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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Statewide Bridge Inspection & Records Quality Assurance

September 30, 2020

**Statements of Qualifications are due
Wednesday, October 21, 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 Statewide Bridge Inspection & Records Quality Assurance. 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:

208 A. NBIS Bridge Inspections B. Load Rating

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

1. Overview of the work:

The National Bridge Inspection Standards (NBIS) set the requirements for the Nebraska Department of Road's (NDOR) bridge inspection program for three operations (qualifications, inspection frequency, and follow-up). NDOR's Bridge Inspection Program (BIP) Manual specifies procedures that are to be applied in Nebraska to meet the NBIS requirements.

The Consultant will complete Quality Assurance (QA) reviews on various NDOR BIP program operations in accordance with the Quality Assurance Program including any refinements and adjustments based on the QA evaluation of prior inspection cycles. For purposes of this scope, a cycle is defined as one year of inspection data. The objective of the NDOR QA Program is to improve the quality of NBI data and reports. Continual improvement of the program and refinement will likely generate modifications to the QA Program procedures and the scope of work from year to year.

Variations in QA procedures will be discussed between NDOR and the Consultant as QA reviews progress; or will be requested by NDOR and Federal Highway Administration (FHWA). The Consultant will also be updating the BIP Manual based on QA refinements and NBIS program changes. The Consultant will also compile QA review information and add to a developed Microsoft Access database.

Quality Assurance Program services could include evaluation of any of the 23 NBIS evaluation metrics and relevant report to NDOT, such as:

- a. Performing routine, underwater, special, and fracture critical bridge inspections as a quality assurance check of Nebraska's NBIS certified bridge inspectors.
- b. Performing Load Rating QA
- c. Hydraulic evaluation of bridges
- d. Checking and verifying bridge inventory and inspection data of state and local agencies.
- e. Preparing Quality Assurance reports, Participant Reports and supporting documents.
- f. Coordination meetings with the NDOR NBI working committee.

Consultant shall document the findings of the bridge inspection, including identifying and photographing all defects. Consultant shall document load ratings using the current version of Bridge Rating Software (BrR).

2. Qualifications, Knowledge and Experience:

- a. Consultant must utilize State of Nebraska certified Team Leader ("Team Leader") to conduct or supervise all bridge inspections on site. The Team leader must be certified

in accordance with the Nebraska Bridge Inspection Program (BIP) manual. Load ratings must be evaluated by a Professional Engineer.

- b. Consultant must have working knowledge of:
 - i. National Bridge Inventory (NBI) and Elemental Inspections
 - ii. Current version of BrM and BrR software.
 - iii. Nebraska Bridge Inspection Program (BIP) manual
 - iv. Bridge Inspection Reference Manual (BIRM)
 - v. AASHTO Manual for Bridge Evaluation (MBE)
 - vi. AASHTO Manual for Bridge Element Inspection
 - vii. Programmatic Agreement(s) for Statewide Bridge Inspection between the Federal Highway Administration-Nebraska Division and NDOT.

3. Software and Equipment Requirements:

- a. Consultant is required to use the State-owned bridge NBI software identified as BrM. Consultants also to acquire at no cost to the State and use the bridge load rating software identified as BrR.
- b. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services and load rating field verifications.
- c. Consultant is required to provide a two-person crew for each bridge inspection; at least one of the crew members shall be a certified Team Leader.

4. Expectations for the Deliverables:

- a. Final QA Report will be submitted to NDOR and must include an executive summary and individual chapters for each area of study for that specific QA cycle. The report is expected to be approximately 40 pages long.
- b. State Engineer's QA Letter: A summary of QA results in memo form will be completed after the final QA Report is submitted. The participant memo will highlight those areas most in need of improvement as well as highlights of QA results.
- c. Team Leader Summary: Each Team Leader in the subject QA cycle will receive a summary of each bridge receiving a QA review as well as an overall composite score for that review.
- d. Owner Summary: Each Bridge Owner that is selected for an Owner Review will receive an individual memo detailing the findings and recommendations for improvements after the review.
- e. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by Consultant.
- f. State shall retain all rights to the deliverables.

