

Agenda Item: 11.

Memorandum

To: Interested Consultants
From: John Winkler, General Manager
Date: June 15, 2012
Re: Request for Proposals for Development of a Lower Platte River Basin Voluntary Integrated Management Plan

Proposals Received by: July 2, 2012

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional services to assist the District in developing a Lower Platte River Basin voluntary Integrated Management Plan (IMP) in cooperation with the Nebraska Department of Natural Resources (Department). Integrated management plans, for hydrologically connected areas, were authorized by the Nebraska legislature in 2004 with the passage of LB 962. IMPs are used to manage both surface water and groundwater with a recognition of the interconnectedness of those hydrologic systems.

The District elected to undertake a voluntary IMP with the Department in May 2012 starting the three year plan development process. The Lower Platte River Basin IMP will include all of the District area within the watersheds of the Elkhorn and the Platte Rivers and all of the groundwater within the District considered to be hydrologically connected to those rivers (see attached map). The IMP will be used as a planning tool for the District and the Department in the conjunctive management of the water resources of the Lower Platte. The IMP will also be developed to fit within a larger basin wide plan to be developed with the Department and participating Natural Resources Districts of the Lower Platte River Basin. Development of the IMP will include coordination with the District, the Department, a stakeholder advisory group, and the public and will describe the goals and objectives for the IMP area and the necessary controls to meet those goals and objectives.

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,**

Papio – Missouri River Natural Resource District Board of Directors

Larry Bradley Fred Conley John Conley Tim Fowler Scott Japp David Klug
Rick Kolowski Dorothy Lanphier Gus Erickson Richard Tesar Jim Thompson
John Winkler, General Manager

- 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:

- 7) Project understanding and approach,
- 8) The project organization, adequacy of available staff, location of personnel relative to the project location and the proposed schedule of completion,
- 9) Similar projects completed by the firm,
- 10) 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.

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
June 15, 2012	Mail out RFP to engineering consultants.
June 18, 2012	Advertise RFP in the newspaper.
June 25, 2012	Advertise RFP in the newspaper.
July 2, 2012	Final date for receipt of proposals.
July 10, 2012	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
July 12, 2012	Board adopt subcommittee recommendation
July 13, 2012	Send letter to selected firms notifying them of the interview time and date.
July 26, 2012	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
August 9, 2012	Board adopt subcommittee recommendation.
August 10, 2012	Notify first choice firm to provide draft scope of services, schedule, and cost estimate.
September 11, 2012	Subcommittee negotiates contract with first choice firm.
September 13, 2012	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 July 2, 2012.

Inquiries regarding this matter may be addressed to Brian Henkel, bhenkel@papionrd.org or Marlin Petermann, mpetermann@papionrd.org. Papio Missouri River NRD staff may be reached by telephone at 402-444-6222.

Cc: Integrated Management Plan Ad-Hoc Consultant Selection Subcommittee:

Fred Conley, John Conley,
Gus Erickson, David Klug, Rich
Tesar, Chairperson

Jim Thompson, Alternate

Boundaries

-  Counties
-  Papio NRD

Areas

-  IMP Area
-  HC Groundwater
-  Elkhorn River
-  Lower Platte River



NOT TO SCALE

