

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)

- 4) Up to 6 Boards, if applicable
 - 5) NDOT Public Involvement Survey, provided by NDOT
 - 6) Identify and coordinate translations of materials and schedule translator, if applicable
 - 7) Other
- 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) Attend the meeting
 - 4) Prepare for a continuity meeting (approx. 15 minutes before the actual public meeting) for the project team to review key facts / information and to go over any potential issues and to provide suggestions on how to approach questions and/or conflicts. Provide an agenda or info sheet as needed.
 - 5) Provide a matrix of general comments using NDOT template and draft potential responses
 - 6) Provide a summary memo including a summary of comments received and final responses and PI activities, using a template provided by the State.
 - 7) Provide a Public Involvement report documenting all outreach completed.
- State shall review and identify those comments and determine those comments warranting a detailed response.
- d. Postal Outreach. Consultant will follow State 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 State. Consultant will prepare responses to written comments for State review, approval and dissemination.

D. DELIVERABLES:

1. Project Schedule
2. Public Involvement Plan
3. Meeting Minutes
4. Public Information Meeting Materials and Maps
5. Summary Memo
6. Public Involvement Report of entire public involvement process
7. Comment Response Letters
8. Summary Report of entire public involvement process, public comments and responses to written comments
9. Comment matrix and draft responses