



## LOWER PLATTE SOUTH natural resources district

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### Memorandum

**Date:** Oct 11, 2023

**To:** MoPac East-Lied Connector Subcommittee members

**From:** Mike Sousek, General Manager

**RE:** MoPac East-Lied Connector Subcommittee Meeting Minutes

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The MoPac East-Lied Connector Subcommittee met at 6:15pm on Monday, October 9, 2023, at the NRD Office in Lincoln. Subcommittee members present included Melissa Baker, Luke Peterson, John Yoakum, and Anthony Schutz. Subcommittee members Ray Stevens, Tom Green, Christine Lamberty, and Ron Nolte were absent. No members of the public were present. NRD staff members Dave Potter, Will Inselman, and myself were in attendance along with representatives from JEO.

There was only one item on that agenda to discuss and consider. Three firms responded to the district request for qualifications to conduct an evaluation of the MoPac connector trail. All three firms were interviewed which included the firms of FHU, Olson, and JEO. The interviews were conducted on Sept. 28 and the interview team included two NRD staff (Ari Kennedy & Mike Sousek) and two Cass Co. representatives (John Winkler & Alex DeGarmo). It was unanimously decided by this interview team to select JEO as the firm to continue into a scope of work phase. The scope of work was presented from JEO Consulting to the subcommittee. This scope of work has a strong public participation component interwoven throughout the evaluation process. Discussion during the presentation and after was focused on the public participation work of this endeavor. Topics such as marketing vs. public participation were explored and questions about social media and other avenues of outreach were discussed. Following discussion, ***a motion was made by Yoakum and seconded by Peterson to recommend to the LPSNRD Board of Directors to authorize the General Manager to sign a contract with JEO consulting which includes the scope of work presented (see attachments) which will not exceed \$395,643 for the purpose of evaluating the connector trail between MoPac East and Lied Platte River Bridge. Motion passed unanimously.***

The meeting was adjourned at 7:00 PM.

MJS

## SCOPE OF SERVICES

Lower Platte South NRD

MoPac East Lied Platte River Bridge Trail Connection Study

JEO Project Number: 220918.00

October 9, 2023 DRAFT

### Project Overview

The Lower Platte South Natural Resources District (LPSNRD) plans to assess potential routes for trail connection along the MoPac East Trail between Elmwood & Wabash (point A) and the Lied Platte River Bridge Trailhead (point B). LPSNRD intends to maximize use of existing public right-of-way, foster project awareness and support among stakeholders and the public, ensure trail user safety, and promote regional economic development.

### Scope of Services

The consultant team of JEO Consulting Group and Toole Design propose the following Scope of Services.

#### 1. Project Management

The Consultant will maintain regular communication with LPSNRD and JEO team members about budget, schedule, and milestones. This includes:

- Project kick-off meeting;
- Monthly progress meeting;
- Consultant team coordination meetings; and
- Monthly progress reports, provided with billings.

#### Task 1 Deliverables

- Agendas and notes from kickoff and progress meetings
- Monthly progress reports

#### 2. Community Engagement

##### A. Public Participation Plan

The Consultant will work with LPSNRD staff to develop a Public Participation (P2) Plan that outlines the anticipated community awareness engagement for the proposed project. This plan will include:

- The purpose or goal(s) of engagement.
- Comprehensive list of target audiences and project stakeholders.
- Summary of anticipated strategies, activities, and associated tools and materials.

Intentionally designed to be dynamic and flexible to accommodate an evolving community context, the plan will be refined and updated, as needed, throughout the project's life cycle. The development of this plan includes up to two planning meeting(s) with LPSNRD staff and the creation of the P2 Plan.

