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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Architectural/Engineering Services for  
Building 1600 Renovations, 2nd Floor

September 24, 2025

Statements of Qualifications are due **Wednesday, October 15, 2025, 1:00 P.M.**

## GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Transportation (NDOT), is issuing a Request for Qualifications (RFQ) for BLDG 1600, 2nd Floor Renovations. Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <http://www.dot.nebraska.gov/business-center/consultant/>

All consultants interested in providing professional services for NDOT are strongly encouraged to review NDOT's template [Standard Professional Services Agreement](#), [Sample Fees and Payments Exhibit](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFQ. By submitting a statement of qualifications in response to this RFQ, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOT's website. An agreement will not be executed unless consultant provides a current overhead (indirect cost rate) schedule and proof of meeting the insurance requirements in the form of an [Insurance ACORD](#). Further information regarding insurance, including a [checklist](#) to assist in submitting an acceptable certificate, can be found at <https://dot.nebraska.gov/business-center/consultant/insurance/>.

This RFQ does not commit NDOT to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. NDOT reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of NDOT to do so.

In accordance with Nebraska Revised Statute [84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOT are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

## STANDARD WORK CATEGORIES

Standard Work Categories anticipated on this project are listed below. Consultant/team must be certified in the following Standard Work Categories. Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

150	Construction Engineering & Inspection (CE&I)
180	Building Design & Inspection (Architectural)
181	Electrical & Mechanical Design
210	Engineering Survey

## **SCOPE OF SERVICES**

### **A. OVERVIEW**

1. NDOT plans to select a consulting firm to complete architectural, mechanical and electrical construction plans for an interior renovation of the second floor at 1600 Nebraska Parkway, Lincoln, NE. A total of 3 (3) firms will be short-listed for interviews.
2. Project Information:
  - Project Number AFE I-076
  - Building 00200, 2<sup>nd</sup> Floor (a.k.a. 1600 Building)
  - Lincoln, NE
3. The building 00202 facility was constructed in 1956. The original use of the building was as an office building zoned with large open work areas and fixed walled offices housing state engineers. The building is 3 levels with a basement level and two above ground level floors, 11,600 SF each. Total building area is approximately 34,800 SF. Each floor is served by two internal sets of stairs and a single elevator.
4. Over the last year and a half, the first floor has been renovated and a new mechanical system and electrical system has been installed to serve the entire building.
5. The exterior walls are constructed of concrete masonry units and brick veneer. The windows are wood frame with single pane glass on the second floor. The Roof is an adhered EPDM system.
6. Second floor windows will be replaced to match first floor windows exactly.
7. Currently serving the second floor, the Mechanical HVAC and Plumbing Systems: Consist of steam for heating and electric chillers for building cooling. There are several components of this system that are original to the building and were installed in 1966. The building temperature control systems largely consist of outdated pneumatic type which will be addressed as part of this project. System will be updated to match first floor.
8. Electrical, Communications and Security: The building electrical service is 277/480v, 3ph served by a main switchboard at the lower level. The equipment was replaced in 2025. Receptacles throughout most areas are original to the building construction and inadequate in terms of operation and quantity. The lighting in the building consists largely of fluorescent sources and a mixture of LED fixtures.
9. Fire Alarm System includes audible/visual devices with smoke detection throughout most areas. There are locations that are not covered adequately per

the local codes and jurisdictions. A new Fire Alarm Panel was installed in 2025. This project will tie into this panel.

10. The Consultant shall prepare architectural plans and bidding documents for the renovation of the 2<sup>nd</sup> floor of Building 1600 (approx. 11,600 sq. ft) to include: individual offices, open offices, conference rooms, breakroom(s)
  - a. Design Policies and Procedures
    - 1) Capital Facilities Procedures Manual
  - b. Capital Facilities activities including, but not limited to, the following tasks:
    - 1) Phase 1 - Project evaluation and Conceptual Design (10% Design)
      - a) Civil Design
      - b) Architectural Design
    - 2) Phase 2 - Construction Documentation and Bidding
      - a) Civil Design
      - b) Architectural Design
      - c) Structural Design
      - d) Mechanical Design
      - e) Electrical Design
      - f) Plumbing Design
    - 3) Phase 3 - Construction Administration and Project Close-out
      - a) Civil
      - b) Architectural
      - c) Structural
      - d) Mechanical
      - e) Electrical
      - f) Plumbing

## **B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

All work shall be completed by or under the direct supervision of a Nebraska licensed professional architect or engineer. The consultant firm shall use architects or engineers experienced with each aspect of the services to be provided.

