

Memorandum

To: Interested Engineering Consultants
From: John Winkler, General Manager
Date: 01/05/2013
Re: Request for Proposals for the Missouri River R-613 and R-616 Levee Accreditation Project
Independent External Peer Review

Proposals Received by: January 31, 2013

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services to provide Independent External Peer Review (IEPR) for Section 408 permitting through the U.S. Army Corps of Engineers (USACE). The District is modifying the Missouri River R-613 and R-616 Levee System Units (Levees) to meet Federal Emergency Management Agency (FEMA) accreditation requirements (see attached project map). The District has retained consultant services for the analysis of levee deficiencies and design of levee improvements and this Request for Proposals (RFP) is for consultant services for independent review of the levee designs as described in USACE Engineering Circular 1165-2-209 "Civil Works Review Policy".

All proposals must follow the format outlined in this RFP. Failure to do so may result in disqualification of the 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,

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- 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).

Selection factors for the project will include the following:

- 1) Project understanding and approach,
- 2) The project organization, adequacy of available staff, and location of personnel relative to the project location,
- 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 consultant firms, submitting proposals, must be available to initiate work upon notice to proceed.

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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
January 11, 2013	Mail out RFP to consultants
January 31, 2013	Final date for receipt of proposals
February 12, 2013	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
February 14, 2013	Board adopts subcommittee recommendation.
February 15, 2013	Send letter to selected firms notifying them of the interview time and date.
March 5, 2013	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
March 14, 2013	Board adopts Subcommittee recommendation.
March 15, 2013	Notify first choice firm to provide draft scope of services and cost estimate.
April 9, 2013	Subcommittee negotiates contract with first choice firm.
April 11, 2013	Board adopts Subcommittee recommendation on entering into a contract with the selected 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 January 31, 2013.

Inquiries regarding this matter may be addressed to Brian Henkel, bhenkel@papionrd.org or Marlin Petermann, mpetermann@papionrd.org. It is recommended that any firms wishing to respond to this RFP contact District staff prior to submitting a proposal. Papio Missouri River NRD staff may be reached by telephone at 402-444-6222.

Cc: Missouri River R-613 and R-616 Levee Accreditation Project Independent External Peer Review:

David Klug, Chairperson

Patrick Bonnet

John Conley, Vice-Chairperson

Ron Woodle

Jim Thompson

Patrick Leahy, Alternate

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