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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Statewide Fracture Critical Bridge Inspection and Load Rating

March 24, 2021
R1 March 29, 2021

Statements of Qualifications are due Wednesday, April 14, 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 Statewide Fracture Critical Bridge Inspection and Load Rating. 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 Bridge A. NBIS Bridge Inspections B. Load Rating

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

A. OVERVIEW

Consultant shall provide Routine, Special and Fracture Critical Bridge Inspections and load rating services of State of Nebraska, Department of Transportation (State) bridges in accordance with the Nebraska Bridge Inspection Program (BIP) manual.

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

State's Bridge Program Manager (PM) will select the bridges for inspection services and the required month of inspection. Consultant must schedule services and coordinate with State and Local officials to ensure timely and efficient completion of the services, including the submittal of all required deliverables on the schedule set by State. Consultant shall perform Quality Control (QC) on all completed bridge inspections and load ratings.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. Consultant must designate a State of Nebraska certified Fracture Critical Team Leader ("Team Leader") to conduct or supervise all bridge inspections on site.
2. The Team leader must be certified in accordance with the Nebraska Bridge Inspection Program (BIP) manual.
3. Load ratings, if needed, must be evaluated, and signed by a Professional Engineer licensed in Nebraska.
4. Consultant must have working knowledge of:
 - a. National Bridge Inventory (NBI) and Elemental Inspections
 - b. Use of the current version of BrM and BrR software.
 - c. Nebraska Bridge Inspection Program (BIP) manual
 - d. Bridge Inspection Reference Manual (BIRM)
 - e. AASHTO Manual for Bridge Evaluation (MBE)
 - f. AASHTO Manual for Bridge Element Inspection
 - g. Programmatic Agreement(s) for Statewide Bridge Inspection between the Federal Highway Administration-Nebraska Division and State.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. Consultant is required to use the State-owned bridge inspection software identified as BrM, and to acquire at no cost to the State and use the bridge load rating software identified as BrR.
2. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services and load rating field verifications.
3. 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. Reports and documents must be submitted in Microsoft Word, Excel, PDF or other formats as directed by State.

D. EXPECTATIONS FOR THE DELIVERABLES

1. Completed bridge inspection information reported in BrM shall include, but is not limited to, the following:
 - a. Notes of defects
 - b. Condition ratings
 - c. Defects identified and photographed documenting the condition of the bridges
2. Completed bridge inspection forms (when applicable) shall include, but are not limited to, the following:
 - a. Repair Report (DR Form 321)
 - b. Maintenance Report (DR Form 27)
 - c. Critical finding Report (DR Form 320)
 - d. Fracture Critical Form (BR293)
 - e. Channel cross section plot and data.
3. Consultant's Quality Control (QC) procedures, prior to notice to proceed.
4. Completed Load Rating documents and files:
 - a. Load Rating Summary Sheets (LRSS) (BR465)
 - b. BrR file
 - c. Additional field measurements
5. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by Consultant.
6. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that two (2) consultant will be awarded the contract for this work. Contracts will be negotiated annually for up to four (4) years. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

A minimum of four (4) 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) 310-8695.

EVALUATION CRITERIA

Short List (60 pts)

A. QUALIFICATIONS (20 PTS)

1. Qualifications of project manager and key team members to perform the work categories on the project.
2. Consultant's expert knowledge (knowledge and understanding of all policies, procedures, and requirements) of the NBIS Inspection program.
3. Consultant's expert knowledge of the current NDOT Bridge Inspection Program (BIP) manual.
4. Consultant's expert knowledge of the AASHTO MBE.
5. Consultant's expert knowledge of load rating for bridges.
6. Consultant's expert knowledge of design for bridge repairs.
7. Consultant's expert knowledge of bridge element inspection.
8. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (20 PTS)

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Project schedule adherence on previous projects with NDOT.
3. Cooperation with NDOT staff on previous projects.
4. 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. Consultant should list a minimum of two (2) references in their proposal.

C. EXPERIENCE & COMPETENCE (20 PTS)

1. Applicability and relevance of comparable bridge inspections provided by the Consultant. (Consultant shall limit its number of projects to five (5) in their proposal).
2. Consultant’s demonstrated understanding of key elements of the work including bridge inspections, load ratings and design and plan preparation for bridge repairs.

Final Selection (40 pts, 100 pts total including Short List criteria)

D. QUALITY OF INTERVIEW (40 PTS)

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

| SCHEDULE OF ACTIVITIES | Date (2021) | Time (CST) |
|--|-----------------------|-------------------|
| RFQ Posted | March 24, 31, April 7 | |
| Last Day Updates to RFQ may be posted | April 7 | 4:00 PM |
| NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT | April 7 | 4:00 PM |
| Statement of Qualifications Due | April 14 | 1:00 PM |
| Post Short-List Consultants & Interview Schedule | April 23 | 4:00 PM |
| Interview | May 4 | 1:00 PM – 3:00 PM |
| Post Final Selections | May 7 | 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 (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online [“SOQ Submittal Form”](#) link found on the Consultant Services Business Opportunities page.

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.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 10 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 posting on the Consultant Services web page. NDOT will make every effort to post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities.

John Selmer, P.E., Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER