

**Facilitation and Coordination Support for Platte River Basin Water
Planning Process
Request for Qualifications
October 30, 2015**

Introduction

The Department of Natural Resources, North Platte Natural Resources District, South Platte Natural Resources District, Twin Platte Natural Resources District, Central Platte Natural Resources District, and Tri-Basin Natural Resources District (the Sponsors), all cooperating under an interlocal agreement, are soliciting a Statement of Qualifications (SOQ's) for professional services to provide facilitation services, coordination support in development of the second increment of the Basin-Wide Plan (Plan) in the Upper Platte River Basin within Nebraska, and drafting of the Plan. The Basin-Wide Planning process generally includes the development of goals, objectives, and certain actions aimed at meeting the requirements outlined in Neb Rev. Stat. §46-715. The process of developing the Plan will include participation of the Sponsors in conjunction with various stakeholder interests within the Platte River Basin.

Scope of Services

Services are being sought to ensure effective communication and collaboration throughout the planning process. Likely services that will need to be provided include: project management services to ensure effective project communication and dissemination of information to appropriate parties, meeting coordination and facilitation services to ensure Sponsors objectives are being achieved, development and distribution of educational materials, and drafting, distribution, and completion of the Plan. A more detailed scope of services is outlined in Attachment A.

SOQ Submittal Process

Firms interested in being considered must submit six (6) copies of the Statement of Qualifications (SOQ). The SOQ should be addressed to Jennifer J. Schellpeper and received at the Nebraska Department of Natural Resources no later than 5:00 p.m. December 14, 2015 at 301 Centennial Mall South, Lincoln, NE 68509-4676.

Questions. For questions regarding the project and the SOQ submittal process contact Jennifer J. Schellpeper of the Nebraska Department of Natural Resources by e-mail at jennifer.schellpeper@nebraska.gov with your question. Please include name, name of firm, address, phone, fax, and e-mail.

Pre-Submittal Meeting. No pre-submittal meeting for SOQ's will be conducted.

Submittal Format. Interested firms shall include the following in their submittal:

1. Include pertinent company information, including company name, entity type, home office address, local address (if applicable), telephone, facsimile, contact name and email address. Include a signature of an authorized agent of your firm. Limit to one page.
2. In five pages or less, outline the expertise and knowledge of the team that will be assigned to this project, in the following areas:
 - a) Project Management and Facilitation services: experience with large groups of stakeholders with diverse backgrounds and with high conflict,

- meeting coordination and meeting organization, effective communication strategies and development of educational materials,
- b) Water Planning (with emphasis on integrated water management concepts and the Nebraska Groundwater Management and Protection Act),
 - c) Knowledge of surface water and groundwater hydrology and hydrogeology, including the Upper Platte River Basin.
3. Include a short description of no more than five (5) relevant projects, describing each project in one page or less. Include a contact for each project.
 4. Identify a team who will be available for this scope of work beginning in February 2016 and continuing through January 2019; limit to one page for overview and one page for organization chart. Also state availability. Include a short resume for each team member, no more than one page for each person.

Consultant Selection Process

The selection process will include the following steps:

1. Evaluate and rank the SOQ's. The ranking criteria are included in the Selection Criteria section below. Each respondent will be ranked as a) not acceptable (0 pts.), b) acceptable (2 pts.), or c) excellent (4 pts.) in each criterion. Then based on the weight, each respondent will be given an overall ranking. Respondents will only be ranked on experiences and qualifications included in their SOQ's.
2. After Evaluation and Ranking Interviews may be conducted. If interviews are conducted selected consultants will be notified by January 4th and interviews will be scheduled the week of January 11, 2016.
3. Respondents will be notified of their ranking by 5:00 p.m. January 18, 2016.
4. The firm with the highest ranking will be asked to provide a full cost estimate for the scope of services identified in Attachment A. If the Sponsors and firm are able to reach agreement on contract terms a contract will be executed with that firm. If the Sponsors and firm are unable to reach agreement on contract terms then the next highest ranked firm will be sought until a contract is successfully executed.

Selection Criteria

The selection criteria below, in order of importance and weight, will be used to evaluate the Statement of Qualifications.

1. Previous experience and expertise in providing facilitation services (50%).
2. Previous experience and expertise in water planning (20%).
3. Knowledge of integrated water management planning principles (20%).
4. Knowledge of hydrology and hydrogeologic concepts (10%).

Contact Information

Jennifer J. Schellpeper
Nebraska Department of Natural Resources
301 Centennial Mall South
Lincoln, NE 68509-4676
Email: jennifer.schellpeper@nebraska.gov
Phone: (402) 471-2899

ATTACHMENT A

Anticipated Scope of Services

1. **TASK 1 – Project Management**
 - a. **Task Objective**

Develop effective project communication; confirm that Project elements are being completed. Discover and disseminate project information to improve quality and efficiency.
 - b. **Activities**

The selected consultant/contractor will conduct general project management tasks, which include:

 - i. Development and use of a project guide, monthly invoicing, and monthly progress report
 - ii. Project scheduling
 - iii. Subconsultant/subcontractor management
 - iv. Project close-out activities,
 - v. Development and use as necessary, with input from the Sponsors and stakeholder participants, a website for document exchange and document management
 - vi. Other project administrative activities in support of the project team
 - c. **Task Deliverables:**
 - i. Monthly invoices and progress reports.
 - ii. Project administrative support.
 - iii. Secure website (or ftp site).
 - d. **Key Understandings:**
 - i. The duration of the project is approximately thirty (30) months with a target date for completion of on or before January 1, 2019.
2. **TASK 2 –MEETING COORDINATION AND FACILITATION**
 - a. **Task Objective**

