



Memorandum

To: Interested Engineering Consultants

From: John Winkler, General Manager

Date: March 14, 2025

RE: Request for Proposals for the Oakleaf Grade Stabilization Project

Proposals due by 12:00 pm on April 4, 2025

Purpose

The Papio-Missouri River Natural Resources District (Papio NRD) is requesting proposals for professional engineering services necessary to design and permit a series of grade control structures within the Oakleaf Subdivision, located southeast of South 72nd Street and Capehart Road (see attached map). This project was identified in the Southern Sarpy Watersheds Partnership (SSWP) 2024 Watershed Management Plan.

This project will include topographic survey of the stream channel within the Oakleaf Subdivision, identification of the size and location of a series of grade control structures, procurement of necessary state and federal permits including Section 404 permitting, production of construction documents including cost estimates, and attendance at SSWP meetings to report progress. Resources available to guide this project include the SSWP Grade Control Implementation Guidance Document and the 2024 SSWP Watershed Management Plan Report.

Qualifications

The selected firm will have a strong background in stream grade control design and Section 404 permitting.

Attendance and presentation at SSWP meetings will be required for this project.

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 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 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:

- **March 14, 2025** - Mail out RFP to engineering consultants
- **April 4, 2025** - Final date for receipt of proposals
- **April 8, 2025** - Ad-Hoc Subcommittee meeting on the initial screening of proposals received.
- **April 11, 2025** - Send letter to selected firms notifying them of the interview time and date.



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- **May 1, 2025** - Ad-Hoc Subcommittee meeting to interview selected firms. Subcommittee will rank each firm by preference.
- **June 10, 2025** - Ad-Hoc Subcommittee meeting to negotiate contract with first choice firm.
- **June 12, 2025** - District Board of Directors adopts Subcommittee recommendation on entering into a contract with the selected engineering consulting firm.

Interested firms should submit seven (7) 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 April 4, 2025.

Inquiries regarding this matter may be addressed to Ian Ghanavati at ighanavati@papionrd.org or (402) 315-1716.

Cc: Oakleaf Grade Control Consultant Selection Subcommittee:

Phil Davidson, Chairman
Tim Fowler, Vice Chairman
Anne Hubbard
Zachary Irvine
Jim Thompson
Rich Tesar, Alternate





Oakleaf Grade Stabilization Project Extent