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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Professional Services for RFQ-2016; Traffic Engineering Studies and Design

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September 2, 2020

**Statements of Qualifications are due Wednesday, September 23, 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 Engineering Studies and Design. 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 [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:

- 103 Traffic Operation Studies
- 104 Traffic Operation Design

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

**A. OVERVIEW**

Consultant selected for this work will be required to provide traffic engineering studies and design on an on-call basis. Traffic engineering studies include investigations of existing urban and rural traffic operations. The study contents may include signal warrant investigations, sign inventories, roundabout investigations, intersection and crossing diagrams, crash location evaluations, traffic flow and volume studies, vehicle speed studies, microscopic simulations using various software programs, and any other studies as defined in the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies.

Traffic engineering design involves the use of traffic engineering to improve traffic operations and safety by the effective use of traffic control devices and design geometrics. This includes preparing design plans, specifications and any other engineering related functions.

The Consultant may assist or conduct public informational meetings and hearings with local communities, stakeholders, and state or federal agencies. The Consultant may also be asked to participate in support of Value Engineering activities.

The Consultant may need to gather field data to complete the work.

**B. QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE**

This work will be completed by, or under the direct supervision of, a professional engineer licensed in the State of Nebraska. Consultant shall ensure that all employees have sufficient training and experience in developing traffic engineering studies and design, including data collection and analysis.

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

- Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition (<https://mutcd.fhwa.dot.gov/>)
- Nebraska 2019 Supplement to MUTCD (<https://dot.nebraska.gov/media/12109/ne-mutcd-2019.pdf>)
- ITE's Manual of Transportation Engineering Studies
- ITE's Trip Generation Manual, 10<sup>th</sup> Edition
- NDOT's Roadway Design Manual ([dot.nebraska.gov/business-center/design-consultant/rd-manuals/](https://dot.nebraska.gov/business-center/design-consultant/rd-manuals/)).
- A Policy on Geometric Design of Highways and Streets, 7<sup>th</sup> Edition,
- Highway Capacity Manual 6<sup>th</sup> Edition: A Guide for Multimodal Mobility Analysis
- Highway Safety Manual

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

Consultant shall use the following software:

- HCS 7 or newer
- Synchro version 10 or newer
- MicroStation version V8i or newer
- AutoTURN version 8 or newer
- Microsoft Office version 2016 or newer

The following software may be helpful, but is not required for this work:

- VISSIM
- CORSIM/TSIS
- SIDRA
- PetraPro
- SignCAD

#### **D. EXPECTATIONS FOR THE DELIVERABLES**

Consultant will submit all studies, and drafts of all design plans and specifications, to NDOT or LPA for review, editing and approval. Submittals will be reviewed and approved by NDOT or LPA. Consultant shall address all issues raised by NDOT's or LPA's review and make all necessary changes to the work.

The consultant shall compile and provide all data and corresponding field observations to NDOT or the LPA for review.

Public meeting materials and information shall be provided to NDOT or LPA for review before being presented to the public.

Deliverables will be submitted in hard copy or electronic form as outlined in the Task Order.

Studies, plans, data, presentation materials, and any documents created or obtained will be the property of NDOT or LPA.

#### **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 \$400,000. 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 \$150,000. 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](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)**

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

- a. Project manager and key team members are qualified to perform the work categories on the project.
- b. Consultant's knowledge of standards and procedures.
- c. Consultant's knowledge of ITE Manual of Transportation Engineering Studies.

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

- a. Cooperation, communication, and timeliness of deliverables with NDOT and/or LPA staff on previous projects. If the consultant's team has no experience with NDOT, the consultant should include two (2) references in their response, including contact information, that have directly been involved with similar services.

#### **C. EXPERIENCE AND TECHNICAL COMPETENCE (25 PTS)**

- a. Consultant has demonstrated understanding of the key elements of the work
- b. Consultant has provided comparable projects/studies for which they have been involved. Consultant has limited its number of projects/studies to five (5) in their statement of qualifications.
- c. Computer programs of the Consultant, i.e. Synchro, HCS, MicroStation, AutoCAD, AutoTURN, and other related programs.

### **Final Selection (100 pts)**

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

- a. Project manager and key team members are qualified to perform the work categories on the project.

- b. Consultant’s knowledge of standards and procedures.
- c. Consultant’s knowledge of ITE Manual of Transportation Engineering Studies.

**B. PERFORMANCE DATA (20 PTS)**

- a. Cooperation, communication, and timeliness of deliverables with NDOT and/or LPA staff on previous projects. If the consultant’s team has no experience with NDOT, the consultant should include two (2) references in their response, including contact information, that have directly been involved with similar services.

**C. EXPERIENCE AND TECHNICAL COMPETENCE (20 PTS)**

- a. Consultant has demonstrated understanding of the key elements of the work
- b. Consultant has provided comparable projects/studies for which they have been involved during the interview. Consultant has limited its number of projects/studies for discussion to two (2) during the interview.

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

- a. Consultant’s interview was clear and concise.
- b. Consultant addressed evaluation factors adequately.
- c. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2020)</b>	<b>Time (CST)</b>
RFQ Posted	Sep 2, 9, 16	
Last Day Updates to RFQ may be posted	Sep 16	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Sep 16	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Sep 23</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	Oct 7	4:00 PM
Interview	Oct 15	8:30-10:30 am
Post Final Selections	Oct 16	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 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.

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 5 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 Schneeweis, P.E., Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*