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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Value Engineering On-call

April 2020

Statements of Qualifications are due Wednesday, May 13, 2020.

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 Value Engineering On-call 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:

212 Value Engineering

1. Overview of the work:

- A. This work involves providing a Team Leader and necessary administrative support for completing value engineering studies of specific State projects intended to improve project quality, reduce project costs, foster innovation, eliminate unnecessary and costly design elements, and ensure efficient investments. Studies would recommend to reduce project scope for items that provide minimal performance or safety benefits. Value engineering is defined in 23 CFR §627.3. Consultant's value engineering study must be completed in compliance with the requirements of federal law, including 23 CFR Part 627.
- B. The Value Engineering (VE) Analysis is a systematic process of reviewing and assessing a project by a multidisciplinary team not directly involved in the planning and development phases of the project that follows the VE Job Plan and is conducted to provide recommendations for:
 - (1) Providing the needed functions, considering community and environmental commitments, safety, reliability, efficiency, and overall life-cycle cost (as defined in 23 U.S.C. 106(f)(2));
 - (2) Improving the value and quality of the project; and
 - (3) Reducing the time to develop and deliver the project.
- C. The Consultant's VE Job Plan shall include and document the following seven phases:
 - (1) Information Phase: Gather project information including project commitments and constraints.
 - (2) Function Analysis Phase: Analyze the project to understand the required functions.
 - (3) Creative Phase: Generate ideas on ways to accomplish the required functions which improve the project's performance, enhance its quality, and lower project costs.
 - (4) Evaluation Phase: Evaluate and select feasible ideas for development.
 - (5) Development Phase: Develop the selected alternatives into fully supported recommendations.
 - (6) Presentation Phase: Present the VE recommendation to the project stakeholders.
 - (7) Resolution Phase: Evaluate, resolve, document and implement all approved recommendations.

2. Qualifications, Knowledge and Experience:

Consultants shall provide a Team Leader who is qualified as a Certified Value Specialist as defined by the Society of Value Engineers (SAVE). Consultant's Team Leader is not required to be a licensed professional engineer, but must have experience in conducting VE services on highway, bridge, and transportation projects.

3. Software and Equipment Requirements:

Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

4. Expectations for the Deliverables:

- A. Consultant shall submit to the State a formal written report outlining, at a minimum:

- (1) Project information, including Purpose & Need, Project Description, Location Map, and an overview of geographic features;
 - (2) Identification of the VE analysis team;
 - (3) Background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operations, constructability);
 - (4) Documentation of the stages of the VE Job Plan which would include documentation of the life-cycle costs that were analyzed;
 - (5) Summarization of the analysis conducted;
 - (6) Documentation of the proposed recommendations and approvals received at the time the report is finalized; and
 - (7) The formal written report shall be retained for at least 3 years after the completion of the project (as specified in 49 CFR 18.42).
- B. For bridge projects, in addition to the other requirements set out above, Consultant's final report shall:
- (1) Include bridge substructure and superstructure requirements that consider alternative construction materials; and
 - (2) Be conducted based on:
 - (a) An engineering and economic assessment, taking into consideration acceptable designs for bridges;
 - (b) An engineering and economics assessment of alternative construction methods, such as Accelerated Bridge Construction, phased construction, total bridge closure with detours, or other methods of maintaining traffic during construction, and
 - (c) An analysis of life-cycle costs and duration of project construction

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 three-year contract term will have a maximum value of \$300,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$40,000 to \$80,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, 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.

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 (50 pts)
 - a. Team Leader's qualifications to perform the services necessary.
 - b. Team leader is qualified as a Certified Value Specialist.
 - c. Support staff of the Team leader are available as necessary.
2. Performance Data (25 pts)
 - a. Performance evaluations for the firm and the Team Leader with NDOT.
 - b. Has the Consultant met project schedule on previous projects with NDOT?
 - c. Has the Consultant cooperated 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?
3. Experience & Competence (25 pts)
 - a. Consultant has provided comparable projects in which they have been involved.
 - b. Consultant has limited its number of projects to five (5) in their proposal.
 - c. Consultant has demonstrated understanding of key elements of the work.

Final Selection (100 pts)

1. Qualifications (40 pts)
 - a. Team Leader's qualifications to perform the services necessary.
 - b. Team Leader is qualified as a Certified Value Specialist.
 - c. Support staff of the Team Leader are available as necessary.
2. Experience & Competence (25 pts)
 - a. Consultant has provided comparable projects in which they have been involved.
 - b. Consultant has limited its number of projects to five (5) in their proposal.
 - c. Consultant has demonstrated understanding of key elements of the work.

3. Performance Data (15 pts)
 - a. Performance evaluations by NDOT regarding the work of the Consultant.
 - b. Project schedule adherence on previous projects with NDOT.
 - c. Cooperated with NDOT staff on previous projects.
 - d. 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.
4. Quality of Interview (20 pts)
 - a. Consultant’s interview was clear and concise.
 - b. Consultant addressed evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2020)	Time (CST)
RFQ Posted	April 22 & 29, May 6	
Last Day Updates to RFQ may be posted	May 6	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	May 6	4:00 PM
Statement of Qualifications Due	May 13	4:00 PM
Post Short-List Consultants & Interview Schedule	May 19	4:00 PM
Interview	May 28	1:30- 3:30 PM
Post Final Selections	May 29	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.

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 three (3) 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.
7. Verification that consultant 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.

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. Further instructions on phone interviews will be included with the ***Short-List Consultants & Interview Schedule*** posting.

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