

**Programs, Projects & Operations
Subcommittee Meeting**

Lower Level Conference Room

May 11, 2004

8:00 p.m.

Agenda

Programs, Projects & Operations:

John Conley, Chairperson
Rich Jansen, Vice-Chairperson
Tim Fowler
Joe Neary
Rich Tesar

Alternate Members: Dick Connealy
Pete Rubin

Staff Liaison: Gerry Bowen *
Jerry Herbster
Ralph Puls
Paul Woodward

1. Meeting Called to Order – Chairperson John Conley
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Review and Recommendation on Professional Services Contract Agreement with BCDM for the Elkhorn River West Maple Street Road Access Site – Kevin Strehle, BCDM; and Dick Sklenar
6. Review and Recommendation on Lower Platte River Corridor Alliance – Rodney Verhoeff, LPRCA; and Gerry Bowen
 - a. Nebraska Community Foundation
 - b. FY 2005 Budget
 - c. Lower Platte River Cumulative Impacts Study
 - d. Report on Sarpy County Water Supply/Waste Water Infrastructure Study Request for Proposals
7. Review and Recommendation on Interlocal Agreement with Nebraska Department of Roads on Trail Project North of Springfield – Gerry Bowen
8. Review and Recommendation on Equipment Purchases/Replacements for FY 2005 – Jean Tait
9. Other Items of Interest
10. Adjourn

MEMORANDUM

TO: Programs, Planning and Operations Subcommittee

FROM: Dick Sklenar

SUBJECT: Professional Services Contract for Elkhorn River Access Site

DATE: May 3, 2004

Attached is a copy of the Professional Services Agreement with Beringer Ciaccio Dennell Mabrey, Inc. (BCDM) for development of an Elkhorn River access point at West Maple Street (Hwy 64). The development of this site will be the first of three that will occur over the next few years.

Part of the fees contemplated by BCDM is the investigation and determination of which grants to apply for. There are three programs that the Game and Parks Commission administers that could possibly apply to this location. I am confident that grant funds would most likely pay for half the construction costs for this site and a good portion of the engineering fees as well. The awarding of grant funds for this project will not be known by the District until March 2005. Construction activities are expected to occur several weeks later.

The Staff recommends that the Subcommittee recommend to the Board of Directors that the General Manager be authorized to execute a professional services contract with BCDM, inc. for the Elkhorn River Maple Street Access Site, for a fee not to exceed \$57,056.16, subject to changes deemed necessary by the General Manager and approval as to form by District's Legal Counsel.

Memo

To: Programs, Projects, and Operations Subcommittee

Subject: Lower Platte River Corridor Alliance – Nebraska Community Foundation

Date: April 30, 2004

From: Gerry Bowen

In 2001, it was proposed that the Lower Platte River Corridor Alliance form a foundation as another source of revenue to fund Alliance programs and projects. The foundation proposal was not approved at that time.

Subsequently, the Alliance investigated joining the Nebraska Community Foundation (NCF) (see attached memo). By using the NCF's non-profit status, the LPRCA can receive tax-deductible donations and be an applicant for certain grants that are only available to such organizations. This allows the LPRCA some flexibility in funding programs and projects.

Management recommends that the Subcommittee recommend to the Board that the District approve the Lower Platte River Corridor Alliance's affiliation with the Nebraska Community Foundation.

Memo

To: Programs, Projects, and Operations Subcommittee

Subject: FY 2005 Lower Platte River Corridor Alliance Budget

Date: April 30, 2004

From: Gerry Bowen

The FY 2005 Budget for the Lower Platte River Corridor Alliance (LPRCA) is attached for your review and action. The District's share of the budget request is **\$29,000**. The FY 04 Budget for the Alliance was \$27,700. The specific budget items are shown on the attached spreadsheet.

Administration: According to the current agreement, the District's share of the Alliance's administrative expenses is **\$13,000**.

