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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for RFQ-2007; NDOT
Capital Facilities Projects 2021-23

February 2020

R1 – 2/25/2020

Statements of Qualifications are due **Wednesday, March 11, 2020, by 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 RFQ-2007; NDOT Capital Facilities Projects 2021-23. 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:

- 110 Building Design and Inspection
- 111 Electrical and Mechanical Design

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

FY 21-23 BIENNIUM BUDGET CAPITAL FACILITIES PROJECTS

1. OVERVIEW OF THE WORK. The Nebraska Department of Transportation (NDOT) plans to select consulting firms to complete building design, construction administration, and inspection services. Buildings are generally pre-engineered metal buildings on an 8" curb with traditional commercial construction office space adjacent to large vehicle maintenance bays. Qualified firms are invited to submit statements of qualifications. A total of five (5) firms will be short-listed for interviews.

2. PROJECT GROUPS. Three firms will be selected, one for each of the following project groups:

a. GROUP ONE

- (1) Columbus Maintenance Facility – AFE Q-310. A new maintenance / construction yard superintendent headquarters with eight (8) bays. The schematic design for the office space is approximately (6000 SF). The building will also include six (6) equipment bays at (20'x54'), one (1) mechanic's bay (30'x54'), and one (1) wash bay that is (30'x54') and misc. storage.
- (2) Seward Maintenance Facility – AFE Q-111. A new maintenance supervisor yard with eleven (11) bays. The schematic design for the office space is approximately (3500 SF). The building will also include nine (9) equipment bays at (20'x54'), one (1) mechanic's bay (30'x54'), and one (1) wash bay that is (30'x54') and misc. storage.
- (3) Bloomfield Maintenance Facility – AFE Q-312. A new maintenance supervisor yard with six (6) bays. The schematic design for the office space is approximately (2000 SF). The building will also include four (4) equipment bays at (20'x54'), one (1) mechanic's bay (30'x54'), and one (1) wash bay that is (30'x54') and misc. storage.

b. GROUP TWO

- (1) Arthur Maintenance Facility – AFE Q-608. A new maintenance facility with three (3) bays. The schematic design for the office space is approximately (2000 SF). The building will also include two (2) equipment bays at (20'x54'), and one (1) wash bay that is (30'x54') and misc. storage.
- (2) Crofton Maintenance Facility – AFE Q-311. A new maintenance facility with three (3) bays. The schematic design for the office space is approximately (2000 SF). The building will also include two (2) equipment bays at (20'x54'), and one (1) wash bay that is (30'x54') and misc. storage.

c. GROUP THREE – McCook District Headquarters Addition – AFE Q-700. A building addition - 2000 sq. ft. of office space addition. Site work includes preparation, surfacing and landscaping.

3. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

a. BACKGROUND AND QUALIFICATIONS

- History of the firm or firms submitting the qualifications.
- Past Performance and General Qualifications for similar building renovation projects.
- Budget Management.
- Architect/Engineer-initiated Change Order Performance on the three most recent projects.
- Size, organization and location of firm.

b. APPROACH TO THE PROPOSED PROJECT

- Proposed Project Team and members' qualifications. Include size, organization and location of each firm on the team. Discuss the qualifications and scope of services to be provided by each team member.
- Sub-consultants proposed for the Project Team and their qualifications.
- Time Line Evaluation.
- Project Budget Evaluation.

c. PRODUCTION EXPERIENCE

- Related project experience, especially specific experience relating to planning and designing maintenance facilities.
- Specific experience and philosophy relating to planning and designing new construction and renovation projects for maintenance facilities.
- Discuss your team's anticipated approach to working with and identifying the needs of programs and staff to ensure a highly successful project delivery. The consultant should provide references and be able to demonstrate that they successfully completed recent, similar projects on time and within budget.

d. PROPOSED PROJECT DESIGN APPROACH

- Discuss your team's ideas related to project delivery and construction.
- Discuss how you might propose to help the Nebraska Department of Transportation ensure a quality, cost effective project.
- Discuss your team's approach to the maintenance facility start-up and the post-construction and warranty process.

e. WORKLOAD

- Current and projected workload of the firm.
- Past, present and upcoming projects for Agencies of the State of Nebraska.

f. OTHER RELEVANT INFORMATION

- Include any other information about your firm, or about the project, that you feel is relevant to the project and the Selection Committee.
- Explain any other factors that make your consultant team uniquely qualified to provide professional services for this project.

4. SOFTWARE AND EQUIPMENT REQUIREMENTS. All documents shall be provided in electronic form and hard copy. Electronic format is in both PDF and Word or AutoCAD format as well as REVIT model if applicable. Drawings shall be provided in 22"x34" sheet size unless requested otherwise.

5. EXPECTATIONS FOR THE DELIVERABLES.

a. Each project will consist of the following phases:

- (1) Phase 1 – Programming. Services to include planning and pre-design meetings, evaluation of existing site conditions, development of schematic design for facility, development of program statement and opinion of probable costs. The consultant will provide necessary data for the Department to develop a program statement and cost estimates, for the Legislature's approval, at the completion of the schematic design phase.
- (2) Phase 2 – Document Development. Services to include site survey, soils investigation report, periodic design review meetings, final design documents of site plans, architectural and engineering plans, and complete specifications. Completion of construction documents for the NDOT to use for solicitation of bids and support during the bidding phase, including responding to inquires during bid process.

- (3) Phase 3 – Construction Administration. Services to include pre-construction, monthly progress meetings, substantial completion meeting and final review meeting; periodic observation of construction progress; review and processing of shop drawings and submittals; review and processing of RFI's, ASI's, proposal requests and change order documents; review and certification of payment applications; submission of record documents and as-built plan set. Final service is the eleven month warranty inspection with contractor and owner representatives after substantial completion.

b. Additional coordinating instructions for each project are as follows:

- (1) A notice to proceed is anticipated to be immediate for phase 1. Phase 2 and Phase 3 will be dependent on future funding.
- (2) Phase 1 shall be executed immediately upon consultant selection, agreement with scope and fee, and notification from the NDOT. Phase 2 & 3 is dependent upon legislative and gubernatorial approval of the project's program statement.
- (3) The "lump sum" agreement to be utilized for the capital facilities projects will be provided by NDOT. The method of payment will be based upon percent of work completed.
- (4) The office square footage and numbers of bays listed for each project are projected estimates and subject to refinement with the selected firm.
- (5) The consultant will provide plans for all necessary utility connections.
- (6) Standard plans for fabric structures (salt storage buildings) will be provided by NDOT.
- (7) All documents shall comply with industry standards.
- (8) All designs shall follow all federal and state codes.
- (9) NDOT will advertise and conduct lettings for each project at a timeframe currently scheduled to begin July 1, 2021, or after.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for each group listed above. The payment method for the contract may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

A minimum of five (5) 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)

1. Qualifications (40 pts)
 - a. Qualifications of the project manager, key team members, and subconsultants to perform the services described in the Scope of Services.
 - b. Consultant's knowledge of NDOT standards and procedures.
 - c. What is the Consultant's knowledge and experience of the design team with this type of project
 - d. Applicability and relevance of comparable work provided by the Consultant.
 - e. Computer capability of the firm; Use of BIM will be required.
2. Performance Data (40 pts)
 - a. Previous plan submittals to NDOT have been complete and met NDOT standards.
 - b. Consultant met project schedule on previous projects with NDOT
 - c. Consultant's cooperation with NDOT staff on previous projects
 - d. If firm has no experience with NDOT, did they provide references for previous experience with other states, local governments, or appropriate clients?
 - e. Performance evaluations by NDOT regarding previous work of the Consultant.
3. Understanding of the Projects (20 pts)
 - a. Consultant demonstrated understanding of the key elements of the project
 - b. 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.

Final Selection (100 pts)

1. Ability to Perform the Work (40 pts)
 - a. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

- b. How much work does the consultant’s proposed team currently have under contract?
What is the scheduled completion date of this work?
 - c. How much non-NDOT work does the firm have going at this time?
2. Approach to the Services and Schedule (30 pts)
- a. Consultant has demonstrated understanding of the key elements of the scope, including potential issues/hurdles that may arise.
 - b. Does the consultant recognize and identify special circumstances of the projects?
 - c. Consultant has included a basic schedule of events to complete the work.
3. Quality of Interview (30 pts)
- a. Consultant’s interview was clear and concise.
 - b. Consultant addressed all evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2020)	Time (CST)
RFQ Posted	Feb 20	
Last Day Updates to RFQ may be posted	March 4	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 4	4:00 PM
Statement of Qualifications Due	March 11	4:00 PM
Post Short-List Consultants & Interview Schedule	March 26	4:00 PM
Interview	April 3	12:30 – 4:30 pm
Post Final Selections	April 6	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. Please name your firms electronic submittal by Firm Name, then RFQ-2007.

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 three (3) 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.
3. Fold-out or oversized pages are not allowed.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 15 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 connect to the interview via telephone, and will need to contact the Consultant Services Engineer at (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

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