

Request for Qualifications

Professional Services for Roadway Design On-Call

January 14, 2021

**Statements of Qualifications are due
Wednesday, February 3, 2021, 1:00 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 Roadway Design 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:

- 105 Highway Design – Major (Rural and Urban)*
- 106 Highway Design – Minor (Rural and Urban)*

*Standard Work Categories 105 and 106 are amended to include performing project

scope reviews, preparing scoping reports, and providing project management services consisting of coordinating work performed by other consultants.

The following services will be added when necessary to support the roadway design effort. The basic scopes of services for these will attached to this this RFQ.

- 202 Engineering Surveying
- 209 Hydraulic and Hydrologic Studies
- 210 Right of Way Design (includes land ownership research, ROW plans, legal descriptions / plats)
- 211 Public Involvement

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

A. OVERVIEW

1. The Consultant will perform services on various Roadway Design tasks including those related to Maintenance, Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction projects. Services may include, but are not limited to, the following:
 - a. Design Policies and Procedures
 - 1) Design Manual reviews, documentation and training (e.g., Roadway Design Manual, Drainage, Utilities and others)
 - 2) Policy research and development
 - 3) Standard plan research and review, documentation and training
 - 4) Value Engineering services
 - 5) Practical Design services
 - b. Planning and Pre-project Activities including, but not limited to, the following tasks;
 - 1) Grant Application Preparation
 - 2) Corridor Analysis
 - 3) Safety Studies for intersections and corridors
 - 4) Cost benefit studies to determine operational, capacity, geometric or safety needs
 - c. Roadway Design activities including, but not limited to, the following tasks:
 - 1) Additional surveys
 - 2) Scoping documents
 - 3) Preliminary design
 - 4) Final design
 - 5) Emergency design (e.g., Flood repair)
 - 6) Alternatives Analysis as required for 404 permits and flood plain permits
 - 7) Constructability Analysis
 - 8) Erosion Control

- 9) Lighting Design
 - 10) ADA design and compliance
 - 11) Railroad coordination
 - 12) Utility rehabilitation and coordination
 - 13) Project renderings and visualizations
 - 14) Presentation development (e.g., Design Relaxations)
 - 15) Plan development/drafting services
 - 16) Project cost and Estimate support
 - 17) Field inspections (Plan-in-Hand's, field review of existing conditions, etc.)
- d. Application Support Services, development and training
- 1) AASHTOWare Estimation
 - 2) MicroStation
 - 3) GeoPAK
 - 4) ProjectWise
 - 5) OnBase
 - 6) Various Engineering software including but not limited to AutoTurn, FlowMaster, HY8, etc.
 - 7) Software integration development and training
2. Project management services include managing the project details between the Roadway Design On-Call Consultant and other consultants selected by NDOT to perform work on the project. It is NDOT's desire that the Roadway Design On-Call Consultant be primarily responsible for facilitating coordination of project deliverables among the other consultants and NDOT. Work performed by other consultants may include, but is not necessarily limited to: Environmental Services, Wetland Delineations and Mitigations, Bridge Design, Hydraulic Studies, Right of Way Design, and Titles and Ownerships research. Project information and deliverables will be managed by the On-Call Roadway Consultant in such a manner that each consultant providing support services has access to all project related information necessary to provide their services. This includes such information as surveys, roadway and bridge design plans, right of way design, and hydraulic studies. The NDOT will be the Coordinating Professional, as defined in Neb. Rev. Stat. § 81-3437.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The consultant firm shall use engineers experienced with all aspects of roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
 - a. A Policy on Geometric Design of Highways and Streets 2011 (AASHTO)
 - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
 - c. Americans with Disabilities Act Accessibility Guidelines

