

A. OVERVIEW OF THE WORK

The Consultant would provide public involvement (PI) support services for NDOT projects as assigned. The Consultant shall serve as the agent for NDOT, representing NDOT in all matters related to the public involvement services needed for a project. Specific work activities could include:

1. Project Management and QA/QC
2. Public Involvement Support Services:
 - a. Mailers:
 - i. Public Notification
 - ii. Public Information Packet
 - b. Public Meetings:
 - i. Public Information Meetings
 - ii. Public Hearings
 - iii. Stakeholder Meetings
3. Other services:
 - a. Pre-construction and construction outreach
 - b. Public Meeting Presentations, Documents, and Fact Sheets
 - c. Displays including but not limited to renderings, animations, maps, etc.
 - d. Communications Division special projects such as Department initiatives, social media planning, writing, special event logistics and execution, etc.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The Consultant team shall demonstrate familiarity with PI's role in NDOT's planning, project delivery, pre-construction and construction processes including NEPA.
2. The Consultant shall have education, training, working knowledge of, and experience in the preparation and coordination of the NDOT PI process.
3. The Consultant team shall provide examples of successful PI performed for federal aid and non-federal aid Transportation projects, to include PI performed for other state DOTs for project delivery, pre-construction and construction.
4. 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. state and/or federal laws/regulations
 - c. other specific knowledge required based on the service to be provided
5. PI staff dedicated to public involvement and transportation communications.

6. Office located in close proximity to NDOT Headquarters in Lincoln, NE.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
2. Must have the ability to create 3D and 2D modeling for project renderings.
3. Ability to participate in virtual meetings and have equipment to carry out townhalls, stakeholder meetings, and small team meetings virtually.

D. EXPECTATIONS FOR THE DELIVERABLES

1. Major Submittals can include: Project Schedule, Monthly Invoices including Progress Reports, Meeting Minutes, Meeting Planning, Meeting Document/Map Preparation, Public Information Activity, Postal Outreach, and Public Involvement Reports, as needed.
2. Must adhere to a set schedule based on the project(s) assigned.
3. Electronic copy of materials required for all submittals.
4. All materials submitted must be in accordance to the Nebraska Public Involvement Procedure and NDOT Brand Book.
5. Documents and communications must be accurately translated into other languages, if required, in accordance with Civil Rights Office review.