

# Memorandum

**To:** Multi-Hazard Mitigation Plan Ad-Hoc Consultant Selection Subcommittee  
**From:** Lori Ann Laster, Stormwater Management Engineer  
**Date:** August 2, 2023  
**Re:** Initial Screening of Proposals for Consultant Selection Interviews

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On July 14, 2023 a Request for Proposals for professional services to update the District's Multi-Hazard Mitigation Plan (HMP) was advertised. Proposals were due by August 2, 2023.

The following firms prepared proposals:

- JEO Consulting Group, Inc.

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



## Memorandum

To: Interested Engineering Consultants

From: John Winkler, General Manager

Date: July 14, 2023

RE: Request for Proposals for the Papio NRD Hazard Mitigation Plan Update

### **Proposals due by 2:00 pm on August 2, 2023**

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The Papio-Missouri River Natural Resources District (Papio NRD) is seeking proposals from firms qualified to provide professional services to assist in the update of the Papio NRD Hazard Mitigation Plan (HMP). The HMP is a multi-jurisdictional plan intended to identify hazards of concern and potential projects to reduce damages and losses due to those hazards. This plan is required by FEMA in order to be eligible for Hazard Mitigation Assistance grant funds. HMPs are updated every five years through a collaborative planning effort with participating communities and other stakeholders.

### Project Description

The scope of this project will include preparation of a planning grant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) program. The project website (<https://papiomitigation.org/>) developed in the previous plan update will be a key component of this update to provide a better outlet for public education and participation. Other key project components are:

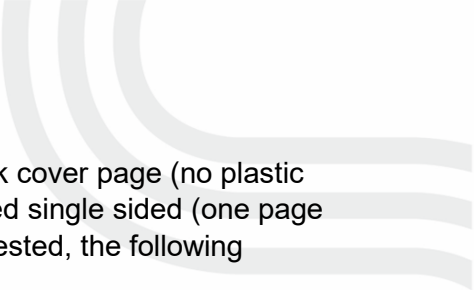
- Increased public engagement including listening sessions, online outreach, and accessible documents to help increase public awareness of community hazards and actions that can be taken both by individuals and municipalities.
- Collaboration with key stakeholders who may not be official plan participants such as public utilities, the Nebraska Preparedness Partnership, and neighboring jurisdictions.
- Working with plan participants to develop specific and realistic projects to address their hazards of concern.

### Qualifications

The selected firm will have a strong background in hazard mitigation planning, specifically with the FEMA requirements for HMPs. Other criteria include demonstrated success in community engagement, knowledge of the District and communities within the District, and familiarity with the Community Rating System (CRS) program through the National Flood Insurance Program.

### Instructions

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:

- 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,
- 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.
- 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,
- 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),
- 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).
- Proposed schedule of completion not to exceed one (1) 11 x 17 page.
- Proof of professional liability insurance in the amount of \$1,000,000 not to exceed one 8 ½ x 11 page.

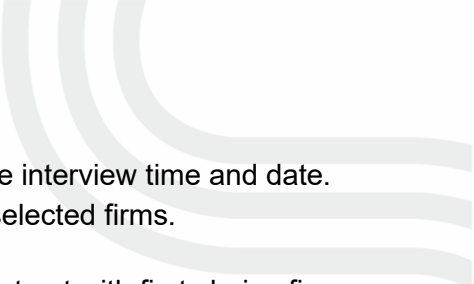
### Selection factors for the project will include the following:

- 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,
- 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.

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:

- **July 14, 2023** - Mail out RFP to engineering consultants
- **August 2, 2023** - Final date for receipt of proposals
- **August 8, 2023** - Ad-Hoc Subcommittee meeting on the initial screening of proposals received.

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- **August 11, 2023** - Send letter to selected firms notifying them of the interview time and date.
  - **September 7, 2023** - Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
  - **October 10, 2023** - Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
  - **October 12, 2023** - District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering consulting firm.

**Interested firms should submit seven (7) 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 2:00 pm on August 2, 2023.**

Inquiries regarding this matter may be addressed to Lori Laster at [LLaster@PapioNRD.org](mailto:LLaster@PapioNRD.org) or (402) 315-1773.

Cc: Papio NRD Hazard Mitigation Plan Update Consultant Selection Subcommittee:

Ted Japp, Chair  
Patrick Bonnett, Vice Chair  
Fred Conley  
Jim Thompson  
Larry Bradley  
Tim McCormick, Alternate