Coordinator Contingency: This is a contingency fund that may be necessary if some of the state agencies are unable to meet their financial obligations due to budget cuts. The District's share of this fund is **\$5,500**.

Public Relations: The Alliance's current newsletter (2 issues per year) will be continued. The District's share of these items is **\$1,000**.

Water Resources Programs: The Alliance, in cooperation with UN-L Cooperative Extension, intends to conduct a series of water quality informational meetings throughout the Lower Platte Valley. A new initiative would plan for the removal of river obstructions (old bridge piers and supports) in the lower Platte River. The District's share of these expenses is **\$4,000**.

Tours and Meetings: The Alliance intends to conduct the annual Airboat Tour of the Lower Platte River again this summer. The District's share of these expenses is estimated to be **\$1,500**. The annual Water Quality Open (golf tournament) will also be held without any financial support from the NRDs.

Floodplain Management Programs: The Alliance plans to hold a series of workshops on floodplain management and non-structural flood mitigation in an effort to educate the public on floodproofing techniques encourage uniform enforcement of regulations throughout the corridor. The District's share of the miscellaneous costs to conduct these workshops is **\$1,000**.

Planning: It is proposed that the Alliance develop a master plan for the corridor. The District's share of the costs to initiate the planning process in FY 2005 is **\$3,000**.

Program Item	Budget Amount
1. Administration	\$13,000
2. Coordinator Contingency	\$5,500
3. Public Relations	\$1,000
4. Water Resources Program	\$4,000
5. Tours and Meetings	\$1,500
6. Floodplain Management Programs	\$1,000
7. Long Range Planning	\$3,000
Total	\$29,000

It is recommended that the Subcommittee recommend to the Board that the Lower Platte River Corridor Alliance's FY 2005 Budget request be approved in the amount of \$29,000, subject to inclusion in the FY 2005 Budget...

Memo

To: Programs, Projects and Operations Subcommittee

Subject: Lower Platte River Corridor Alliance (LPRCA) – Lower Platte River Cumulative Impact Study (CIS)

Date: May 3, 2004

From: Gerry Bowen

The District, through the LPRCA, is currently cost-sharing with the Nebraska Game and Parks Commission and others on developing a scope of services for a Cumulative Impact Study of the Lower Platte River in eastern Nebraska. NGPC contracted with the Corps of Engineers to conduct a Section 22 Planning study to develop this scope of services. The District contributed \$2,000 towards the \$40,000 contract. That effort is progressing and is anticipated to be completed by September 30, 2004.

Dr. Jim Parham (UN-L) has assisted with the process by serving as a facilitator for the Corps in developing the scope. He was able to find an EPA Region 7 grant opportunity for proposals that focus on Region 7 strategic planning priorities that include critical ecosystems, sensitive populations, and agriculture. The grant is regionally-based, so only projects from Region 7 (Nebraska, Iowa, Missouri, and Kansas) are eligible. Last year no one from the region applied for these funds. The grant does not have a match requirement. However, the efforts of the LPRCA in working on the CIS can be used to match these funds.

The steering committee for the CIS decided to apply for a \$50,000 grant to “jump-start” the data gathering and interpretation. This process will be a necessary part of the study effort and will essentially involve the categorizing land use and riverine features from aerial photographs over time. It was proposed that UN-L apply for the grant and ultimately administer the project. The deadline for project proposals is May 25, 2004. Each entity on the Steering Committee has been asked to provide a letter of support for the grant application.

The National Academy of Science recently released a study concerning habitat along the Lower Platte River (see attached articles). It indicates that the lower Platte River supplies needed habitat for the pallid sturgeon and other species.

Management recommends that the Subcommittee recommend to the Board that a letter of support be provided to the University of Nebraska-Lincoln for an application for an EPA grant to collect and analyze land and water features along the Lower Platte River to be used in the Lower Platte River Cumulative Impacts Study.

Request for Proposals:

Sarpy County, as the lead agency for a coalition of communities and stakeholders, is requesting Proposals for professional engineering services from qualified consultants to provide necessary planning and pre-design services for the preparation of a Study Report on Water Quality issues related to Regional Water and Wastewater Systems for Platte River tributary basins in Sarpy County. Sarpy County wishes to use the results of the study in conjunction with its Comprehensive Plan as a guide to address existing and future infrastructure needs in the county while protecting water quality.

The purpose for this study is to determine the viability of developing regional water and wastewater systems to protect water quality in the region generally described as that portion of Sarpy County that drains to the Platte River. The deliverable product will be a final report that documents the steps of the study process, including identification of stakeholders and their involvement, documentation of environmental and water quality issues, and recommends an overall plan for the proposed systems and a recommended implementation schedule.

The requested study should identify and recommend infrastructure (water and wastewater facility) systems that work with the environment to maintain the character of the area, and protect and preserve water quality, while allowing growth to occur. The study should include supporting material for the recommended plan(s).

Proposing consultants should provide an approach and draft scope of services to complete the study and provide a final product that meets the needs of Sarpy County to appropriately handle existing and anticipated development. Proposals should include a description of the project team organization, along with resumes of key team members and a description of their role on the project. The proposal should also include descriptions of representative projects completed by the project team members and an overall project schedule.

Proposal Requirements

Qualified professional engineering Firms or Teams shall submit eight (8) bound copies and ten (10) CD ROMs of their proposal to the following address, Sarpy County Clerk's Office, Deb Houghtaling, 1210 Golden Gate Dr Ste 1116, Papillion, NE 68046, no later than 4:00 P.M. _____, 2004. Proposals are limited to twenty-five (25) pages of written text. Double sided copy shall count as two pages. Text shall be at a minimum of 12 point in the chosen font. The page limitation excludes the proposal cover, table of contents, transmittal letter or attached references and professional resumes. All other text, project photographs, graphics, schedule charts and other supporting proposal features shall be contained in the body of the page limited proposal.

General Format of the Proposal

- I. Introduction and Project Understanding
- II. Project Team and Resources
- III. General Project Approach and Draft Scope of Services
- IV. Related Project Experience and Qualifications
- V. Proposed Study Implementation Schedule

Minimum Qualification Criteria for Professional Engineering Consultant

Firm and/or Team

The firm may consist of a single firm, a prime firm with sub-consultants, or a team to provide comprehensive services envisioned under all phases of the study. The firm or team must be legally qualified to practice engineering services in the State of Nebraska. Local understanding and a record of successful local and or regional projects is required. The firm must have an office location in Nebraska and must be the principal office of the professional project team members.

Firm or Team Qualifications

The Proposal shall present key staff members needed for the undertaking of this project. The firm should provide details of all team resources necessary and show ability of the firm to complete the Study.

Geographical Information Systems (GIS)

The firm and/or team shall have a demonstrated competence with and provide proof of in-house GIS and IT resources available for the Study. This requirement is due to the intensity of potential information needed for the study.

References

The firm will be required to demonstrate references on past projects performed. A minimum of three (3) references are required. Of particular interest are projects where the firm or team has developed water and wastewater infrastructure. Listing of references shall include specific names, telephone numbers and e-mail addresses.

Proven Performance with governmental agencies

The firm or team should have a demonstrated ability to coordinate with a multi-jurisdictional coalition, such as those who will be involved in the results and future implementation of this Study.

Proposal Evaluation

This is a Quality Based Selection and shall be based on the proposals provided by each firm and any interviews granted to a maximum of three firms. Upon selection of a Professional Engineering Consultant, the County will negotiate a detailed Scope of Services and associated fees, and award a contract. If a mutually satisfactory contract cannot be negotiated with the selected firm, the County at their sole discretion shall be free to enter into negotiation with the second ranked firm without further formality or requirements to secure a contract.

