



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Highway-Railroad Crossing State Action Plan (SAP)

March 3, 2021

Statements of Qualifications are due Wednesday, March 31, 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 State Highway-Railway Grade Crossing - State Action Plan (SAP). 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:

112 Railroad Planning

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

A. OVERVIEW OF THE WORK

December 14, 2020, Federal Rail administration published a final rule requiring States to develop of highway-rail grade crossing action plan to submit to FRA for review and approval.

The objective of the work is to create Nebraska's SAP to include:

1. SAP must identify recent highway and pathway grade crossings that fall within one of the following categories:
 - a. Have experienced recent accident/incident (one accident/incident within the previous 3 years)
 - b. Have experienced multiple accident/incidents (more than one accident/incident within the previous 5 years)
 - c. Are at a high-risk for accident/incidents
2. States must identify data sources used to classify their highway-rail and pathway grade crossings into one of the three specified categories:
 - a. Crossing with recent accident/incidents
 - b. Crossing with multiple accidents/incidents or
 - c. Crossing at high-risk for accident/incidents
3. Each SAP must identify specific strategies for improving safety at the identified highway-rail and pathway grade crossing for a period of at least 4 years
4. Implementation timeline for specific strategies
5. Contact information for designated State Official
6. Final SAP must be submitted by February 14, 2022

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. Consultant should have high level knowledge of public and private highway-railway grade crossing safety efforts.
2. Understanding of crossing inventory data
3. Understanding of developing strategies for the plan
4. Consultant have at least 5 years' experience with planning and experience relating to coordinated transportation activities
5. Consultant must have knowledge of NDOT Rail rules and processes and Federal Rail Administration Regulations.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

Electronic documents generated by Consultant and delivered to NDOT must be in a Microsoft Office and Adobe Acrobat formats. Documents must be accessible and translated as requested.

D. EXPECTATIONS FOR THE DELIVERABLES

1. Project Management
2. State highway-railway grade crossing program review
3. Stakeholder Participation
4. Develop State Action Plan
5. Recommendations
6. Final draft SAP Submittal Due by December 31, 2021
7. Final Submittal Due by February 1, 2022

Extensive information regarding SAP Requirement can be found at following links –

- [State Highway-Rail Grade Crossing Action Plans | FRA \(dot.gov\)](https://www.fra.dot.gov)
- [Highway-Railway-Grade-Crossing-Action-Plan-and-Project-Prioritization.pdf \(transportation.org\)](https://www.transportation.org)

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. 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 (40 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ for the project(s) of interest.

B. PERFORMANCE DATA (10 PTS)

1. Cooperation, communication, quality, 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 in key roles with similar projects and services.

C. UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (10 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Consultant provided logical approach to the project assignment
4. Consultant has provided comparable projects for which they have been involved

Final Selection (100 pts total)

Presentation Focus: NDOT would like to learn more about how your team will address objectives of the project and ensure a quality, on-time project. Examples: How you effectively communicate among multi-disciplined teams to complete their tasks? How to best communicate with NDOT management team on requesting or presenting information? What are your innovative ideas or processes for improved communication and project efficiency?

Points assigned to shortlisted firms for items A.-C. will be carried into the Final Selection scoring.

D. QUALITY OF INTERVIEW (40 PTS)

1. Consultant's interview was polished, clear and concise (10 points).

2. Consultant demonstrated the ability and workload availability of their team to complete this assignment (15 points).
3. Consultant answered committee questions logically and thoroughly (15 points)

SCHEDULE OF ACTIVITIES	Date (2021)	Time (CST)
RFQ Posted	March 10, 17, 24	
Last Day Updates to RFQ may be posted	March 24	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 24	4:00 PM
Statement of Qualifications Due	March 31	1:00 PM
Post Short-List Consultants & Interview Schedule	April 9	4:00 PM
Interview	April 19	1pm-2:30pm
Post Final Selections	April 21	4:00 PM

NOTE – THE Selected Firm must provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.

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 five (5) pages.
5. A maximum of five (5) 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 20 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 WebEx. 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., Acting Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER