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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Professional Services for RFQ-2017; Public  
Involvement On-call Services

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September 16, 2020

**R1 - September 25, 2020**  
**(See Page 3 For Revisions)**

**Statements of Qualifications are due**  
**Wednesday, October 7, 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 Public Involvement On-call 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

Standard Work Categories anticipated on this project are:

## 211 Public Involvement

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

**A. OVERVIEW OF THE WORK**

The Consultant would provide public involvement (PI) support services for NDOT projects as assigned. The Consultant shall serve as the agent for NDOT, representing NDOT in all matters related to the public involvement services needed for a project. Specific work activities could include:

1. Project Management and QA/QC
2. Public Involvement Support Services:
  - a. Mailers:
    - i. Public Notification
    - ii. Public Information Packet
  - b. Public Meetings:
    - i. Public Information Meetings
    - ii. Public Hearings
    - iii. Stakeholder Meetings
3. Other services:
  - a. Pre-construction and construction outreach
  - b. Public Meeting Presentations, Documents, and Fact Sheets
  - c. Displays including but not limited to renderings, animations, maps, etc.
  - d. Communications Division special projects such as Department initiatives, social media planning, writing, special event logistics and execution, etc.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. The Consultant team shall demonstrate familiarity with PI's role in NDOT's planning, project delivery, pre-construction and construction processes including NEPA.
2. The Consultant shall have education, training, working knowledge of, and experience in the preparation and coordination of the NDOT PI process.
3. The Consultant team shall provide examples of successful PI performed for federal aid and non-federal aid Transportation projects, to include PI performed for other state DOTs for project delivery, pre-construction and construction.
4. Work shall be done in accordance with the most current version of the following materials. The most current versions of the NDOT materials can be obtained from the NDOT website.
  - a. [Nebraska Public Involvement Procedure](#)
  - b. state and/or federal laws/regulations
  - c. other specific knowledge required based on the service to be provided

5. PI staff dedicated to public involvement and transportation communications.
6. Office located in close proximity to NDOT Headquarters in Lincoln, NE.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

1. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
2. Must have the ability to create 3D and 2D modeling for project renderings.
3. Ability to participate in virtual meetings and have equipment to carry out townhalls, stakeholder meetings, and small team meetings virtually.

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. Major Submittals can include: Project Schedule, Monthly Invoices including Progress Reports, Meeting Minutes, Meeting Planning, Meeting Document/Map Preparation, Public Information Activity, Postal Outreach, and Public Involvement Reports, as needed.
2. Must adhere to a set schedule based on the project(s) assigned.
3. Electronic copy of materials required for all submittals.
4. All materials submitted must be in accordance to the Nebraska Public Involvement Procedure and NDOT Brand Book.
5. Documents and communications must be accurately translated into other languages, if required, in accordance with Civil Rights Office review.

**DETAILS**

It is anticipated that **two (2) consultant** will be awarded a contract under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed **three-year contract term** will have a maximum value of **\$350,000**. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$20,000 to **\$70,000**. 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 (40 PTS)**

- i. Qualifications of the consultant and key team members to perform the services described in the Scope of Services.
- ii. Consultant's knowledge and understanding of Public Involvement services outlined in this RFQ.
- iii. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet Public Involvement objectives and schedules.
- iv. Knowledge of applicable federal regulations, and State and Federal procedures related to providing Public Involvement services, particularly as they apply to NEPA.
- v. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

#### **B. PERFORMANCE DATA (30 PTS)**

- i. Cooperation, communication, 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 services.
- ii. The consultant's team has displayed the ability to produce Public Involvement materials with minimal revision.

#### **C. SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE (15 PTS)**

- i. Consultant has demonstrated understanding of the key elements of the work

- ii. Applicable computer programs, design software, and public presentation experience.

**D. APPROACH TO THE PROJECT (15 PTS)**

- i. Did the consultant provide clear explanation of their Public Involvement experience including logical approach to project tasks and issues?
- ii. Did the consultant adequately address through the response to the RFQ that they were allocating appropriate and sufficient staff resources or qualified subconsultants to address the key elements as perceived by them?
- iii. Availability and Workload of firm

**Final Selection (100 pts)**

**A. QUALIFICATIONS (40 PTS)**

- a. Qualifications of the consultant and key team members to perform the services described in the Scope of Services.
- b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet Public Involvement objectives and schedules.
- c. Knowledge of applicable federal regulations, and State and Federal procedures related to providing Public Involvement services, particularly as they apply to NEPA.
- d. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

**B. UNDERSTANDING OF THE SERVICES AND EXPERIENCE (30 PTS)**

- a. Consultant has demonstrated understanding of the key elements of the work.
- b. Consultant has provided comparable samples of Public Involvement work for which they have been involved.
- c. Applicable computer programs, design software, and public presentation experience.

**C. QUALITY OF INTERVIEW (30 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 16, 23, 30	
Last Day Updates to RFQ may be posted	Sep 30	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Oct 7	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Oct 7</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	Oct 14	4:00 PM
Interviews	Oct 21	2 – 3:30 PM
Post Final Selections	Oct 23	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.

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*