Memo

To: Programs, Projects and Operations Subcommittee

Subject: Platte River Trail (Springfield to Hwy 370 segment) – Agreement with the Department of Roads

Date: April 30, 2004

By: Gerry Bowen

Management has been working with the Nebraska Department of Roads (NDOR) to include a trail as a part of the Highway 50 reconstruction project between Springfield and Highway 370 (Springfield North Project) in Sarpy County. NDOR plans to bid the project in January, 2005, with a two-year construction schedule.

The draft agreement (attached) calls for the District to reimburse the state for costs associated with right-of-way acquisition, engineering services, and trail construction. The trail will be included in the highway right-of-way, however, in some cases additional right-of-way had to be acquired for the trail. NDOR has acquired those parcels and will retain ownership, but the acquisition costs need to be reimbursed. The right-of-way costs are \$289,940. The design engineering costs are \$79,441. Construction engineering and construction costs are currently estimated to be \$806,000. The total reimbursement from the District is currently estimated to be \$1,175,381.

NDOR set aside some of the Transportation Enhancement Fund (TEF) appropriation for use on its own projects. Original discussions with NDOR would have them use these “stateside” TEF funds to offset some of the costs for this project. However, NDOR recently changed its procedures for TEF funding so that there will no longer be stateside funds. Therefore, the District will be applying for \$500,000 in TEF funds for the project this year. The decision on TEF funding will not be made until December, 2004. In order for the project to proceed, the agreement must be executed within the next month.

The agreement has been structured so that the District’s reimbursement will be over two fiscal years (2005 and 2006). In FY 2005, it is proposed that the District reimburse NDOR a total of \$499,381 (\$289,940 + \$79,441 + \$130,000). The remainder would be paid in FY 2006. The District’s obligation in FY 06 is currently estimated to be \$676,000, less \$500,000 if the TEF funds are ultimately approved. The eventual total billing for the project will be for the actual costs of constructing the trail. This information is summarized on the attached spreadsheet.

Management recommends that the Subcommittee recommend to the Board that the General Manager be authorized to execute an agreement with the Nebraska Department of Roads for the construction of Segment 3 of the Platte River Trail between Springfield and Highway 370, subject to minor changes deemed necessary by the General Manager and approved as to form by the District Legal Counsel.

Springfield North Project				5/3/2004
		FY 2005	FY 2006	
Project Component	Total Cost	NRD Share	NRD Share w/ T21	NRD Share w/out T21
Right-of-way Acquisition	\$289,940	\$289,940		
Design Engineering	\$79,441	\$79,441		
Construction Engr. & Construction	\$806,000	\$130,000	\$176,000	\$676,000
Total	\$1,175,381	\$499,381	\$176,000	\$676,000

MEMORANDUM

TO: Programs, Projects and Operations Subcommittee

SUBJECT: Equipment Replacement/Purchase Request for FY 2005

DATE: April 28, 2004

FROM: Jean Friends Tait, Purchasing Agent

Attached is a chart of equipment items identified for purchase/replacement in FY 2005. Again this year, the process to identify and prioritize equipment items most needed by the District was determined by a staff Equipment Committee comprised of Jerry Herbster, Martin Cleveland, Bill Warren and me. Each section within the NRD identified their equipment requirements and the equipment committee reviewed each item and made recommendations to the General Manager for purchase. The GM then reviewed the Committee's recommendations and made further changes/cuts to the chart. The chart reflects the General Manager's final recommendations.

The FY 2004 equipment budget was \$309,050. The FY 2005 equipment budget request is \$383,675. State statute allows for a maximum 2.5% increase in restricted funds (to include general operational costs, i.e. salaries, equipment, insurance, etc., does not include project expenditures, i.e. construction, land rights, etc.). The Board can approve an additional 1% increase for a total of 3.5% increase in restricted funds, if required.

Staff recommends approval of the FY 2005 Equipment Requirements subject to FY 2005 Budget.