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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Professional Services for 6<sup>th</sup> Street, 84<sup>th</sup> to 96<sup>th</sup> Street, Papillion, NE

April 23, 2025

**Statements of Qualifications are due Wednesday, May 14, 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 6<sup>th</sup> Street, 84<sup>th</sup> to 96<sup>th</sup> Street, in Papillion, NE. 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 and Local Public Agencies (LPAs) are strongly encouraged to review NDOT's template [Standard PE \(LPA\) \(10.10.23\)](#), [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/>.

NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services. The selected consultants will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

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.

102	Transportation Planning
110	NEPA Studies
111	NEPA Cat Ex
112	NEPA EA
115	Other Environmental Studies
120	Roadway Design
140	Traffic Operation Studies & Design
160	Right-of-Way Design (Land Ownership Research)
161	Right of Way Design (ROW plans)
162	Right of Way Design (Legal Descriptions/Plats)
210	Engineering Survey
215	Land Surveying (ROW)
220	Pavement Design
250	Public Involvement

**SCOPE OF SERVICES****A. OVERVIEW OF THE WORK:**

The project is 0.86 miles in length and is located on West 6<sup>th</sup>/Portal Road in the City of Papillion, Sarpy County, starting at the intersection of N Washington Street (84<sup>th</sup> Street), extending west to the intersection with 96<sup>th</sup> Street. Construction may begin and/or end approximately 500 feet ahead of or beyond the actual project limits to accommodate transitioning of pavement. Improvements consist of removal and replacement of existing pavement including curb and paved shoulders where present, modifying lane geometry from a typical 2 lane segment to a curbed 5 lane segment with a two way left turn lane for the length of the project, and removal and replacement of sidewalks to meet ADA standards, and the addition of 10' wide shared use path south side of East 6<sup>th</sup> Street for the length of the project, addition of retaining walls/noise walls, lengthening of box culverts, street lighting and traffic control devices.

1. The Consultant will perform preliminary, functional, and final roadway design-related services on various types of roadway improvement projects including those designed to Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction standards. Services may include, but are not limited to, the following:
  - a. Project Scope Reviews
  - b. Preparing Scoping Reports
  - c. Preliminary Engineering including, but not limited to, the following tasks:
    - 1) Engineering and Land Surveys
    - 2) Roadway horizontal and vertical alignment
    - 3) Pavement geometrics
    - 4) Earthwork quantities
    - 5) Drainage design/hydraulic analysis

- 6) Storm sewer and culvert design
  - 7) Alternatives Analysis as required for 404 permits and flood plain permits
  - 8) Erosion Control
  - 9) ADA design and compliance
  - 10) Guardrail layout
  - 11) Retaining wall layout
  - 12) Utility coordination
  - 13) Right of Way Design activities
  - 14) Quantity calculations
  - 15) Construction and Traffic Phasing
  - 16) Traffic Control design
  - 17) Construction Staking calculations
  - 18) Preparation of Final Plans, Specifications, and Estimates
  - 19) Field inspections (Plan-in-Hand's, field review of existing conditions, etc.)
- d. Public Involvement

2. Environmental Class of Action

The preliminary plans would be further developed as part of the functional design steps. The plans would be updated as part of the public involvement, NEPA and permitting process. The public involvement process will involve stakeholders and public meetings and a NEPA public information meeting or hearing. **The Consultant may be responsible for developing documentation to support a class of action determination, to be approved by FHWA.**

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

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The consultant firm shall use engineers experienced with all aspects of roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
  - a. A Policy on Geometric Design of Highways and Streets 2018 (AASHTO)
  - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
  - c. Americans with Disabilities Act Accessibility Guidelines
  - d. Design Process Outline (NDOT)
  - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
  - f. Highway Capacity Manual 2010 (HCM2010), Transportation Research Board
  - g. Local, State and federal laws and regulations that pertain to roadway design
  - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition
  - i. MUTCD - Nebraska 2011 Supplement to the MUTCD RFQ-2307

- j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
- k. National Environmental Protection Act (NEPA) process
- l. Preliminary Survey Manual (NDOT)
- m. Roadside Design Guide, 2011 (AASHTO)
- n. Roadway Design Manual, 2010 (or latest) (NDOT)
- o. Standard and Special Plans Manual (NDOT)
- p. Standard Specifications for Highway Construction 2007 (or latest edition) (NDOT)
- q. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
- r. United States Access Board Guidelines, Standards, and Publications

3. Certification as a NEPA consultant for Standard Work Categories 112

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page;  
<https://dot.nebraska.gov/business-center/design-consultant/>.
2. The Consultant's design must be accomplished using the design software GEOPAK OpenRoads technology. The consultant's design must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Consultant's use of an earlier version of GEOPAK OpenRoads may be approved for specific activities with written permission of NDOT and at NDOT's sole discretion.
3. The project may require a 3D model be generated using GEOPAK OpenRoads technology.
4. Consultant will be provided access to other software such as ProjectWise, OnBase, etc.
5. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
6. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

**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 (70 pts)**

#### **A. QUALIFICATIONS (30 PTS)**

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Computer capability of the firm; GEOPAK Open Roads technology for design, and MicroStation CAD platform, as mentioned above.
4. Qualifications and capability of key subconsultants.
5. Expertise of consultant's design team with 3R and New and Reconstruction projects.
6. Applicability and relevance of comparable projects provided by the Consultant.
7. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
8. Knowledge of the NEPA process and adhering to the purpose and need of the project.

**B. PERFORMANCE DATA (20 PTS)**

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Adherence to applicable standards and completeness of previous plan submittals to NDOT.
3. Project schedule adherence on previous projects with NDOT.
4. Cooperation with NDOT staff on previous projects.
5. If firm has no experience with NDOT, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

**C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 PTS)**

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call agreement.
2. The consultant has recognized and identified special circumstances to be considered for the projects.
3. Consultant provided a logical approach to complete tasks and resolve issues of the project.

**Final Selection (30 pts, 100 pts total)****D. DISCUSSION OF FOCUS AREA TOPICS (20 PTS)**

1. Consultant's interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of topics.

**E. COMMITTEE Q&A SESSION (10 PTS)**

1. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2025)</b>	<b>Time (CST)</b>
RFQ posted	April 23, 30, May 7	
Last day questions will be accepted	April 30	4:00 PM
Last day Q&A or updates to RFQ may be posted	May 7	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	May 7	4:00 PM
<b>Statement of Qualifications Due</b>	<b>May 14</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	May 23	4:00 PM
Interview	June 13	9:30 AM – 11:30 AM
Post Final Selections	June 16	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 interview 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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