



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

**Professional Services for Environment  
Program Assistance On-Call**

January 2020

**R1 – February 10, 2020 (see pages 2 & 3)****Statements of Qualifications are due Wednesday, February 19, 2020, 4:00 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 Environment Program Assistance On-Call. 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](#), [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order 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 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.

## SCOPE OF SERVICES

Standard Work Categories anticipated on this project are:

101A & 101B; Environmental Studies

Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

**A. OVERVIEW OF THE WORK:**

Consultant will provide NDOT environmental program assistance and training. Such activities may include, but are not limited to:

1. Preparing training materials and/or training new and existing NDOT staff, Local Public Agency (LPA) employees, or others on environmental issues, best practices, and any new environmental guidance from FHWA or other agencies. Typical topics will relate to the National Environmental Policy Act (NEPA) and other State and Federal environmental requirements.
2. Consultant will review NEPA documents and supporting documentation. NDOT will designate certain documents for review by the Consultants, including a completion date. The Consultant will be responsible for reviewing the documents for clarity and compliance, identifying deficiencies, and communicating corrective actions by summarizing comments to NDOT. On-site resource survey verifications may also be requested by NDOT if necessary for the review of the documents.
3. Consultant will develop/review environmental programmatic agreements, procedure manuals and/or guidance documents. The Consultant will review draft documents created by NDOT and provide comments on specific environmental topics. This may include development of supporting training, coordination or facilitation.
4. NDOT may also utilize the Consultant to provide technical writing/editing assistance if needed.
5. Consultant may be requested to temporarily provide personnel to assist NDOT exclusively on an assignment(s) for a period of time, as agreed upon by the parties.
6. Consultant may be requested to provide support to NDOT in developing guidance and documentation in support of NDOTs CE (23 CFR 326) Assignment Program. This may include development of supporting training, coordination or facilitation.
7. Consultant may be requested to provide support to NDOT in developing NEPA (23 CFR 327) Assignment application documentation and/or supporting manual or guidance documentation including training, coordination or facilitation.
8. Consultant may be requested to provide development or support for innovative technology process solutions including but not limited to GIS database and "Smartform" applications, environmental modeling, resource/asset inventory, technical research, and ~~wetland~~ **environmental** banking program solutions **such as wetland and storm water banking**, including but not limited to In Lieu Fee.

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

1. Consultants must be pre-qualified for NEPA Studies (Work Category 101A) in accordance with requirements of "Nebraska Department of Transportation Instructions for NEPA Study Qualifications Submittal" located at <http://dot.nebraska.gov/media/6077/cert-instruc-nepa-studies.pdf>
2. A Consultant, not currently pre-qualified by NDOT, may be considered for this work by submitting its qualifications for review in accordance with the instructions listed in B.1. above.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. The Consultant's presentation and supportive training materials must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
2. Reports and supporting documents must be submitted in a form compatible with Microsoft Office or Adobe Acrobat products for review and comments.
3. Manuals and supporting documents must be submitted in a form compatible with Microsoft Office or Adobe Acrobat products for review and comments.

**D. EXPECTATIONS FOR THE DELIVERABLES:**

1. Generally, the deliverables for this project will be the following:
  - a. For training activities:
    - 1) Draft presentation materials prior to designated training dates for NDOT's review
    - 2) Final presentation materials with NDOT changes incorporated
    - 3) Final materials with feedback received from the training participants
  - b. For NEPA document and supporting documents reviews:
    - 1) Consultant's written comments
  - c. For environmental procedure manuals and/or guidance documents:
    - 1) Draft manuals and/or guidance documents for NDOT's review
    - 2) Final manuals and/or guidance documents with NDOT changes incorporated
    - 3) Create and provide training and associated training materials on the manuals and guidance documents
2. All materials must be presented to NDOT for review, comment and approval. NDOT reserves the right to make all decisions concerning the conclusions, findings and recommendations of the documents created by Consultant.
3. A more comprehensive list of deliverables will be included with the Task Order Agreement. The Consultant shall submit deliverables in a final form acceptable to NDOT.

**DETAILS**

It is anticipated that two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed ~~four-year~~ ~~two-year~~ contract term will have a maximum value of ~~\$2,000,000~~ \$750,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$200,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee or Specific Rates of Compensation.

Four (4) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

***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 have a current [NDOT Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with NDOT prior to the deadline identified in the Schedule of Activities. If necessary, a completed NDOT Form 497 should be submitted to: [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov).

Interested consultants must currently be certified to provide NEPA services for NDOT.

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 Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

## EVALUATION CRITERIA

### **Short List (100 pts)**

#### A. QUALIFICATIONS (60 PTS)

1. Team has qualified staff for training
2. Team has worked on environmental procedures or guidance documents
3. Team has worked with Local Public Agencies on Federal-Aid Projects
4. Team has qualified staff that has have successfully authored a variety of NEPA documents on different types of transportation projects
5. Team has used Microsoft Office products on past training, training materials, and document reviews

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

1. Cooperation, communication, and timeliness of deliverables with NDOT and/or LPA staff on previous projects. If the consultant's team has no experience with NDOT, the consultant should include two (2) references in their response, including contact information, that have directly been involved with similar services.

**C. COMPARABLE PROJECT/SERVICES (20 PTS)**

1. Consultant has demonstrated understanding of the key elements of the work
2. Team has included a maximum of 5 projects or services related to the “BASIC SCOPE OF SERVICES” section of this RFQ.

***Final Selection***

The Department will send, via email, three to five questions to each of the short-listed firms, with responses due as shown below in the Schedule of Activities. The scoring of responses will be totaled, with the highest score determining the selected firm(s).

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2020)</b>	<b>Time</b>
RFQ Posted	Jan 29, Feb 5 & 12	
Last Day Updates to RFQ may be posted	Feb 12	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Feb 12	4:00 PM
<b>Statement of Qualifications Due</b>	Feb 19	<b>4:00 PM</b>
Post Short-List Consultants	March 3	4:00 PM
Q&A Session	March 4 thru 12	
Post Final Selections	March 13	4:00 PM

**IDIQ ORDERING PROCEDURES**

When ordering specific on-call design services NDOT will consider each selected consultant’s statement of qualifications along with any performance data on file with NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform the work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

**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 of the submittal must be emailed to [NDOT.PDRFQinfo@nebraska.gov](mailto:NDOT.PDRFQinfo@nebraska.gov).

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 four (4) pages.
  5. A maximum of two (2) 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"](#) 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.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

## **INTERVIEWS**

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

Upon completion of the scoring of the consultant responses to the NDOT questions and approval of the Deputy Director, the selected consultants will be notified by website posting. NDOT will make every effort to post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*