## **C. EXPECTATIONS FOR THE DELIVERABLES**

1. The consultant shall provide to NDOT acceptable deliverables based on the scope of services. The deliverables may include but not limited to plans, specifications, project manuals. The Consultant shall seal and sign applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act.
2. Deliverables must be submitted in hard copy and electronic form both as PDF and AutoDesk files.

3. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.

**D. PHASE 1: CONCEPTUAL PROJECT EVALUATION AND DEVELOPMENT**

1. Project Documentation Requirements: Tasks include data collection, review, and evaluation of all necessary information to complete the entirety of Phase 1 requirements. Including, but not limited to, meeting with Capital Facilities staff to document the existing facility issues and the functional, space, equipment and special needs requirements for the project. Tasks shall also include conceptual plan, site planning, and specification documentation, project justification, local site coordination, site surveys, comprehensive plan review, funding, and project timelines.
2. Deliverables:
  - a. Conceptual Design
    - 1) 11x17 drawings
    - 2) 8 ½ x 11 specifications
  - b. Required Meetings for Phase 1:
    - 1) Two (2) Scoping/Progress Meetings (1 on-site, 1 in Lincoln)
    - 2) One (1) Review Meeting (1 in Lincoln)
3. Phase 1: Conceptual Project Evaluation and Development Included
  - 1.101 Attend Design Meetings (1 Lincoln min., 1 On-Site min.)
  - 1.102 Define Scope and Type of project
  - 1.103 Determine and Define Scope of Services by Discipline or Specialty
  - 1.104 Assist in Development of Schedule in conjunction with NDOT
  - 1.105 Assist in Determining Drawing/Document Standards
  - 1.106 Prepare Detailed Written Statement of Probable Construction Cost

**=== END OF PHASE 1**

**E. PHASE 2: SCHEMATIC DESIGN, CONSTRUCTION DOCUMENTATION, BIDDING**

1. Upon approval and authorization by the NDOT Facilities Engineering Manager Phase 2 initiates all necessary construction documents to bid the project. The following tasks outline the development of all plans, elevations, details, and specifications to prepare final plans and bidding documents for this project.

The Consultant shall provide all necessary project management throughout to complete this Phase. Tasks include all project correspondence (agendas, meeting minutes, invoicing, etc.) to complete Phase 2 of the project.

2. Deliverables:
  - a. Preliminary Design – 35%
    - 1) Choose construction materials and methods

- 2) Schematic plans
  - 3) Preliminary elevations
  - 4) Preliminary specifications
  - 5) Outline specifications, including a listing of specification sections to be in the construction documents.
  - 6) Structural, Mechanical, Electrical, Plumbing systems identified.
  - 7) Review, meetings, corrections, and modifications as required throughout the process to complete the SD.
  - 8) It will likely be beneficial to make site visits to the facility during the SD design. Site visits are included in the fees based upon the number of trips noted below.
  - 9) At the completion of the SD phase, Consultant will provide a preliminary opinion of construction costs.
  - 10) At the completion of the SD phase, Consultant will provide a SD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. No major changes should be made to the schematic design after 35% drawing package approval.
  - 11) Preliminary opinion of probable construction costs
  - 12) On-site preliminary design meeting
- b. Schematic Design (SD) – 65%
- 1) Plans
  - 2) Elevations
  - 3) Details
  - 4) Specifications
  - 5) Construction materials and methods.
  - 6) Preliminary opinion of construction cost and value engineering.
  - 7) Structural, Mechanical, Electrical, Plumbing systems are further developed, and duct and piping runs are developed.
  - 8) Review, meetings, corrections, and modifications as required throughout the process to complete the DD.
  - 9) It will likely be beneficial to make site visits to the facility during the DD design. Site visits are included in the fees based upon the number of trips noted below.
  - 10) At the completion of the DD phase, Consultant will provide an updated opinion of construction costs.

