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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Bridge Office Policies and Procedures (BOPP) Manual Update and Bridge Repair & Preservation Chapter Addition

September 16, 2020

**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 *Bridge Office Policies and Procedures (BOPP) Manual Update and Bridge Repair & Preservation Chapter Addition*. 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](#), [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:

107B Bridge Design - Minor

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

1. OVERVIEW OF THE WORK

The Bridge Office Policies and Procedures (BOPP) manual is due for an extensive update and chapter addition. A NDOT committee will review the BOPP manual chapter by chapter and page by page to make sure the latest and best information is included in the manual. NDOT is looking for a consultant with extensive knowledge of our BOPP manual who will organize and facilitate this NDOT BOPP committee and help reach consensus quickly on multiple items. The consultant will assist NDOT by gathering information at these BOPP committee meetings and transferring the new or updated information into the BOPP manual for review and acceptance by the committee.

The consultant will also facilitate the committee meetings to develop and write a new chapter in the BOPP manual on Bridge Repair & Preservation; designs, techniques, and details. Bridge repair and preservation plans have become a major component of NDOT and our bridge design consultant's work. To date, information on bridge repair and preservation is in multiple locations and needs to be condensed into one BOPP manual chapter. The chapter will include the latest and most up to date information.

The objective of this project is a major update and addition to the BOPP manual. The format of the manual is not expected to change, but NDOT is always interested in more effective ways to present information and document changes over time, including the reasons or decisions that lead to the changes.

Once finalized, the updated BOPP manual will be posted on NDOT's public website and is intended for use by NDOT, Consulting Engineers, Cities, Counties, FHWA, other State DOTs, and any other user on NDOT's website.

2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The consultant shall demonstrate extensive knowledge and experience with NDOT's current BOPP manual, designing bridges in Nebraska, detailing bridge plans, and assembling Bridge repair and preservation project plans. They shall also have extensive knowledge of the AASHTO LRFD Bridge Design Specification.

The consultant shall be a professional engineer registered in the State of Nebraska. The consultant shall have experience facilitating technical working groups, and the ability to reach consensus quickly while negotiating multiple topics. The Consultant shall have technical writing skills to make certain the information included in the BOPP manual is easily understood by people with varying levels of knowledge and experience.

3. SOFTWARE AND EQUIPMENT REQUIREMENTS

Documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

4. EXPECTATIONS FOR THE DELIVERABLES

The consultant shall:

- Schedule and organize regular reoccurring meetings (every two weeks) with the NDOT BOPP Committee to be held at NDOT's Bridge Division's office.
- Facilitate the committee meetings and take notes of discussions and decisions.
- Process the notes and transfer the new or updated information into draft form for review and acceptance by the NDOT BOPP committee before the next meeting.

The format of the BOPP manual is not expected to change, unless the consultant recommends a better, more effective way to present the information, and the change is acceptable to NDOT.

The consultant shall recommend ideas on how to document manual changes, including possibly listing the reasons for the changes, or decisions that lead to the changes.

When a BOPP manual chapter has been completed and accepted by the NDOT BOPP committee, the consultant shall finalize and format the chapter so it is compatible with NDOT's public website and ready for immediate posting for public viewing.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. 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 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 with the following exception; 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)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant's knowledge and understanding of the BOPP Manual
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

B. PERFORMANCE DATA (25 PTS)

1. 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 three (3) references in their response, including contact information, that have directly been involved with similar services.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (35 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

Final Selection (100 pts)

A. QUALIFICATIONS (30 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant's knowledge and understanding of the BOPP Manual
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

B. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (30 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

C. QUALITY OF INTERVIEW (40 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors adequately.
3. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2020)	Time CST)
RFQ Posted	Sep 16, 23, 30	
Last Day Updates to RFQ may be posted	Sep 30	5:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Oct 7	4:00 PM
Statement of Qualifications Due	Oct 7	4:00 pm
Post Short-List Consultants & Interview Schedule	Oct 15	5:00 PM
Interview	Oct 20	2:00-3:30 PM
Post Final Selections	Oct 23	5:00 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 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.

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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