

Agenda Item: 6.

MEMORANDUM

TO: Ad Hoc Consultant Selection Subcommittee for the Groundwater Management Plan Update

FROM: Paul Woodward, Groundwater Management Engineer

SUBJECT: Request for Proposals and Consultant Interview Selection

DATE: September 2, 2015

Two (2) proposals were received in response to the request for professional services (attached) to assist the District in completing an update of our existing Groundwater Management Plan. The request for proposals was distributed on August 10, 2015 and received on August 31, 2015. Interviews are scheduled for October 1, 2015 beginning at 6:30 PM.

Management has reviewed the proposals and recommends that the Subcommittee request interviews with EA Engineering, Science and Technology, Inc. and Olsson Associates in the order presented.

Memorandum

To: Interested Consultants
From: John Winkler, General Manager
Date: August 10, 2015
Re: Request for Proposals for the Groundwater Management Plan Update

Proposals Received by: August 31, 2015

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional services to assist the District in completing an update of their existing Groundwater Management Plan (GWMP). The current P-MRNRD GWMP states “groundwater quantity is not now nor will it be a problem in the foreseeable future” (P-MRNRD 1994). However, during the years since the last GWMP revision, the District has acquired or developed significant data and information about the groundwater resources in the district, increasing the need to manage groundwater quality and interconnected groundwater and surface water. For this reason, changes to the current GWMP are needed to adequately address the issues of groundwater quantity and quality across the district.

The current District GWMP (March 1994) includes management by the P-MRNRD through the following programs:

- Static water level monitoring program
- Groundwater quality monitoring program
- Enforcement of Nebraska Chemigation Act
- Well abandonment cost share program.

As part of the development of an updated GWMP and to better incorporate actions from the District’s Integrated Management Plan (IMP), the District may consider the following management actions in addition to its current programs and regulations:

- Irrigated Acre Variances and Certification
- Improper Irrigation Runoff
- Groundwater Management Areas with designated phases and triggers for increasing management actions.
- Well Permitting
- Water use transfers and water banking
- Conjunctive Management Programs or Projects
- Irrigation Management Cost-Share Programs
- Chemical and Fertilizer Application Cost-Share Programs

Additional services during the development of the updated GWMP may include:

- Data collection, review/interpretation, and documentation
- Map/GIS data creation meeting relevant geospatial standards
- Stakeholder Involvement and Public Engagement
- Evaluating potential funding opportunities

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 project not to exceed one (1) 11 x 17 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,**
- 4) **Qualifications of the professional personnel and staff members,**

This RFP for consulting services is a qualification based selection process. The price for consulting services shall be negotiated during the scoping process and should not be included in the proposal. All consulting firms submitting proposals must be available to initiate work upon notice to proceed. The parties hereby incorporate the elements of 41 C.F.R. §§ 60-1.4(a), 60-300.5, 60-250.5 and 60-741.5(a), if applicable.

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
August 10, 2015	Mail out RFP to engineering consultants.
August 10, 2015	Advertise RFP in the newspaper.
August 17, 2015	Advertise RFP in the newspaper.
August 31, 2015	Final date for receipt of proposals.
September 8, 2015	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
September 10, 2015	Board adopt subcommittee recommendation
September 11, 2015	Send letter to selected firms notifying them of the interview time and date.
October 1, 2015	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
October 8, 2015	Board adopt subcommittee recommendation.
October 9, 2015	Notify first choice firm to provide draft scope of services, schedule, and cost estimate.
November 10, 2015	Subcommittee negotiates contract with first choice firm.
November 12, 2015	District Board of Directors to adopt Subcommittee recommendation on entering into a contract with the selected consulting firm.

Interested firms should submit eight (8) printed and bound 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 31, 2015.

Inquiries regarding this matter or requests for additional information may be addressed to Paul Woodward at 402.444.6222 or pwoodward@papionrd.org.

Cc: Groundwater Management Plan Update Ad-Hoc Consultant Selection Subcommittee:

Jim Thompson (Chairperson)
Patrick Leahy
John Conley

Patrick Bonnett
Rich Tesar
Fred Conley, Alternate