

Agenda Item 6

Memorandum

To: Dam Site 15A Ad-Hoc Consultant Selection Subcommittee

Re: Request for Proposals for the Missouri River R-613 and R-616 Levee Accreditation Project
Professional Services

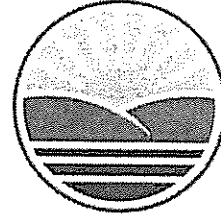
Date: September 2, 2009

From: Brian Henkel, Groundwater Management Engineer

The following firms prepared proposals in response to the Missouri River R-613 and R-616 Levee Accreditation Project RFP

- JEO
- AMEC
- Tetra Tech

Consultant interviews are scheduled for September 30, 2009.



Memorandum

To: Interested Engineering Consultants
From: John Winkler, General Manager
Date: 8/4/2009
Re: Request for Proposals for the Missouri River R-613 and R-616 Levee Accreditation Project Professional Services

Proposals Received by: August 28, 2009

The Papio-Missouri River Natural Resources District (District) is requesting proposals for professional engineering services to plan, permit, design and rehabilitate the District's Missouri River R-613 and R-616 Levees to meet Federal Emergency Management Agency (FEMA) accreditation requirements. Previous reports titled "Investigation and Evaluation Strategy for FEMA Certification Analysis of Missouri River Levees" and "USACE PL 84-99 Work Plan for Omaha Missouri River Levee Unit" completed in March 2009 by HDR Engineering, Incorporated are available upon request. These reports concluded that levee elevation modifications may be necessary to meet FEMA freeboard requirements.

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,
- 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).
- 6) **Proposed schedule of completion not to exceed one (1) 11 x 17 page.**
- 7) **Proof of professional liability insurance in the amount of \$1,000,000 not to exceed one 8 ½ x 11 page.**

Selection factors for the project will include the following:

- 1) Project understanding and approach,
- 2) The project organization, adequacy of available staff, location of personnel relative to the project location and the proposed schedule of completion,
- 3) Similar projects completed by the firm,
- 4) Qualifications of the professional personnel and staff members,

This RFP for consulting services is a qualifications based selection process. The price for consulting services shall be negotiated during the scoping process and should not be included in the proposal. Estimates of probable cost of alternatives included in the proposal may be listed 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 timetable below:

Date	Description
August 4, 2009	Mail out RFP to engineering consultants
August 28, 2009	Final date for receipt of proposals
September 8, 2009	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
September 14, 2009	Send letter to selected firms notifying them of the interview time and date.
September 30, 2009	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
November 10, 2009	Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
November 12, 2009	District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering 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 August 28, 2009.

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: Missouri River Levee Ad-Hoc Consultant Selection Subcommittee:

John Schwope, Chairperson	Scott Japp
Larry Bradley	Dave Klug
Fred Conley	Dorothy Lanphier, Alternate

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