

# Memorandum

To: Silver Creek Watershed Site 35A Project  
Request for Professional Services  
Ad-Hoc Consultant Selection Subcommittee

From: Terry Schumacher, Land & Water Programs Coordinator

Date: October 4, 2024

Re: Initial Screening of Proposals for Consultant Selection Interviews

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The District requested proposals for professional services from firms qualified to provide professional services necessary to design, permit and construct a Small Flood Control and Water Quality Structure (dam) in the Silver Creek Watershed in Burt County, Nebraska.

The District advertised in the Omaha World-Herald on September 15, 2024, and on the District's website. Proposals were due by October 4, 2024. The original request for proposals is attached, including the schedule for committee meetings.

The District received proposals from the following firms:

*This information will be listed with staff recommendation upon receipt and final review.*



## Memorandum

To: Interested Engineering Consultants  
From: John Winkler, General Manager  
Date: September 13, 2024  
RE: Request for Proposals for the Silver Watershed Site 35A Project

### **Proposals due by 10:00 AM on October 4, 2024**

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The Papio-Missouri River Natural Resources District (Papio NRD) is seeking proposals from firms qualified to provide professional services necessary to design, permit and construct a Small Flood Control and Water Quality Structure (dam) in the Silver Creek Watershed in Burt County, Nebraska (see attached map).

#### Purpose

The Project consists of designing, permitting and construction administration of one Structure in the Silver Creek Watershed.

#### Qualifications

The selected firm will have a strong background in flood risk reduction flood projects, culvert/storm sewer related design and rehabilitation.

#### Instructions

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:

- 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.
- 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.
- 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.



- 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).
- 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).
- Proposed schedule of completion not to exceed one (1) 11 x 17 page.
- 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:**

- Project understanding and approach.
- The project organization, adequacy of available staff, location of personnel relative to the project location and the proposed schedule of completion.
- Similar projects completed by the firm.
- 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 the 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.

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 the 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.

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:

- September 13, 2024 - Mail out RFP to engineering consultants.
- October 4, 2024 - Final date for receipt of proposals.
- October 8, 2024 - Ad-Hoc Subcommittee meeting on the initial screening of proposals received.
- October 11, 2024 - Send letter to selected firms notifying them of the interview time and date.
- November 7, 2024 - Ad-Hoc Subcommittee meeting to interview selected firms. The subcommittee will rank each firm by preference.
- December 10, 2024 - Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
- December 12, 2024 - District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering consulting firm.



**PAPIO**  
**MISSOURI RIVER**  
NATURAL RESOURCES DISTRICT

**Interested firms should submit eight (8) 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 10:00 AM on October 4, 2024.**

Inquiries regarding this matter may be addressed to Terry Schumacher at [Tschumacher@PapioNRD.org](mailto:Tschumacher@PapioNRD.org) or (402) 658-1656.

CC: Papio NRD Silver Creek Watershed Site 35A Project Consultant Selection Subcommittee:

1. Larry Bradley, Chair
2. Jim Thompson, Vice Chair
3. Patrick Bonnett
4. Phil Davidson
5. Ted Japp
6. Fred Conley, Alternate

File: 504 – 8-28-2024