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.

The consultant chosen for the work under this RFP may not also be involved in other bridge inspection work for NDOR. As such, if the chosen firm is currently working on other inspection work (Fracture Critical, Missouri River Above Water Bridges, Missouri River Below Water Bridges), the chosen firm will have their inspection work under these contracts reassigned.

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 (40 pts)
 - a. Qualifications of project manager and key team members to perform the work.
 - b. Consultant's expert knowledge and understanding of all policies, procedures, and requirements of the NBIS Program.
 - c. Consultant's expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual and associated quality assurance and quality control procedures.
 - d. Consultant's expert knowledge of the AASHTO Manual for Bridge Evaluation.
 - e. Consultant's expert knowledge of load rating for bridges.
 - f. Consultant's expert knowledge of bridge hydraulic modeling.
 - g. Consultant's expert knowledge of bridge scour analysis.
2. Experience & Competence (25 pts)

- a. Applicability and relevance of comparable bridge quality assurance work provided by the Consultant. Consultant should limit its number of projects/programs to five (5) in their proposal.
 - b. Applicable Computer programs i.e. BrM, BrR, HECRAS, and other relevant programs.
3. Performance Data (20 pts)
- a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Consultant's performance as documented in the Statewide NDOR Inspection and Records Quality Assurance Program.
 - c. Project schedule adherence on previous projects with NDOR.
 - d. Cooperation with NDOR staff on previous projects.
 - e. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.
4. Approach (15 pts)
- a. Innovative recommendations to improve the quality assurance program.

Final Selection (100 pts)

1. Qualifications (35 pts)
- a. Qualifications of project manager and key team members to perform the work.
 - b. Consultant's expert knowledge and understanding of all policies, procedures, and requirements of the NBIS Program.
 - c. Consultant's expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual and associated quality assurance and quality control procedures.
 - d. Consultant's expert knowledge of the AASHTO Manual for Bridge Evaluation.
 - e. Consultant's expert knowledge of load rating for bridges.
 - f. Consultant's expert knowledge of bridge hydraulic modeling.
 - g. Consultant's expert knowledge of bridge scour analysis.
2. Experience & Competence (25 pts)
- a. Applicability and relevance of comparable bridge quality assurance work provided by the Consultant. (Consultant should limit its number of projects/programs to five (5) in their proposal.
 - b. Applicable Computer programs i.e. BrM, BrR, HECRAS, and other relevant programs.
 - c. Consultant has demonstrated understanding of key elements of the work.
3. Approach (10 pts)
- a. Innovative recommendations to improve the quality improvement program.
4. Performance Data (15 pts)
- a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Consultant's performance as documented in the Statewide NDOR Inspection and Records Quality Assurance Program.
 - c. Project schedule adherence on previous projects with NDOR.

- d. Cooperation with NDOR staff on previous projects.
 - e. If firm has no experience with NDOR, review information obtained from Consultant’s references for Consultant’s performance with other states, local governments, or appropriate clients.
5. Quality of Interview (15 pts)
- a. Consultant’s interview was clear and concise.
 - b. Consultant addressed evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2020)	Time (CST)
RFQ Posted	Sep 30, Oct 7, 14	
Last Day Updates to RFQ may be posted	Oct 14	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Oct 14	4:00 PM
Statement of Qualifications Due	Oct 21	4:00 PM
Post Short-List Consultants & Interview Schedule	Oct 29	By 3:00 PM
Interview	Nov 2	11am-2pm
Post Final Selections	Nov 4	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 must be emailed to NDOT.PDRFQinfo@nebraska.gov. Please name your submittal as follows; FIRM NAME RFQ-2019 SOQ.PDF

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 four (4) 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 Schneweis, P.E., Director
Nebraska Department of Transportation

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