- 11) At the completion of the DD phase, Consultant will provide a DD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. No major changes should be made to the design documents after 65% package approval.
  - 12) Opinion of Probable Construction Costs
  - 13) On-site Schematic Design Meeting
- c. Construction Documents (DD) – 95%
- 1) Plans
  - 2) Elevations
  - 3) Details
  - 4) Specifications
  - 5) Structural, Mechanical, Electrical, Plumbing systems 95% completed and detailed.
  - 6) Site design 95% completed and detailed.
  - 7) Review, meetings, corrections, and modifications as required throughout the process to complete the CD.
  - 8) It is beneficial to make site visits to the facility during the CD design phase. Site visits are included in the fees based upon the number of trips noted below.
  - 9) At the completion of the 95% CD phase, Consultant will provide a cost estimate of the project construction costs.
  - 10) At the completion of the 95% CD phase, Consultant will provide a CD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. Other than resolution of detailing errors, there should be no changes directed by NDOT after submission of 95% plans for review.
  - 11) Opinion of Probable Construction Costs
  - 12) On-site Construction Document Meeting
- d. Bid Documents (BID) – 100%
- 1) Plans
  - 2) Elevations
  - 3) Details
  - 4) Specifications
  - 5) Opinion of Probable Construction Costs
  - 6) 100% CD Documents with professional seal and signatures are include. Plans are ready for bid. Provide NDOT with a copy of all electronic bid documents in AutoCAD/REVIT and Microsoft Word and a pdf copy.

- 7) Provide Plan Room Services, additional cost of Plan Room Services can be billed directly to NDOT Capital Facilities
  - 8) Address questions during bidding, issuing addenda as necessary.
  - 9) Attend a pre-bid meeting on site to enable bidders to review existing conditions.
  - 10) Attend bid opening in Lincoln at Operations, 5001 S. 14<sup>th</sup> Street.
  - 11) Provide the NDOT with a written recommendation regarding the preferred bidder, based upon bids received.
3. Phase 2: Preliminary Design, Schematic Design, Construction Documentation, Bid Documents and Bidding Included:
- 2.100 – 35% Preliminary Design
    - 2.101 Attend Meeting(s)
    - 2.102 Prepare Existing Facilities Survey, (i.e. facility space usage, equipment)
    - 2.103 Establish A/S/M/E/C Design Criteria
    - 2.104 Define/Verify M/E/P Site Specific Requirements/Options
    - 2.105 Establish/Prepare A/S/M/E/C Options
    - 2.106 Execute Geotechnical Survey/Report (Preliminary/Basic)
    - 2.107 Prepare List/Data of NDOT required equipment
    - 2.108 Assemble, Review and Summary, List All Necessary Legal Requirements (IECC, NSFM, NEC, Life Safety, ADA, and OSHA)
    - 2.109 Prepare/Provide Preliminary BIM Models (Sketchup/Revit)
  - 2.200 – 65% Schematic Design
    - 2.201 Attend Meeting(s)
    - 2.202 Prepare Schematic A/E Drawings/Documents
    - 2.203 Prepare Schematic A/E Elevations and Perspectives
    - 2.204 Prepare Schematic Structural Design Calculations and Drawings
    - 2.205 Provide Structural Criteria
    - 2.206 Prepare Schematic Typical Detail Sheets
    - 2.207 Secure Copy of Specification Division 1 from NDOT
    - 2.208 Prepare Schematic Draft of the Project Manual
    - 2.109 Develop and forward to the Consultants a checklist of Required Systems

