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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Professional Services for RFQ-2011; ITS  
Services On-call

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May 2020

**Statements of Qualifications are due Wednesday, May 27, 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 ITS Services 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:

- 113 Intelligent Transportation Systems

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

**1. Overview of the work:**

The Consultants may assist the Nebraska Department of Transportation (NDOT) with the following or related specified services:

- a. Developing standard plans for ITS projects
- b. Planning, data collection, database collection, mapping/surveying, equipment inspection, designing, developing project plans and specifications, and construction observation services for identified ITS devices and projects
- c. Updating NDOT's ITS Architecture to improve the functional operation and interconnection of NDOT systems.
- d. Reviewing ITS projects prepared by others
- e. Deploying, trouble-shooting, and maintaining existing and future ITS devices
- f. Developing and conducting ITS training for NDOT and others
- g. Completing a "System Engineering" analysis for NDOT ITS projects in accordance with 23 CFR Part 940
- h. Develop and/or maintain ITS software and hardware systems, e.g., ATMS
- i. Working group meeting facilitation

The above services may include, but not be limited to, work with the following NDOT ITS projects and devices:

Projects-

- a. Fiber optic network planning and design
- b. Travel time system
- c. Active Traffic Management study

Devices-

- a. Closed Circuit Television (CCTV) Cameras
- b. Road Weather Information System (RWIS)
- c. Automated Gate Closures
- d. Roadway Sensors
- e. Anti-Icing Systems
- f. Cell Data Modems
- g. Dynamic Message Signs
- h. Fiber optic network

**2. Qualifications, Knowledge and Experience:**

Consultant must have knowledge of and experience working with:

- a. 23 CFR Part 940.
- b. ITS planning & design projects
- c. National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
- d. Systems Engineering publications, training, and other resources, such as the Systems Engineering Guidebook for ITS.

**3. Software and Equipment Requirements:**

- a. Consultant shall use ITS Turbo Architecture software when applicable.
- b. Consultant's design files must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page.
- c. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

**4. Expectations for the Deliverables:**

- a. The Consultant shall provide draft copies of all information to be submitted, including but not limited to reports, estimates, survey data, preliminary plans, and related data in electronic format (and paper if requested) for review and approval. The Consultant will then make appropriate changes and provide final copies of all submittals in electronic format (and paper if requested).
- b. The consultant shall meet the deadlines set out in Task Orders.
- c. It is expected that Consultant's work may be incorporated into State or Local Public Agency (LPA) projects.
- b. Deliverables will be submitted in hard copy and electronic form as outlined in the project specific Task Order.

**DETAILS**

It is anticipated that five (5) 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 \$1,500,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$50,000 to \$500,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Seven (7) 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).

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)**

1. **Professional qualifications necessary for satisfactory performance (50 pts)**
  - a. Project manager and key team members are qualified to perform the work categories on the project. Consultant's training, certifications, and other related qualifications.
  - b. Consultant's knowledge and experience with Systems Engineering publications, training, and other resources.
  - c. Consultant's knowledge of ITS Planning & Design Projects.
  - d. Consultant's knowledge of National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
2. **Specialized experience and technical competence in type of work required (25 pts)**
  - a. Consultant has provided comparable ITS projects they have been involved with. Consultant has limited its number of projects to five (5) in their proposal.
  - b. Consultant has provided Systems Engineering related services on past projects.
  - c. Computer programs of the Consultant, i.e. Turbo.
  - d. Consultant has demonstrated understanding of key elements of the work.
3. **Past Performances (25 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.

**Final Selection (100 pts)**

1. Professional qualifications necessary for satisfactory performance (50 pts)
  - a. Project manager and key team members are qualified to perform the work categories on the project. Consultant's training, certifications, and other related qualifications.
  - b. Consultant's knowledge and experience with Systems Engineering publications, training, and other resources.
  - c. Consultant's knowledge of ITS Planning & Design Projects.
  - d. Consultant's knowledge of National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
  
2. **Specialized experience and technical competence in type of work required (20 pts)**
  - a. Consultant has provided comparable ITS projects they have been involved with.
  - b. Consultant has provided Systems Engineering related services on past projects.
  - c. Computer programs of the Consultant, i.e. Turbo.
  - d. Consultant has demonstrated understanding of key elements of the work.
  
3. **Past Performances (20 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 (10 pts)**
  - a. Presentation was clear and concise.
  - b. Questions were appropriately answered by consultant.

| <b>SCHEDULE OF ACTIVITIES</b>                              | <b>Date</b>   | <b>Time (CST)</b> |
|--|---------------|-------------------|
| RFQ Posted   | May 6, 13, 20 |                   |
| Last Day Updates to RFQ may be posted                      | May 20        | 4:00 PM           |
| NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT | May 20        | 4:00 PM           |
| <b>Statement of Qualifications Due</b>                     | May 27        | <b>4:00 PM</b>    |
| Post Short-List Consultants & Interview Schedule           | June 4        | 4:00 PM           |
| Interviews   | June 15       | 8:30am-10am       |
|  | June 16       | 1pm – 4pm         |
| Post Final Selections                                      | June 18       | 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 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.

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

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