



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for RFQ-2015; Traffic Data Collection

August 2020

Statements of Qualifications are due Wednesday, August 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 Data Collection services. 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**A. Overview**

Consultant selected for this work will be required to provide traffic engineering data collection. Traffic engineering data collection includes intersection turning movement counts, pedestrian and bicycle behavior counts, speed surveys, gap studies, inventories, and any other studies as defined in the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies. The Nebraska Department of Transportation (State) anticipates 10-40 hours per week for data collection activities, depending on factors such as weather, seasonal conditions, etc.

The State will assign data collection tasks and locations within approximately sixty (60) miles of the Lincoln or Omaha city corporate limits. The attached map (Exhibit A) represents locations that may be utilized for data collection activities for this on-call. Overnight travel or lodging is not anticipated but may be approved by the State with permission prior to travel. The State will provide the Consultant at least two (2) weeks' notice of the site location(s) for data collection. The Consultant must submit all collection data electronically to the State once final processing of the field data has been completed. The Consultant will be required to meet with the State data collection supervisor once a month for safety meetings and to discuss upcoming work and potential scheduling conflicts.

B. Qualifications, Knowledge, and Experience

Consultant shall ensure that all employees have sufficient training and experience in data collection.

Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of publications:

- ITE's Manual of Transportation Engineering Studies
- Manual on Uniform Traffic Control Devices (MUTCD) (latest version)
- Nebraska's 2019 Supplement to MUTCD (latest version)
<https://dot.nebraska.gov/media/12109/ne-mutcd-2019.pdf>

C. Software and equipment requirements

Consultant shall use the following software:

- Microsoft Office version (latest version)
- PetraPro version 1.6.0 or newer

Consultant shall provide the following equipment:

- Vehicle
- Computer, Laptop, or Tablet
- Speed Radar
- Jamar Counting Board
- Cell Phone
- Ball Bank Indicator
- Measuring Wheel

- Digital Camera
- Personal Protective Equipment

Other equipment, such as video vehicle data collection equipment, portable radar units, or tube counters, are acceptable alternatives.

D. Expectations for the deliverables

Deliverables will be submitted in electronic format (PetraPro data files, Microsoft Office, PDF, etc.). All on-site data in paper format must be scanned into electronic format (PDF) prior to submittal.

Deliverables include, but not limited to:

- Photos and sketches
- Vehicle volume summary sheets
- Speed data summary sheets
- Field notes
- Inventory
- Videos

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The proposed contract will be negotiated annually for up to two (2) years. 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 Question/Answer format 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 & Experience (50 pts)
 - a. Qualifications of data collection staff to perform the work.
 - b. Consultant has performed a wide variety of data collection activities for public or private organizations.
 - c. Consultant has provided comparable projects they have been involved with.
 - d. Consultant has provided information specific to the project manager.

2. Understanding & Approach (40 pts)
 - a. Consultant has demonstrated understanding of the nature and scope of project.
 - b. Innovative approaches listed by the Consultant in terms of staff, equipment, or other resources to better obtain data on-site.
 - c. If the Consultant has additional or supplemental equipment or software listed in their response, Consultant has provided sufficient information about equipment, its intended use, and benefits from traditional data collection methods.

3. Past Performance (10 pts)
 - a. NDOT past experience with firm. If firm has no experience with NDOTT, review information from Consultant's references for performance with other states, local governments, or appropriate clients.

Final Selection

The Department will send, via email, three to six questions to the three short-listed firms, with responses due as shown below in the Schedule of Activities. The scoring of responses will be totaled, with the highest score determining the selected firm.

SCHEDULE OF ACTIVITIES	Date (2020)	Time (CST)
RFQ Posted	August 5, 12, 19	
Last Day Updates to RFQ may be posted	Aug 19	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Aug 19	4:00 PM
Statement of Qualifications Due	Aug 26	4:00 PM
Post Short-List Consultants	Sep 2	4:00 PM
Interview Questions sent to Short-List Firms	Sep 2	4:00 PM
Interview Responses to NDOT	Sep 9	4:00 PM
Final Selection posted on website	Sep 18	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(s) 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 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.
4. Please name your firm's submittal **FIRMNAME RFQ-2015 SOQ.PDF**.

INTERVIEWS

As stated above, interviews will be conducted through a Question/Answer format with each shortlisted firm receiving, via email, three to six questions regarding traffic data collection services, with responses due as shown below in the Schedule of Activities. The scoring of responses will be totaled, with the highest score determining the selected firm.

Upon completion of all the interviews and approval of the Deputy Director, the selected consultant 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