- 2.210 Determine the Scope of the Drawings, including a list of Required Drawings, their sequence, and the information to appear on each sheet
- 2.211 Determine which elements of the Project will be Supplied by NDOT
- 2.300 – 95% Construction Documents
  - 2.301 Attend Meeting(s)
  - 2.302 Prepare Construction A/E Drawings/Documents
  - 2.303 Prepare Construction A/E Elevations and Perspectives
  - 2.304 Prepare Construction Structural Design Calculations and Drawings
  - 2.305 Provide Structural Criteria
  - 2.306 Prepare Schematic Typical Detail Sheets
  - 2.307 Secure Copy of Specification Division 1 from NDOT
  - 2.308 Prepare Schematic Draft of the Project Manual
  - 2.309 Develop and forward to the Consultants a checklist of Required Systems
  - 2.310 Determine the Scope of the Drawings, including a list of Required Drawings, their sequence, and the information to appear on each sheet
  - 2.311 Determine and Document Alternates, if any
  - 2.312 Prepare and Assemble Project Manual Concurrently with Preparation of Drawings. Obtain assistance from Engineers and Consultants where appropriate
- 2.400 – 100% Bid Documents
  - 2.401 Attend Meeting(s)
  - 2.402 Prepare Sealed Construction Drawings
  - 2.403 Prepare Sealed Construction Project Manual
  - 2.404 Submit Sealed Construction Document Review of Electrical, Life Safety, IECC, ADA, NSFM, and OSHA
  - 2.405 Prepare Final Statement of Probable Construction Cost
  - 2.406 Bidding and Award
    - a. Assist Evaluating Bidder's Qualifications
    - b. Coordinate and Attend Pre-Bid Meeting
    - c. Provide Addenda and Clarifications
    - d. Assist in Bid Evaluation
  - 2.407 Prepare and Submit Award Recommendation Letter

**=== END OF PHASE 2**

**F. PHASE 3: CONSTRUCTION ADMINISTRATION AND PROJECT CLOSE-OUT**

1. Upon approval and authorization by the NDOT Facilities Engineering Manager Phase 3 initiates all necessary construction administration for the project and for the Consultant to provide the appropriate level of support to NDOT. This includes progress meetings, RFI, ASI, RFP's and change orders CO. This phase includes shop drawing review, O& M documentation, and As-Built plans.
2. Construction Administration
  - a. Tasks include managing and execution of all Shop Drawing review, RFI ASI and Change Orders. Consultants shall process and manage all requests and provide plan production and design to prepare 35%, 65%, 95% and Final site layouts, detailed design plans, schedules, details, cost estimates, and specifications for the project. This includes, but is not limited to, all project coordination, utility mitigation, material selection and color boards.

## Anticipated TBD months of Construction

## 3.100 – Pre-Construction Services

- 3.101 Coordinate and Attend Pre-Construction Meeting
- 3.102 Assist in Establishing Communications Procedures
- 3.103 Assist in Establishing Procedures for Testing and Inspections

## 3.200 – Site Visits

- 3.201 Make Site Visits at Intervals Appropriate to the Stage of Construction
- 3.202 Prepare and Distribute Site Visit Reports

## 3.300 Materials Testing and Inspections

- 3.301 Review Testing and Inspection Reports
- 3.302 Testing and Inspection Report Response Actions

## 3.400 Construction Administration Services

- 3.401 Supplemental Instructions
- 3.402 Change Orders
- 3.403 Change Directives
- 3.404 Shop Drawing and Submittal Review
- 3.405 Contractor Payment Certification Review

## 3.500 Project Close-Out

- 3.501 Operation and Maintenance Manual Review
- 3.502 Pre-final Punch List Site Visit (Substantial Completion)
- 3.503 Final Punch List Site Visit
- 3.504 As-Built Drawing Review
- 3.505 As-Built Electronic Drawing Documentation

## 3.600 11-Month Warranty Site Visit and Walk Through

**=== END OF PHASE 3**Anticipated # of Trips

PH 1	1 on-site 2 Operations
PH2	1 On-site 35% 1 On-site 65% 1 On-site 95% 1 On-site Pre-bid 1 Operations – Bid 1 Operations – Pre-construction
PH3	24 EA, 2 per month of construction 1 Substantial Completion 1 Final Inspection <u>1 11-Month Inspection</u>
	36 Trips Total - Approximately

**DETAILS**

It is anticipated that three (3) consultants will be short-listed for interviews, with one (1) consultant will be awarded the contract for the work. The evaluation criteria to be used for the short-listing and final selection is outlined below. The payment method for the contract may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

***NDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. NDOT also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.***

NDOT will not hold a briefing. All information is contained within this RFQ and on NDOT's website. If additional information is deemed necessary, it will be posted on the same web page as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

Interested consultants must be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/g1qb344b/cert-instruc-annual-certification.pdf>

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this RFQ ([DF Policy Example](#)). The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's DF Policy may be submitted via email to: [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov)

**Please do not call or write NDOT staff for information regarding the services in this RFQ.** Email all inquiries/questions to NDOT Procurement Engineer, at: [ndot.pdRFQinfo@nebraska.gov](mailto:ndot.pdRFQinfo@nebraska.gov) or call (402) 479-4778.

## **EVALUATION CRITERIA**

### **Short List (60 pts)**

#### **1. Qualifications (30 pts)**

- a. Qualifications of the project manager, key team members, and subconsultants to perform the services described in the Scope of Services.
- b. What is the Consultant's knowledge and experience of the design team with this type of project?
- c. Applicability and relevance of comparable work provided by the Consultant.
- d. Computer capability of the firm; Use of BIM will be required.
- e. Related project experience, especially specific experience relating to planning and designing maintenance facilities.

#### **2. Understanding of the Project (20 pts)**

- a. Consultant demonstrated understanding of the key elements of the project and obstacles that may arise.
- b. Does the consultant recognize and identify special circumstances of the projects?
- c. Identify the scope of services to be provided by each team member.
- d. Consultant adequately address through the response to the RFQ that they will allocate appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceive them.

#### **3. Performance Data (10 pts)**

- a. Current and projected workload of the firm for past, present, and upcoming projects for Agencies of the State of Nebraska.
- b. Consultant's cooperation with NDOT staff on previous projects
- c. If firm has no experience with NDOT, provide references for previous experience with other states, local governments, or appropriate clients.
- d. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.
- e. Architect/Engineer-initiated Change Order Performance on the three most recent projects. Please describe the number of and the dollar value of change orders initiated by design team, contractor, and owner.
- f. The consultant should provide references and be able to demonstrate that they successfully completed recent, similar projects on time and within budget.

### **Final Selection (40 pts, 100 pts total)**

Final selections will be based on combination of shortlist scoring and the consultant's discussions during the interview and Q&A from the selection committee. The interview focus area will be given to shortlisted consultants when the interview schedule is posted.

*Points assigned to shortlisted firms for items 1.-3. will be added to the Final Selection scoring.*

1. Qualifications (30 pts)
2. *Understanding of the Services (20 pts)*

3. *Performance Data (10 pts)*
4. **Discussion of Focus Area Topics (20 pts)**
  - a. Consultant’s interview presentation was clear and concise.
  - b. Consultant showed knowledge and understanding of topics.
5. **COMMITTEE Q&A SESSION (20 pts)**
  - a. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2025)</b>	<b>Time (CST)</b>
RFQ posted	September 24, October 1, 8	
Last day questions will be accepted	Oct 1	4:00 PM
Last day Q&A or updates to RFQ may be posted	Oct 8	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Oct 15	1:00 PM
<b><i>Statement of Qualifications Due</i></b>	<b><i>Oct 15</i></b>	<b><i>1:00 PM</i></b>
Post Short-List Consultants & Interview Schedule	Oct 24	4:00 PM
Interview	Oct 31	2:00 PM-4:00 PM
Post Final Selections	Nov 3	4:00 PM

**NOTE – Shortlisted Firms may be asked to provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.**

**SUBMITTAL OF QUALIFICATIONS**

**All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.**

One (1) electronic copy (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online [“SOQ Submittal Form”](#) link found on the Consultant Services Business Opportunities page. Please “reduce file size” of PDF before submitting.

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFQ.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [NDOT Form 498, “Architect, Engineer, & Related Services Supplement to Statement of Qualifications” \(MS Word version\)](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate NDOT Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 paper, single or double spaced. Font size for narrative text no smaller than 11 point.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

## **INTERVIEWS**

NDOT's selection committee will conduct interviews with the short-listed consultants via WebEx on the date and time specified in the Schedule of Activities. Interviews will be capped at 15 minutes, followed by up to 10 minutes of Q&A. Consultant may contact the Procurement Engineer to make any special arrangements.

NDOT will make every effort to post the short-listed consultants and interviews schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

Upon completion of scoring and approval of the Deputy Director, NDOT will post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities, or as soon as possible.

Vicki Kramer, Director  
Nebraska Department of Transportation

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