- d. Design Process Outline (NDOT)
 - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
 - f. Highway Capacity Manual 2010 (HCM2010), Transportation Research Board
 - g. Local, State and federal laws and regulations that pertain to roadway design
 - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition
 - i. MUTCD - Nebraska 2011 Supplement to the MUTCD
 - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
 - k. National Environmental Protection Act (NEPA) process
 - l. Preliminary Survey Manual (NDOT)
 - m. Roadside Design Guide, 2011 (AASHTO)
 - n. Roadway Design Manual, 2010 (or latest) (NDOT)
 - o. Standard and Special Plans Manual (NDOT)
 - p. Standard Specifications for Highway Construction 2007 (or latest edition) (NDOT)
 - q. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
 - r. United States Access Board Guidelines, Standards, and Publications
 - s. Policy for Accommodating Utilities on State Highway Right-of-Way (NDOT)
3. Certification as a NEPA consultant is not required for these services; however, the consultant needs to demonstrate an understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

- 1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <http://dot.nebraska.gov/business-center/design-consultant/>.
- 2. The Consultant's design must be accomplished using the design software GEOPAK version SS4 or later but no later than that in use by NDOT. The consultant's design must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Consultant's use of an earlier version of GEOPAK OpenRoads may be approved for specific activities with written permission of NDOT and at NDOT's sole discretion.
- 3. In many cases, projects will require that a 3D model be generated using GEOPAK OpenRoads technology.
- 4. Consultant will be provided access to other software such as ProjectWise, OnBase, etc. as needed depending on the scope of the project.
- 5. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
- 6. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

D. EXPECTATIONS FOR THE DELIVERABLES

1. The consultant shall provide to NDOT acceptable deliverables based on the scope of services. The deliverables may include but not limited to plans, specifications, documentation, training courses. The Consultant shall seal and sign applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act. Consultant shall also provide to NDOT all applicable supporting documentation and reports as described in the Task Order.
2. Plans and special provisions shall be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section, paragraph B.
3. Consultant shall submit to the NDOT roadway design plans at the following stages, when applicable: before the plan-in-hand field inspection, before public meetings, at 90% completion stage, and final PS&E package. Deliverables must be completed and submitted in accordance with the schedule set out in the Task Order.
4. Deliverables must be submitted in hard copy and electronic form as outlined in the Task Order.
5. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.

DETAILS

It is anticipated that three (3) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a maximum value of \$3,000,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$300,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Five (5) 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.

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 are encouraged to subscribe for updates via [GovDelivery](#).

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 have not 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, Procurement Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (60 pts)

A. QUALIFICATIONS (30 PTS)

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Computer capability of the firm; GEOPAK OpenRoads technology for design, and MicroStation CAD platform, as mentioned above.
4. Qualifications and capability of key subconsultants.
5. Expertise of consultant's design team with 3R and New and Reconstruction projects.
6. Applicability and relevance of comparable projects provided by the Consultant.
7. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
8. Knowledge of the NEPA process and adhering to the purpose and need of the project.

B. PERFORMANCE DATA (10 PTS)

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Adherence to applicable standards and completeness of previous plan submittals to NDOT.
3. Project schedule adherence on previous projects with NDOT.
4. Cooperation with NDOT staff on previous projects.
5. If firm has no experience with NDOT, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 PTS)

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call agreement.
2. The consultant has recognized and identified special circumstances to be considered for the projects.
3. Consultant provided a logical approach to complete tasks and resolve issues of the project.

Final Selection (40 pts, 100 pts total)**D. QUALITY OF INTERVIEW (40 PTS)**

1. Consultant answered committee questions logically and thoroughly (20 points)
2. Consultant demonstrated the ability and availability of their team to complete these services on behalf of NDOT (10 points)
3. Consultant's interview was clear and concise (10 points).

SCHEDULE OF ACTIVITIES	Date (2021)	Time (CST)
RFQ Posted	Jan 14, 20, 27	
Last Day Updates to RFQ may be posted	Jan 27	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Jan 27	4:00 PM
Statement of Qualifications Due	Feb 3	1:00 PM
Post Short-List Consultants & Interview Schedule	Feb 16	4:00 PM
Interview	Feb 22	1:30pm-4pm
Post Final Selections	Feb 24	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,

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 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.

Moe Jamshidi, P.E., Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER