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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for RFQ-2008; 2020 Multi-Service Projects

February 2020

**Statements of Qualifications are due Wednesday, March 18, 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 2020 Multi-Service Projects. 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 these projects are:

- 101A Environmental Studies
- 105 Highway Design – Major
- 106 Highway Design – Minor
- 107 Bridge Design

- 202 Engineering Survey
- 204 Land Surveying
- 209 Hydraulic and Hydrologic Studies
- 210 Right of Way Design (includes land ownership research, ROW plans, legal descriptions / plats)
- 211 Public Involvement

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

A. OVERVIEW:

NDOT has developed a list of 13 projects scheduled for completion over the next few years. These projects vary in complexity/duration and are detailed in the accompanying project list (Attachment A). The project list provides a description of the project, approximate schedule, and the range of services anticipated for each project. Not all projects will require services from all of the Standard Work Categories listed above.

Instead of developing a scope of service for each project individually, NDOT is attaching the basic scopes of services for each type of service needed, utilizing the project list to specify which services are likely needed for each project. All scopes of services identified below are provided in Attachment B.

B. SCOPE OF SERVICES

The scope of services for each project may include:

1. Environmental Services (Attachment B1)
2. Roadway Design (Attachment B2)
3. Bridge Design (Attachment B3)
4. Hydraulics (Bridge and Roadway) (Attachment B4)
5. Right-of-Way (Attachment B5)
6. Survey (Attachment B6)
7. Traffic Engineering Study and Design (Attachment B7)
8. Public Involvement (Attachment B8)

C. SCHEDULE (IF APPLICABLE):

The currently planned fiscal year for construction is provided for each project in Attachment A. A more refined schedule will be developed during the detailed scoping and negotiation for each project.

## **DETAILS**

It is anticipated that seven (7) consultant teams will be selected for this work. Project assignments will follow and will be based on the consultant's project interests, qualification and experience in necessary standard work categories, and equity. The payment method for the contracts may be Cost Plus Fixed Fee, Specific Rates of Compensation, or Lump Sum.

A minimum of nine (9) 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](mailto:NDOT.PDAnnualCertification@nebraska.gov).

Interested consultants, or a subconsultant, must currently be certified to provide NEPA services for NDOT for projects requiring this service.

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** - It is not the NDOT's intent for consultants to 'site-visit' any project or focus attention on individual projects from the project list during the interview.

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

### **A. QUALIFICATIONS (50 PTS)**

1. Qualifications of the project manager(s) and key team members to perform the services described in the Scope of Services for the project(s) of interest.
2. Consultant's knowledge and experience with the environmental process anticipated for projects in this RFQ.
3. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ for the project(s) of interest.

**B. PERFORMANCE DATA (25 PTS)**

1. Cooperation, communication, quality, and timeliness of deliverables with NDOT 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 projects and services.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.

**C. UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (25 PTS)**

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant provided logical approach to the project development process
3. Consultant has provided comparable projects for which they have been involved

**Final Selection (100 pts)**

**A. QUALIFICATIONS (40 PTS)**

1. Qualifications of the project manager(s) and key team members to perform the services described in the Scope of Services for the project(s) of interest.
2. Consultant's knowledge and experience with the environmental process anticipated for projects in this RFQ.
3. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ for the project(s) of interest.

**B. PERFORMANCE DATA (35 PTS)**

1. Cooperation, communication, quality, and timeliness of deliverables with NDOT 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 projects and services.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Current and projected workload of design staff on NDOT and LPA projects.

**C. UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (15 PTS)**

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant provided logical approach to the project development process
3. Consultant has provided comparable projects for which they have been involved.

**D. QUALITY OF INTERVIEW (10 PTS)**

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

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2020)</b>	<b>Time (CST)</b>
RFQ Posted	Feb 26	
Last Day Updates to RFQ may be posted	March 11	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 11	4:00 PM
<b>Statement of Qualifications Due</b>	<b>March 18</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	March 31	4:00 PM
Phone Interviews	April 9 April 13	1:00 – 3:30 pm 1:00 – 3:30 pm
Post Final Selections	April 15	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](mailto:NDOT.PDRFQinfo@nebraska.gov), or sent to the address listed below prior to the submittal deadline. **Electronic copies must be in pdf format and use the following naming convention: <firm name> <RFQ-2008>.pdf**

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. Project Submittal Form, indicating project groups of interest for Consultant's team.
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. [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 selection committee will conduct interviews with the short-listed consultants via telephone. Consultant may contact the Consultant Services Engineer to make any special 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*