## B. Conduct Community Engagement

As directed by the LPSNRD, the Consultant will plan, conduct and document the outreach outlined in the project specific P2 Plan (Task 2A). At the time of contracting, the proposed outreach approach is anticipated to include the following engagement activities:

- **Updates to LPSNRD MoPac Subcommittee.** The Consultant will attend **up to four** LPSNRD subcommittee meetings to provide project updates. Upon direction from LPSNRD staff, project updates could also be provided to the LPSNRD Board of Directors and/or Cass County Commission.
- **Individual or small group (two to four people) stakeholder meetings.** If possible, these meetings will be conducted in person, though could be conducted virtually if preferred by meeting participants. **For scope-fee purposes, the Consultant team will plan for up to 50 meetings.** Outreach may be conducted with:
  - Landowners potentially impacted by the project.
  - Local trail advocacy group(s) and trail user groups.
- **Open House Public Meetings.** With the number and location of project-related open houses to be determined by LPSNRD, these meetings are typically two-hour meetings (plus setup/teardown) and conducted in-person with three to five information stations. **For scope-fee purposes, the Consultant team will plan for up to three open house public meetings.** The consultant will be responsible for:
  - i. Preparing awareness materials (postcard, press release) and advertisements.
  - ii. Presenting technical information for use at the public open house, developing necessary meeting displays/posters.
  - iii. Managing public participant sign-in and information needs during the meeting.
  - iv. Providing public comment forms.
  - v. Set up and tear down of meeting.
  - vi. Preparing summary report of comments received during the open house or extended comment period.LPSNRD staff are responsible for attending the meeting to help answer questions about the project.
- **Grassroots engagement activities,** such as pop-up booths at other events or temporary signage along the existing MoPac trail. **For scope-fee purposes, the Consultant team will plan for up to 40 hours of support.**
- **Virtual engagement techniques** that broaden the time, location, and method for stakeholders and the public to participate. This will primarily take the form of posting public meeting materials on the project website, converting meeting-based comment forms into a web-based survey, and producing digital information materials to be distributed through existing platforms (i.e., listserv, social media).

### C. Public Information Materials

The consultant will develop public information materials to help create awareness and understanding of the project. Public information materials may include but are not limited to:

- Fact sheets
- Brochures
- Direct Mailers
- Public notices
- News releases
- Meeting displays/boards
- Presentation materials
- Website content
- Digital or social media content
- 2d, photo-realistic visualizations

#### Task 2 Assumptions

- Engagement is at the *Consult* level of participation, per the IAP2 Spectrum.
- Project website/webpage would be hosted and maintained by LPSNRD.
- Any language translations will be coordinated and provided by the LPSNRD; however, the Consultant will format the translated content to be consistent with the appearance of the English-language materials.

#### Deliverables

- Public participation plan
- Documentation of completed community engagement activities
- Project information materials outlined in the P2 Plan (Task 1), which *at minimum* includes website content, project fact sheet, and materials needed to support stakeholder and public engagement activities.

#### Potential Reimbursable Expenses

- Postage expense for public awareness/outreach materials
- Venue facility fees
- Costs incurred for publishing public notice or legal advertisement
- Fees associated with language interpretation services

## 3. Discovery Phase

### A. Background Data, Documents, and Policies Review

The Consultant will **review plans, policies, studies, and past projects within and adjacent to the study area**. Data will be reviewed from available sources including county and state Geographical Information System (GIS) databases. Policies, procedures, guidelines, regulations, and laws will be reviewed from relevant agencies and private entities that own or manage properties and/or infrastructure in the study area.

The Consultant will conduct a **desktop review of land ownership, land rights, and easements** in the study area. This includes coordinating with Cass County, and other relevant public agencies, to establish or verify existing right of way limits. This process will focus on leveraging existing records and information sources to provide a comprehensive understanding without extending efforts to formal land survey activities.

**B. Study Area Review and Inventory**

Following the data, documents, and policies review, the Consultant will develop draft base GIS maps and analyze the study corridor. All relevant conditions that could affect the safety and comfort of potential trail users will be noted, in addition to conditions that may affect the development of the corridor for trail use. Such factors may include, but are not limited to public right-of-way availability and pinch points, grade and sight distance issues, soil and vegetation conditions, land uses and encroachments, and roadway crossings. Field reconnaissance in the study area will be used to ground-truth conditions and document constraints and opportunities. Our team will record these conditions and create an annotated base map, identifying characteristics of the study area.

