

Memorandum

To: Interested Engineering Consultants
From: Steve Oltmans, General Manager
Date: September 29, 2004
Re: Silver Creek Watershed Structure Sites
Request for Proposals

The Papio-Missouri River Natural Resources District is requesting proposals from Engineering firms regarding the design of grade stabilization/erosion control dams in the Silver Creek Watershed (see map) in Burt County Nebraska. The structures are part of a watershed plan developed by the Natural Resources Conservation Service and the P-MRNRD to decrease the sediment load deposited down stream from the watershed and to provide grade stabilization, erosion control, water quality and wildlife habitat benefits within the watershed. Ten of the structures called for in the plan remain to be built, Sites 6, 11, 23, 24, 25, 30, 31, 35, 36, 38. The work entailed in this project will require a range of engineering services from design development through construction administration. This project will be implemented in conformance with a Contribution Agreement with NRCS and must be completed by December 15, 2006.

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.
8. General approach to the project.

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>
Sept. 29, 2004	Mail out RFP to engineering consultants
Oct. 18, 2004	Final date for receipt of proposals.
Oct. 26, 2004	Ad-Hoc Subcommittee meeting on the initial screening of proposals received. Three (3) firms selected for interview.
Oct. 27, 2004	Send letter to selected firms notifying them of the interview time and date.
Nov. 4, 2004	Ad-Hoc Subcommittee Meeting to interview selected firms. Subcommittee will rank each firm by preference.
Dec. 7, 2004	Ad-Hoc Subcommittee negotiate contract with first choice firm.
Dec. 9, 2004	District Board of Directors adopts Subcommittee recommendation on entering into contract with selected engineering firm.

Interested firms should submit nine (9) copies of its proposal to the District's Omaha office, at the letterhead address, no later than 1:00 p.m. on **October 18, if they are to be considered.**

Inquiries regarding this matter may be addressed to Ralph Puls at 444-6222 or rpuls@papionrd.org

CC: Silver Creek Watershed Ad-Hoc Consultant
 Selection Subcommittee
 Dick Connealy, Chairman, Director
 John Conley, Director
 Rich Jansen, Director
 Tim Fowler, Director
 Barb Nichols, Director

To: Potential Consultants

From: Steven G. Oltmans, General Manager

Date: October 15, 2004

Subject: **Request for Proposals – Western Douglas County Trails**

Your firm is requested to submit a proposal for professional engineering services necessary to plan, design, and construct the Western Douglas County Trail Plan (see enclosed CD). The backbone of the system is the core trail connecting Douglas County line (potentially Fremont), Valley, Waterloo, Elkhorn, and Omaha (at 180th Street), which will be the likely first phase of the project. Congressman Lee Terry was able to earmark \$5.5 million under the Transportation Enhancement Program for this project. These funds will be made available over a six year period. Close cooperation with the Nebraska Department of Roads and the Douglas County Highway Department will be essential.

It is intended that the successful candidate will be under contract to implement the entire project under numerous phases over a period of years.

The project includes the following:

- Assist with prioritization and scheduling of trail segments for construction.
- Trails, predominantly concrete, meeting AASHTO and ADA guidelines.
- Pedestrian bridge (Continental or equivalent) across the Elkhorn River
- Preparation of legal descriptions
- Right-of-way negotiations
- Landscaping.
- Construction engineering services, including contract administration and observation services.

The following information (in a form of your own choosing) needs to be included with your proposal:

- General overview of your approach to the project
- Firm name, address, telephone numbers, and e-mail addresses.
- Year firm was established and former names.

- Types of services for which the firm is qualified.
- Names of Principals of the firm and the states in which they are registered.
- Names and resumes of the personnel you expect to utilize on the project, including the education, experience, and years with the firm.
- Specific contact person (telephone number and e-mail address)
- Outside consultants you intend to utilize.
- List of similar projects on which the firm was the primary consultant, including references.

A subcommittee of District Directors and staff will be responsible for reviewing and evaluating the proposals for these services. The Western Douglas County Trails Ad Hoc Consultant Selection Subcommittee members are listed below:

Rich Tesar, Chairperson	Marlin Petermann *
John Conley, Vice Chairperson	Gerry Bowen *
Jim Thompson	Kent Holm *
Joe Neary	Don Eikmeier *
Barb Nichols	Joan Suhr *
	Sharon Steere *

* - Non-voting members

Final selection will be according to the following schedule:

- October 15, 2004 Mail RFP to consultants.
- October 17, 2004 Advertise RFP in newspaper.
- November 2, 2004 Deadline for proposals.
- November 16, 2004 Subcommittee selects firms for interviews.
- November 17, 2004 Notify finalists of interview date and time.
- December 2, 2004 Subcommittee interviews finalists.
- December 10, 2004 Notify first choice firm to provide draft scope of services, schedule, and cost estimate.
- February 8, 2005 Subcommittee negotiates contract with first choice firm.
- February 10, 2005 Board of Directors adopts Subcommittee recommendation to enter into contract with selected firm.

Please submit **eleven (11) copies** of your proposal to the District no later than **10:00 a.m. on Tuesday, November 2, 2004** for consideration.

Inquiries relating to this RFP may be addressed to Gerry Bowen or Marlin Petermann at 444-6222.