3,580
3.2	On-line Platform(s)	4	4		0						24				\$5,460
3.3	Public Officials Interviews										32	8			\$6,880
3.4	Stakeholder Listening Sessions	8	8								24	16			\$11,480
3.5	Open House (1)	4	8								12	4	8		\$6,400
	<b>Task 3 Total</b>	<b>\$4,160</b>	<b>\$4,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$7,280</b>	<b>\$1,760</b>	<b>\$0</b>	<b>\$33,800</b>
<b>4</b>	<b>FINANCIAL FORECASTING</b>														
4.1	Watershed Fee Updates	8	40		80										\$23,080
4.2	Project Budget Updates	8	24	8	24										\$12,520
4.3	Forecasting and Cash Flow	24	40	16	60										\$27,400
	<b>Task 4 Total</b>	<b>\$10,400</b>	<b>\$21,320</b>	<b>\$5,040</b>	<b>\$26,240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,000</b>
<b>5</b>	<b>PLAN UPDATE</b>														
5.1	Work Completion Updates	8	16		8					8					\$7,320
5.2	Information and Data Updates	16	24	8	24										\$14,600
5.3	Plan Modifications and Revisions	4	12		12										\$5,420
5.4	5-Yr Implementation Planning (2024-2029)	16	24												\$9,080
5.5	Document Preparation	12	40		40				24		12	8	20		\$26,200
5.6	Develop Accessible Plan Platform	4	40			16	40	100			6		4		\$30,788
	<b>Task 5 Total</b>	<b>\$15,600</b>	<b>\$31,980</b>	<b>\$1,680</b>	<b>\$13,440</b>	<b>\$3,328</b>	<b>\$6,480</b>	<b>\$10,400</b>	<b>\$2,400</b>	<b>\$680</b>	<b>\$2,700</b>	<b>\$2,080</b>	<b>\$2,640</b>	<b>\$0</b>	<b>\$93,408</b>
<b>6</b>	<b>POLICY UPDATE</b>														
6.1	Draft Revisions	8	16								8				\$6,560
6.2	Figures/Renderings		4										20		\$3,020
	<b>Task 6 Total</b>	<b>\$2,080</b>	<b>\$4,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$2,200</b>	<b>\$0</b>	<b>\$9,580</b>
	Total (Hours)	190	418	32	268	16	40	100	24	28	240	68	60		
	Total (Costs)	\$49,400	\$85,690	\$6,720	\$42,880	\$3,328	\$6,480	\$10,400	\$2,400	\$2,380	\$36,000	\$17,680	\$6,600	\$0	\$269,958