Provide coordination and facilitation support to the Sponsors to assist in the development of a Basin-Wide Management Plan. Facilitate communication of stakeholder participants with the Sponsors.
 - b. **Activities:**
 - i. **Task 2.1 Sponsor Coordination Meetings.** The selected consultant/contractor will coordinate up to fifteen (15) in-person meetings to discuss the ongoing activities of the planning process and determine future processes for stakeholder participation. The expected number of meetings is an estimated quantity. Meeting coordination will include scheduling meetings, distributing agendas to the Sponsors at least ten (10) days before each meeting, recording notes, distributing meeting summaries to Sponsors for review and comment within fifteen (15) days of each meeting, and incorporating Sponsors comments into meeting summaries.
 - ii. **Task 2.2 Stakeholder Meetings.** The selected consultant/contractor will coordinate and facilitate up to fifteen (15) in-person meetings with stakeholders such that the stakeholders are provided opportunity to consult and collaborate on the formulation, evaluation, and recommendation of plans and management actions aimed at the identification of specific basin-wide planning goals and objectives. The expected number of meetings is an estimated quantity. Meeting coordination will include scheduling meetings, distributing agendas to the Sponsors at least ten (10) days before

each meeting, recording stakeholder feedback, distributing meeting summaries to Sponsors for review and comment within fifteen (15) days of each meeting, and incorporating Sponsors comments into meeting summaries. Consultant/contractor will develop effective meeting processes with guidance from the Sponsors.

- iii. **Task 2.3 Project Website.** The selected consultant/contractor will design and populate a project website. Website content will be developed by the consultant/contractor with guidance from the Sponsors and stakeholders. The website will be hosted by NDNR. The selected consultant/contractor will keep the website updated throughout the project duration.

c. **Task Deliverables:**

- i. Schedule of Sponsor coordination meetings and facilitated Stakeholder meetings.
- ii. Fifteen (15) Sponsor coordination meetings with meeting agendas and meeting summaries. The number of meetings is an estimated quantity. This includes 1 hour pre- and post- meetings for preparation and debriefing.
- iii. Fifteen (15) Stakeholder meeting agendas and meeting summaries. The number of meetings is an estimated quantity. This includes 1 hour pre- and post- meetings for preparation and debriefing.
- iv. Project website and information for populating it.

d. **Key Understandings:**

- i. Meetings are anticipated to be held in North Platte, Nebraska but locations may be modified by the Sponsors. Each meeting will last up to four (4) hours.
- ii. The project website will be hosted by NDNR.
- iii. The selected consultant/contractor will be responsible for printing all handouts and meeting materials.
- iv. Facilities for all meetings will be coordinated by the consultant/contractor with advice from the Sponsors.

3. **TASK SERIES 3 – BASIN-WIDE WATER MANAGEMENT PLAN**

a. **Task Objective**

Develop the components of a basin-wide water management plan for the Republican River Basin.

b. **Activities**

- i. **Task 3.1 Goals and Objectives.** The selected consultant/contractor will work with the Sponsors and stakeholder participants to modify and/or develop goals and objectives of the basin-wide plan and other requirements set forth in the Ground Water Management and Protection Act (the Act).
- ii. **Task 3.2 Summary of Existing Integrated Management Plan Surface and Groundwater Controls.** The selected consultant/contractor will compile and summarize existing ground and surface water control measures currently employed in basin IMPs.
- iii. **Task 3.3 Stakeholder Agreement.** The selected consultant/contractor will work to reach agreement between Sponsors and all stakeholder participants on the goals, objectives, and actions of the Plan and actions formulated, evaluated, and recommended as part of the planning process.
- iv. **Task 3.4 Data Summaries.** Summarize existing available data from relevant water studies, including information developed by the Sponsors through current implementation efforts. The selected consultant/contractor will not be expected to generate new data as part of this contract, but rather to summarize existing information

into handouts and presentations aimed at facilitating plan development.

- c. **Task Deliverables:**
 - i. Summary of goals and objectives.
 - ii. Summary of existing surface water and groundwater controls
 - iii. Draft plans and management actions aimed at implementing the goals and objectives of the Plan
 - iv. Presentations and handouts materials to support meeting facilitation
- d. **Key Understandings:**
 - i. The selected consultant/contractor will be responsible for printing all handouts and meeting materials.

4. **TASK SERIES 4 – BASIN-WIDE WATER MANAGEMENT PLAN DOCUMENT**

- a. **Task Objective**

Prepare draft and final Basin-wide Water Management Plan documents.
- b. **Activities**
 - i. **Task 4.1 Draft Basin-wide Water Management Plan Document.**

The selected consultant/contractor will prepare a Draft Basin-wide Water Management Plan for review and comment by the Sponsors and stakeholders. Anticipated major elements include:

 - a) Purpose and Scope
 - b) Background/Basin Description
 - c) Goals and Objectives
 - d) Components of the Plan and Action Items
 - e) Plan Review and Monitoring
 - f) Other elements as required by the Act
 - ii. **Task 4.2 Facilitate Agreement of Plan and Finalize Plan.** The selected consultant/contractor will work to facilitate agreement of all participants. If participants are unable to reach an agreement within the contract period, the Sponsors will determine whether additional efforts are likely to produce a Plan that is acceptable to all parties, or whether to finalize a draft Plan.
- c. **Task Deliverables**
 - i. Draft Basin-wide Water Management Plan.
 - ii. Final Basin-wide Water Management Plan.
 - iii. Comment tracking/resolution.
- d. **Key Understandings**
 - i. Draft plans will be distributed in electronic PDF and Microsoft Word formats for review and comment.
 - ii. After incorporation of comments, additional draft plans will be distributed in electronic PDF and Microsoft Word formats for review and comment.

Final plan will be distributed in electronic PDF and Microsoft Word formats.