

## **Agenda Item: 11.**

### **Memorandum**

To: Interested Engineering Consultants

From: John Winkler, General Manager

Date: March 18, 2013

Re: Request for Proposals for the West Papio Trail Project (90th Street – Giles Road)

### **Proposals Received until 12:00 p.m. April 3, 2013**

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services to plan, design, and construct the West Papio Trail between the 90th Street (approximately) and Giles Road, a distance of approximately two miles. The trail will begin on the east side of Walnut Creek at the existing trail and proceed to Giles Road. All creek crossings have been installed and are considered “low water crossings”.

Funding of the project will be local and not involve Transportation Enhancement funds from NDOR/FHWA.

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,
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.

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:

<u>Date</u>	<u>Description</u>
March 18, 2013	Mail RFP to consultants
April 3, 2013	Final date to receive proposals
April 9, 2013	Ad Hoc Subcommittee meeting on initial screening of proposals received. Three (3) firms selected for interview
April 11, 2013	Board adopts Subcommittee recommendation
April 12, 2013	Letters sent to selected firms notifying them of the interview date and time
April 25, 2013	Ad Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm based on qualifications
May 7, 2013	Board adopts Subcommittee recommendation.
May 8, 2013	Notify first choice firm to provide draft scope of services and cost estimate
June 11, 2013	Subcommittee negotiates contract with first choice firm
June 13, 2013	Board adopts Subcommittee recommendation on entering into a contract with the selected firm.

**Interested firms should submit eight (8) printed copies and one (1) electronic copy of their proposals to the District's Omaha office, located at 8901 S. 154<sup>th</sup> Street, Omaha, Nebraska 68138, no later than 12:00 p.m. (noon) on April 3, 2013.**

Please direct all inquiries to Gerry Bowen ([gbowen@papionrd.org](mailto:gbowen@papionrd.org)) or Marlin Petermann ([mpetermann@papionrd.org](mailto:mpetermann@papionrd.org)), or by calling 402-444-6222.

cc: David Klug, Chairperson                      Patrick Leahy                      Tim Fowler  
       John Conley, Vice-Chairperson            Ron Woodle                      Patrick Bonnett, Alternate



## W. Papio Trail (90th to Giles)



Disclaimer: This data is for informational purposes only, and should not be substituted for a true titles search, property appraisal, survey, or for zoning district verification. Sarpy County and the Sarpy County GIS Coalition assume no legal responsibility for the information contained in this data.

Map Scale  
1 inch = 1205 feet

3/11/2013