**C. Environmental and Cultural Resources Mapping**

The Consultant will conduct a desktop review to develop an environmental and cultural resources constraints maps for the study area using GIS data. This data, along with any necessary field reconnaissance, will also help the project team to describe the environmental setting.

Topography shall include readily available public data from low-resolution LiDAR, if available. If additional, more detailed, topographic survey is determined to be required it shall be negotiated and added to the project scope as an addendum.

The Consultant will facilitate coordination meetings with participating or impacted agencies, including: the Nebraska Department of Transportation (NDOT) and Cass County.

**D. Existing Conditions Summary**

The Consultant will prepare a memorandum summarizing findings and summaries from the previous subsections of this task for a framework of the alternatives analysis in subsequent tasks. This memo is anticipated to include, but not be limited to, findings from the State Historical Preservation Office (SHPO), Threatened and Endangered Species, wetland delineation/404 permitting, Stormwater Pollution Prevention Plan (SWPPP), National Pollutant Discharge Elimination System (NPDES), and floodplain.

**Task 3 Deliverables**

- Agenda and notes from agency coordination meetings
- Existing condition memorandum, including supporting maps and figures

**Assumptions**

- This project will not be administered by a federal agency, use federal funds, occur on federal lands, or result in any other federal nexus, therefore review under the National Environmental Policy Act (NEPA) does not apply.

## 4. Alternatives Feasibility Analysis

### A. Identify Alternatives

The Consultant will develop four (4) alternatives for the trail alignment connecting from its current terminus in Elmwood & Wabash to the Lied Platte River Bridge Trailhead. The alternatives will be depicted on GIS-based maps to facilitate further analysis and evaluation.

### B. Evaluate Alternatives

The Consultant will identify evaluation criteria to be used in selecting a preferred alternative. The criteria will be incorporated into a matrix that can account for both qualitative and quantitative data. The criteria will be developed based on public, stakeholder, and agency input and findings from the existing conditions review that is weighted based on the level of importance to each interest group. An additional field review is budgeted to ground truth assumptions about the alignment alternatives is anticipated as part of this task.

The evaluation will also incorporate elements of an environmental red flag review, including:

- Flooding concerns based on the readily available floodplain data
- Topographic challenges
- Threatened and Endangered Species considerations
- Historical and Cultural Resources
- Possible impacts to waters of the United States, including wetlands (Section 404)

The initial results of the alternatives evaluation will be reviewed and revised with client team and stakeholders. Feedback from the evaluation analysis will be incorporated into the analysis and results updated and represented in the plan final report.

### C. Preferred Alternative

Once a preferred trail alignment alternative has been selected, the route will be depicted on a GIS-based map. The Consultant will develop up to four (4) drawings or graphics to further illustrate road crossings, structures, or cross sections and elevations of interest. These illustrations and drawings may be used to further communicate the trail concept to stakeholders and the public.

### D. Concept Level Opinion of Probable Cost

The Consultant will develop concept level opinions of probable cost for each of the four (4) alternatives for purposes of evaluation. This concept-level cost opinion will be based on the linear footage of the trail and the typical trail section, with costs for ancillary items included based on the quantity necessary to complete the project, e.g., crossings, trailheads, benches, signage, etc.

