

**Papio-Missouri River NRD
Elkhorn River Public Access Study
Ad-Hoc Consultant Selection Subcommittee
Meeting Minutes
March 11,2003
6:30 p.m.**

A meeting of the Papio-Missouri River Natural Resources District Elkhorn River Public Access Study Ad-Hoc Consultant Selection Subcommittee was held at the Natural Resources Center, 8901 South 154th Street, Omaha, Nebraska on March 11, 2003. Public Notice of the meeting was published in the Omaha World Herald on March 6, 2003.

The meeting was called to order by Chairperson Rich Tesar at 6:30 p.m.

QUORUM CALL

Subcommittee Members Present	Subcommittee Members Absent	Other Directors Present	Others in Attendance
John Conley	None	Jim Thompson	Dick Sklenar, P-MRNRD
Melissa Gardner		Rich Jansen	Marlin Petermann,
Barb Nichols		Fred Conley	Trent Heiser
Richard Connealy			
Rich Tesar			

ADOPTION OF AGENDA

The Chairperson called for approval of the tentative agenda.

- ◆ **It was moved by John Conley, and seconded by Barb Nichols, that the agenda be adopted.**

Roll call was taken on the motion. The motion carried by a vote of 5-0.

Voting Yea: Tesar, Gardner, J. Conley, Nichols, Connealy

Voting Nay: None

Abstaining: None

Excused Absence: None

Absent: None

SELECTION OF CONSULTING FIRMS TO BE INTERVIEWED:

Subcommittee members reviewed the six proposals received for the Elkhorn River Public Access feasibility study. Proposals were received from Schemmer Assoc., Ciaccio Dennell Group, Big Muddy Workshop Inc., Kirkham Michael Consulting Engineers, HGM Assoc. Inc., and JEO Consulting Group Inc. Marlin Petermann reviewed the process of selecting a consultant for this task. Chairperson Rich Tesar invited comment from Subcommittee members on their preferences

of the proposals submitted. There was further discussion. There was also discussion on how many firms to interview.

It was moved by Gardner that four firms be interviewed for the task. Motion did not carry for lack of a second.

- ❖ **It was moved by Richard Connealy, and seconded by John Conley, that the Subcommittee recommends to the Board of Directors that the firms of Schemmer Assoc., Ciaccio Dennell Group, and Big Muddy Workshop Inc. be interviewed for the Elkhorn River Public Access Study.**

Roll call was taken. The motion carried by a vote of 5-0.

Voting Yea: Tesar, Connealy, J. Conley, Gardner, Nichols

Voting Nay: None

Abstaining: None

Excused Absence: None

Absent: None

OTHER ITEMS OF INTEREST: None

ADJOURNMENT

Being no further business the meeting adjourned by acclamation at 6:55 p.m.

/pt/com/elkhorn river ad hoc/mar-min

MEMORANDUM

TO: Elkhorn River Public Access Ad-hoc Consultant Selection Subcommittee

FROM: Dick Sklenar

SUBJECT: Submitted Proposals by Interested Firms

DATE: February 26, 2003

Enclosed with this memorandum, is one copy of all **firms** indicating an interest in conducting a feasibility analysis on establishing additional public access sites along the Elkhorn River for canoeists and anglers.

The subcommittee is requested to review all enclosed proposals prior to the meeting, for the purpose of determining which **firms** should be interviewed for the study.

ELKHORN RIVER PUBLIC ACCESS STUDY

MARCH 11,2003

QUALIFICATIONS:	JEO	HGM	CIACCIO	BIG MUDDY	SCHEMMER ASSOC.	KMA
1. Experience of firm on similar projects.						
2. Experience of firm's personnel.						
3. Overall approach to the project.						
4. Previous work for the District.						
TOTAL POINTS						

Assign points (1 – 10) on the following basis:

Excellent= 10

Average= 5

Poor= 1

MEMORANDUM

TO: Elkhorn River Public Access Study Ad-Hoc Consultant Selection Subcommittee

FROM: Dick Sklenar

SUBJECT: Future meeting dates

DATE: March 3, 2003

Just as a general reminder, Subcommittee members will need to set aside the following below dates for future Subcommittee meetings regarding the selection of a consultant for the Elkhorn River Public Access feasibility study.

DATE	DESCRIPTION
March 11, 2003	Ad-Hoc Subcommittee meeting on screening of proposals received. Three firms selected for interview.
March 14, 2003	Letter sent to firms notifying them of the interview time and date.
April 1, 2003	Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
April 10, 2003	NRD Board of Directors advised on Subcommittee ranking of firms interviewed.
May 6, 2003	Ad-Hoc Subcommittee meeting regarding negotiated contracts with first choice firm.
May 8, 2003	Board of Directors adopt Subcommittee recommendation on entering into contract with selected firm.

Firms that have submitted proposals are aware of the time table stated above.



Memorandum

To: Interested Engineering Consultants
From: Steve Oltmans, General Manager
Date: February 3, 2003
Re: Elkhorn River Access Study/Request for Proposals

8901 S 154TH ST.
OMAHA, NE 68138-3621
(402) 444-6222
FAX (402) 895-6543

The Papiro-Missouri River Natural Resources District is requesting proposals from interested engineering firms regarding a feasibility study on the establishment of public motorboat/canoe access facilities along the Elkhorn River (from Fontenelle, NE downstream to the junction with the Platte River). Sites preferred would be located near, or adjacent to, highway crossings over the Elkhorn River.

Professional services for the study will include, but not limited to,

- (1) Preliminary design of the facility, and estimated costs.
- (2) Attendance of public meetings.
- (3) Addressing current ownership of lands.
- (4) Investigation of financing, sources of grant availability.
- (5) Addressing environmental assessment.
- (6) The need for state, local and federal permits.

If interested, the following information should be submitted with your proposal in a form of your choosing:

1. Firm name, address and telephone number.
2. Year your firm was established and any previous firm name.
3. Types of services for which your firm is qualified.
4. Names of principals of the firm and states in which they are registered.
5. Names of personnel you would expect to utilize, with experience of each and length of time in the organization.
6. Specific project contact person.
7. List of similar completed projects of which the firm was principle planner.
8. General overview of your approach to the feasibility study.

An Ad-Hoc Subcommittee of the District's Board of Directors 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>
Feb. 3,2003	Mail out RFP to engineering consultants
Feb. 26,2003	Final date for receipt of proposals.
March 11, 2003	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
March 14,2003	Send letter to selected firms notifying them of the interview time and date.
April 1, 2003	Ad-Hoc Subcommittee Meeting to interview selected firms. Subcommittee will rank each firm by preference.
April 10, 2003	NRD Board of Directors advised on Subcommittee ranking of firms interviewed.
May 6,2003	Ad-Hoc Subcommittee negotiate contract with first choice firm.
May 8,2003	District Board of Directors adopts Subcommittee recommendation on entering into contract with selected engineering firm.

interested firms should submit seven (7) copies of its proposal to the District's Omaha office, at the letterhead address, no later than 4:30 p.m. on February 26, 2003, if they are to be considered.

Inquiries regarding this matter may be addressed to Dick Sklenar at 444-6222.

Cc: Ad-Hoc Elkhorn River Access Subcommittee:
Richard Tesar, Chairperson
John Conley, Vice-Chairperson
Barb Nichols
Richard Connealy
Melissa Gardner