



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for RFQ-2004; Traffic Incident Management

February 2020

Statements of Qualifications are due Wednesday, February 26, 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 Traffic Incident Management. 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 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:

300 Traffic Incident Management

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

The purpose of this project is to establish a statewide program with the goal of improving mobility and safety along the I-80 corridor through Traffic Incident Management. The project will provide a 5 year statewide view by establishing and maintaining several region based working groups. The scope includes collaboration with stakeholders through meetings and deliverables listed.

1.0 Project Management

This task includes activities to initiate and monitor schedules, workload assignments and internal cost controls for a 60-month period (January 2020 – December 2024). Also included are efforts to prepare and process invoices and monthly progress reports; prepare correspondence with NDOT & team; and maintain records.

1.1 Timex Events

The purpose of this effort is to facilitate five Traffic Incident Management Exercise (TIMEX) events as requested. It is anticipated that each exercise will take place in a different TIM region and only one per year during the term of this contract. Planning for these exercises will be conducted by the consultant with assigned members of NDOT and the specific region.

Assumptions:

- Consultant will be responsible for securing conference event location, with NDOT approval. Each conference will be held on a single day and will be held up to 8 hours.
- Attend up to seven planning meetings, with up to three in-person meetings and up to four call-in meetings.
- Consultant will assist NDOT in securing attendees within the exercise.
- Consultant will research and provide 1 database of invitees to include physical mailing and email addresses (if available) with NDOT direction. Consultant will mail and/or email all invitations and event reminders. Consultant will manage RSVPs for all attendees.
- NDOT will identify 1 public information officer to represent NDOT, send press releases, and be available for media requests. This representative will be available on site the day of the event.
- Consultant will be responsible for all content development, design, printing, and distribution of promotional and event materials. NDOT will have one week to review and provide edits on materials.

Deliverables:

- 1 suite of event templates (Power Point, agendas, nametags/lanyards, etc.)
- 1 TIMEX Plan to include roles and responsibilities, event logistics, materials, supplies, and detailed schedule.
- Up to 2 press releases.

1.2 Nebraska Annual Statewide TIM Conference

The purpose of this effort is to facilitate five Statewide TIM Conferences as requested. Planning for these exercises will be conducted by the consultant with assigned members of NDOT.

Assumptions:

- Consultant will be responsible for securing conference event location, with NDOT approval. Each conference will be held on a single day and will be held up to 8 hours.

- Consultant will assist NDOT in securing speakers, panel representatives, and subject matter experts. Consultant will coordinate directly with presenters to communicate conference details and schedule and will receive any presentation materials.
- Consultant will research and provide 1 database of invitees to include physical mailing and email addresses (if available) with NDOT direction. Consultant will mail and/or email all invitations and event reminders. Consultant will manage RSVPs for all conference attendees.
- NDOT will identify 1 public information officer to represent NDOT, send press releases, and be available for media requests. This representative will be available on site the day of the conference. NDOT will provide additional support personnel as needed to assist with conference check-in and other miscellaneous day-of-event tasks.
- Consultant will be responsible for all content development, design, printing, and distribution of promotional and conference materials. NDOT will have one week to review and provide edits on materials.
- Attend up to seven planning meetings, with up to three in-person meetings and up to four call-in meetings.
- Furnish up to two strategic communications facilitators and up to three technical experts.

Deliverables:

- 1 suite of event templates (Power Point, agendas, nametags/lanyards, etc.)
- 1 Conference Meeting Plan to include roles and responsibilities, event logistics, materials, supplies, and detailed conference schedule.
- 1 set of promotional materials to include a postcard invitation and branded email invitation.
- 1 set of conference materials for attendees, including handouts, folders, etc.
- Up to 2 conference press releases.

2.0 Area TIM Groups

The purpose of this effort is to facilitate meetings with multiple stakeholders to improve TIM efforts along the I-80 corridor as well as adjacent state highways. Action items will be identified by stakeholders and the consultant will work with the group to identify priorities and complete action items. The following tasks describe the anticipated efforts.

2.1 Group Management

- Work with NDOT staff to develop and maintain contact / distribution list for TIM members including but not limited to:
 - State, county and local representatives
 - Department of Transportation
 - County Engineer(s)
 - Public Works
 - Law Enforcement
 - Fire / EMS
 - EMA
 - 911 / Communications / Dispatch
 - Towing Professionals
 - Southeast Community College Security
 - University of Nebraska Campus Police

- Railroad
- Identify regional project champion with NDOT input
- Work with NDOT staff and other key stakeholders to identify meeting dates and content
- Make phone calls to all attendees to increase awareness and importance of the TIM effort
- Develop project material (agency training summary)
- Develop inaugural letter to provide TIM background and invite stakeholders to participate
- Develop draft memorandum of understanding using existing MOUs in state

Assumptions

- The Southeast Area is defined as I-80 from Pleasant Dale to Mahoney interchanges, the nearest highways, and towns in Cass, Gage, Lancaster, and Saunders Counties.
- The York Area is defined as I-80 from Giltner to Pleasant Dale interchanges, the nearest highways, and towns in Hamilton, York, and Seward Counties.
- The Tri-City area is defined as I-80 from Elm Creek to Giltner interchanges, the nearest highways, and towns in Buffalo, Kearney, Hall, and Adams Counties
- The West Central Area is defined as I-80 from Big Springs to Elm Creek interchanges, the nearest highways, and towns in Keith, Lincoln, and Dawson Counties
- The Sidney 76 Area is defined as I-80 from Potter to Big Springs interchanges, the nearest highways, and towns in Cheyenne and Deuel Counties of Nebraska as well as liaison to the Colorado DOT.
- The Panhandle Area is defined as I-80 from Wyoming Border to Potter interchange, Highway 71 to Scottsbluff, the nearest highways, and towns in Kimball, Banner, and Scotts Bluff Counties as well as liaison to the Wyoming DOT.

2.2 Traffic Incident Management Meetings

2.2.1 Conduct one to two hour meetings with stakeholders (Up to 20 meetings)

- Facilitate one planning committee conference call prior to the meeting, to develop meeting content
- Develop agenda, sign-in sheets and other meeting materials / supplies as needed to support NDOT efforts
- Contact group members to verify attendance as needed
- Debrief major traffic incidents and develop lists of Best Practices and Opportunities for Improvement
- Discuss upcoming construction activities around the area, if applicable
- Document meeting including maintaining action item summary
- Up to five Consultant attendees per meeting

2.2.2 Conduct small group meetings

- Small group meetings will be held with individual agencies/stakeholders. The purpose of these meetings is to address specific action items identified during previous meetings. Up to 20 in-person meetings will be held.
- It is anticipated that small group meeting dates should coincide with regular group meetings. Results of these meetings will be presented to the working group.
- One small group meeting shall be dedicated to an Annual FHWA Traffic Incident Management Capability Maturity Self-Assessment process.
- Up to five Consultant attendees per meeting

Assumptions

- NDOT, or a representative of NDOT, will provide updates for construction activities impacting traffic in the area, if applicable
- Meetings are estimated quarterly between Jan 2020 and Dec 2024
- Consultant will secure and expense meeting facilities

Deliverables

- Meeting agendas
- Supporting materials to facilitate the TIM meetings including research, phone calls and general coordination. Reports / memorandums exceeding two pages have not been included in this scope of work. It is anticipated that no more than five reports / memorandums / letters exclusive of meeting notes / documentation will be prepared.
- Meeting minutes that summarize decisions and action items discussed during the meetings
- FHWA TIM Capability Maturity Matrix SA submitted to NDOT and FHWA for measurement.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is 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.

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

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 or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing this service.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (25 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 three (3) references in their response, including contact information, that have directly been involved with similar services.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (35 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

Final Selection (100 pts)

A. QUALIFICATIONS (30 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services. Consultant's knowledge and understanding of environmental services outlined in this RFQ.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing this service.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (30 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

C. QUALITY OF INTERVIEW (40 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors adequately.
3. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2020)	Time (CST)
RFQ Posted	February 5	
Last Day Updates to RFQ may be posted	February 19	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	February 19	4:00 PM
Statement of Qualifications Due	February 26	4:00 PM
Post Short-List Consultants & Interview Schedule	March 6	4:00 PM
Interviews	March 17	1:30-3:30
Post Final Selections	By March 20	4:00 PM

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.

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.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

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.

NDOT's selection committee will conduct interviews with the short-listed consultants at the Department of Transportation, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Services Engineer at randy.eldorado@nebraska.gov or (402) 479-4778 to make arrangements.

Upon completion of all the interviews and approval of the Deputy Director, the selected consultants will be notified by telephone. 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