#### Task 4 Deliverables

- Trail alternatives map
- Evaluation matrix
- Preferred trail alternative alignment map
- Up to four (4) graphics or drawings depicting the elements of the preferred alignment

## 5. Schematic Design

### A. Schematic Plan Development

The Consultant will further develop and evaluate a GIS-based schematic design of the preferred trail alignment to further define the intended design and critical aspects for implementation. This level of design is anticipated to reflect a 10% complete GIS-based design that can then be used as a starting point when the project moves into detailed design. The schematic plan is intended to show proposed surface materials, trail elements, typical dimensions, grading and drainage intent and approach to stormwater management, planting design, historical interpretation or preservation actions, emergency vehicle access, utility conflicts, associated roadway improvements, signage, structures, an approach to wayfinding and navigation, and typical and critical cross-sections.

The schematic plans will address right-of-way impacts, utility coordination needs, environmental issues, further traffic analysis needs, and structural considerations in greater detail.

The schematic plans will undergo one (1) round of review with the combined agencies of LPSNRD and Cass County. Review comments will be addressed, and a final schematic plan submittal will be made.

### B. Schematic Level Opinion of Probable Cost

The Consultant will utilize the additional detail provided through the schematic plan development effort to refine the opinion of probable cost to reduce the level of uncertainty. More detail will be provided along the corridor with specific levels of linear footage costs to reflect how context can impact the overall cost, such as a cut and fill cost per linear footage or utility easement or relocation costs that can be applied to smaller segments.

#### Task 5 Deliverables

- Draft and Final Schematic Plans

## 6. Trail Connector Study – Final Report

The Consultant will prepare a draft and final trail connector study report, including an Executive Summary, documenting the project process, data sources, findings, community and agency collaboration, illustrative graphics, environmental red flag review results, outline of permitting and approval needs, opportunities and constraints evaluation, implementation strategy and phasing, and a detailed description of the preferred trail alignment.

The draft report will be submitted in Adobe PDF electronic format for review. The feasibility report will undergo two rounds of review with the combined agencies of LPSNRD and Cass County. The final submittal will include the final report and associated supporting files (i.e., ArcGIS files).

#### Task 6 Deliverables

- Draft and Final Trail Study Reports
- Plan view of Conceptual Level Design
- Digital concept design files

## Optional Services

### 7. Land Surveying

As requested by LPSNRD staff, our land surveying team will perform boundary and topographic surveying services to validate Cass County right of way boundaries and provide essential topographic data. This data will support the feasibility analysis of various design alternatives during the trail study. Additionally, our surveyors can stake various design alternatives in the field for the benefit of stakeholder visualization.

#### Task 8 Deliverables

- Plat of Survey to determine right of way boundaries
- Topographic Survey CADD model drawing



### Project Fee

The Consultant proposes to perform the described services based on the fee schedule below:

Project Tasks		Fee Structure	Total Fee
1	Project Management	Hourly, Not to Exceed	\$54,975.00
2	Community Engagement	Hourly, Not to Exceed	\$167,062.00
3	Discovery Phase	Hourly, Not to Exceed	\$35,160.00
4	Alternatives Feasibility Analysis	Hourly, Not to Exceed	\$67,366.00
5	Schematic Design	Hourly, Not to Exceed	\$25,620.00
6	Trail Connector Study – Final Report	Hourly, Not to Exceed	\$37,080.00
*7	Land Surveying	Hourly, Not to Exceed	\$8,380.00
<b>Total</b>			<b>\$395,643.00</b>

*\*indicates optional service*

Budget may be re-distributed among tasks, with approval by the LPSNRD, so long as the total fee amount does not change.

The Consultant will bill for services on a monthly basis. All invoices are due payable upon receipt and are considered delinquent after 30 days. Invoices not paid within 30 days may be charged interest at the annual rate of 12% (1.0%/month). Payments will be applied first to the interest then principal. Work by the Consultant will cease if invoices have not been paid in full within 60 days and will not begin again until full payment with interest has been received.

### Project Schedule

Anticipated notice to proceed: **October 18, 2023**

Anticipated completion of project activities: December 31, 2024

A preliminary schedule is included; however, it is subject to change—and will be updated—following the development of the Public Participation Plan (Task 2A). The Consultant will work with LPSNRD to develop and maintain a schedule of project milestones.