

Memorandum

To: Interested Public Involvement Consultants

From: John Winkler, General Manager

Date: January 17, 2007

Re: Request for Proposals to provide Public Involvement/Public Information Services related to the Papillion Creek Watershed Partnership (PCWP) and its efforts toward improved water quality and flood control in Douglas and Sarpy Counties, NE.



The Papio-Missouri River Natural Resources District (P-MRNRD) is requesting proposals for public involvement services to assist the PCWP in developing and implementing a Public Information and Involvement Plan to encourage public participation; assisting in facilitating public forums in coordination with the Partnership and its Engineering Consultant, HDR Engineering, and assisting in other related public information and education efforts. The attached information illustrates the purpose and goals of the Papillion Creek Watershed Partnership and its members.

Further details on the proposed scope of services for the project are as follows:

Summary of Activities:

- Coordinate all activities with the Papillion Creek Watershed Partnership and HDR
- Develop public involvement plans, strategies and materials
- Conduct activities to assure that both internal and external communications and awareness will be properly handled and to help expedite the overall project schedule.
- Define, select and facilitate a Project Advisory Committee.

Public Information Details:

- Advisory Committee and Related Activities.
 - Develop and establish an Advisory Committee: Draft a member solicitation letter that outlines Advisory Committee purpose and the tentative meeting schedule.
 - Contact prospective Advisory Committee members to solicit their participation.
 - Co-facilitate (with HDR) an initial Advisory Committee meeting to clearly define the Project scope and goals and the Advisory Committee's role in the Project.
 - Assist in preparing for and attend three (3) additional Advisory Committee meetings, whose purpose will be to:
 - Obtain input on issues impacting public opinion such as: study methodologies, evaluation procedures, and how to best provide two-way feedback between the public and the Project Team.

- Keep all parties informed of the Public Involvement Plan development status, interim results, and how the communications process and public education materials can be continued.
 - Jointly meet with the PCWP and HDR to discuss and progressively refine activities and strategies. Three meetings over the course of approximately one and one-half months are assumed).
 - Following the above, prepare proposed goals and objectives for the PII Plan. Note:
 - HDR's role in this regard will consist of providing an historical overview of policy development input, technical findings to date, potential fiscal impacts, and "lessons learned" from prior public education efforts. Establish basic lines of responsibility that key into areas of expertise needed and to avoid duplication of effort.
 - Take the lead in:
 - Preparing public Information and Involvement materials.
 - Facilitation of all public education/involvement type meetings.
 - The issuances of news media releases and follow up contact.
 - Suggesting the "first cut" of who should logically serve on the Advisory Committee, such as potentially affected landowners, special interest groups, the general public, government officials or their designated representatives, developers, engineers, legal, and finance experts.
 - securing and maintaining the meaningful involvement of key elected officials, other decision makers and the media.
- Facilitate Initial Public Meeting: Create a meeting invitation and maintain a mailing list. The public meeting will address the overall Project approach and scope, summarize stakeholder feedback from the stakeholder meeting process, present interim technical findings to date, outline remaining Project activities, and receive additional public comment. Note: The technical portion of the presentation by HDR will primarily consist of findings from their hydrologic analyses.
- Facilitate Final Public Meeting: A second, final public meeting will be held similar to the initial public meeting.
- Other Public Outreach:
 - Prepare and distribute Project news releases, fact sheets, and other informational materials to local news media and to the public.
 - It is anticipated that some of the PCWP governing boards and councils will desire separate Project status/outcome briefings. Help prepare for and attend such additional briefing meetings.
 - Project Website. Provide appropriate public relations type content in electronic format to the P-MRNRD for the existing PCWP website www.papiopartnership.org
 - Frequently Asked Questions (FAQ)
 - Public involvement opportunities
 - Project related news.
 - General education on stormwater management policies; for example, Low Impact Development (LID); landscape conservation and restoration; wetlands preservation; etc.
 - Related useful website links
 - Contact information

Key Understandings:

- Contracted services will be for a time period ending January 31, 2008
- The public meetings will be coordinated with and supported by representatives from PCWP and HDR.
- Advisory Committee and public meetings to be at the offices of P-MRNRD. Other special interest group and landowner meetings, as necessary, to occur in Washington, Douglas, and Sarpy Counties.
- The firm will take the lead for and prepare all non-technical materials required; whereas HDR will be responsible for preparation of all necessary technical materials.
- If the PCWP elects to have full, professional court type recording and transcripts prepared for each public meeting, then those activities will be separately covered by the PCWP.
- It is assumed that the firm will create an Advisory Committee member directory, compile the Project mailing list, and maintain the same throughout the duration of this Project.
- A general presentation will be made at the public meetings with follow-up participation by both HDR and the firm at informational stations. Comments will be solicited and documented.
- The website will be hosted and content updates uploaded by the City of Omaha.
- The P-MRNRD will be responsible for printing, binding, and subsequent distribution of all project materials, except for the technical display boards by HDR for the two public meetings. Other non-technical display boards are to be produced by the firm, unless it is desired that HDR prepare the same. In such case, non-technical content for the display board will be furnished to HDR in appropriate electronic format and graphical resolution.

If interested in the proposed project, the following information should be submitted with your proposal in a form of your choosing not to exceed 100 pages in length:

1. Firm name, address and telephone number.
2. Names of principals of the firm
3. Names of personnel you would expect to utilize, with experience of each and length of time in the organization.
4. Specific project contact person.
5. List of similar completed projects of which the firm was principle provider and references for each project.
6. General overview of your approach to the project.
7. Proposed project schedule (activities complete by January 31, 2008)

An Ad-Hoc Subcommittee of the Papio-Missouri River NRD's Board of Directors, with input from five (5) selected members of the Papillion Creek Watershed Partnership, will be responsible for reviewing and evaluating the responses on the said requested services. Final selection of the firm to perform such services will be determined by the following timetable:

<u>Date</u>	<u>Description</u>
January 17, 2007	Mail out RFP to engineering consultants
January 31, 2007	Final date for receipt of proposals.
February 6, 2007	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
February 7, 2007	Send letter to selected firms notifying them of the interview time and date.
February 20, 2007	Ad-Hoc Subcommittee Meeting to interview selected firms. Subcommittee will rank each firm by preference.
March 6, 2007	Ad-Hoc Subcommittee negotiate contract with first choice firm.
March 8, 2007	District Board of Directors adopts Subcommittee recommendation on entering into contract with selected firm.

Interested firms should submit fifteen (15) copies of its proposal to the District's Omaha office, at the letterhead address, no later than 4:30 p.m. on Wednesday, January 31, 2007, if they are to be considered.

Inquiries regarding this matter may be addressed to Emmett Egr or Paul Woodward, at 444-6222 or eeqr@papionrd.org or pwoodward@papionrd.org.

Cc: Ad-Hoc Consultant Selection Subcommittee:

Tim Fowler, Chairperson
Fred Conley
John Schwope
Rich Tesar
Jim Thompson
David Klug, Alternate