

A. OVERVIEW

Consultant may serve as the agent for NDOT, representing NDOT in all matters related to public involvement services

B. APPLICABLE PUBLICATIONS:

1. Work shall be done in accordance with the most current version of the following materials. The most current versions of the NDOT materials can be obtained from the NDOT website.

- a. [Nebraska Public Involvement Procedure](#)
- b. [NDOT Style Guide](#)

C. CONSULTANT SHALL PROVIDE:

1. Public Involvement Meeting

a. Meeting Planning. Consultant will work with NDOT to develop a Public Involvement Plan to address public notifications, develop a database of project stakeholders and plan for the PIM, one-on-one meetings, or agency meetings that might be necessary. Consultant shall:

- 1) Attend and document a kickoff meeting
- 2) Identify venue and arrange for booking
- 3) Provide a meeting venue floor plan including identification of ADA compliant access routes, location of display and presentation materials, and seating arrangement, if applicable;
- 4) Verify local newspaper distribution schedule and critical dates and submittal information related to legal advertisements;
- 5) Prepare a legal notice of meeting to include project location, purpose and need, planned construction, ROW/easements, additional impacts and construction schedule;
- 6) Prepare and distribute a targeted mailer to invite landowners and other project stakeholders identified by NDOT;

b. Meeting Documents Preparation. Consultant will prepare materials for the PIM consisting of the following:

- 1) Nametags, Sign-In Sheets, comment forms;
- 2) Aerials with proposed alternatives and potential impacts;
- 3) Fact Sheet suitable for a mailer or handout at the PIM; The Fact Sheet will be similar to the legal notice and will include location, purpose and need, scope of work, traffic volumes, construction schedule, accommodations of traffic, ROW, potential impacts, additional costs, location map/detour map and appropriate logos (FHWA, NDOT, Preliminary Plan Stamp – NO consultant logos / branding);

SCOPE OF SERVICES  
PUBLIC INVOLVEMENT SUPPORT

- 4) 4f Informational Poster, if applicable;
  - 5) Other Informational Posters
- c. Public Information Meeting. Consultant will assist NDOT in conducting a Public Information Meeting (PIM) including setup, facilitation, and teardown. Consultant will:
- 1) Invite property owners and other stakeholders
  - 2) Secure a suitable location for the meeting
  - 3) Provide a summary of general comments and review written comments
  - 4) Provide a summary document of the public comments including identification of comments and potential responses with assistance from NDOT
- d. Postal Outreach. Consultant will follow NDOT guidance and conduct postal outreach consisting of letters to landowners and other stakeholders to notify them of the project and to request their comments. Comments will be summarized and provided to NDOT. Consultant will prepare responses to written comments for NDOT review, approval and dissemination.

D. DELIVERABLES:

1. Project Schedule
2. Meeting Minutes
3. Public Information Meeting Documents

Public Information Meeting

4. Summary Report of entire public involvement process, public comments and responses to written comments
5. Comment matrix and draft responses