

**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 Notification
3. Public Information Packet
4. Public Information Meetings
5. Public Hearings
6. Public Meeting facilitation
7. Stakeholder Meetings
8. Public Meeting Presentations, Documents, and Fact Sheets
9. Public Involvement Summary Memo
10. Public Involvement Report
11. Preconstruction outreach

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. The Consultant team shall demonstrate familiarity with PI's role in NDOT's planning, project delivery, and preconstruction 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 and preconstruction.
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
6. Office located in close proximity to NDOT Headquarters in Lincoln, NE.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

- a. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
- b. Must have the ability to create 3D modeling for project renderings.

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. Major Submittals can include: Project Schedule, Monthly Invoices and 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.