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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Statewide On-Call HazMat Assessments for State Projects

April 21, 2021

Statements of Qualifications are due **Wednesday, May 12, 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 On-Call HazMat Assessments for State Projects. 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:

101B Environmental Services

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

A. OVERVIEW OF THE WORK

1. The services are primarily for subsurface investigations/remediation and apply to Title 200 closures of our maintenance facilities and any project where NDOT requests a subsurface investigation to identify the potential of contamination existing within our project footprint. The services may also include the preparation of a Phase I Environmental Site Assessment (ESA) or a Hazardous Materials Review (HMR) per NDOT Hazardous Materials Review Guidance Manual, September 2018. Effectively, this combines the previous hazardous material subsurface investigation on-call services with the Title 200 closure services. The intent is not to provide Hazardous Material Review (HMR) services for NEPA projects assigned to Consultants under existing On-Call NEPA Services agreements.
2. The Consultant will assist the Nebraska Department of Transportation (NDOT) with hazardous materials assessments for highway projects, commercial property acquisition and Title 200 (Petroleum Release Remedial Action Reimbursement Fund) investigations. Environmental services shall be completed in accordance with all applicable local, state and federal laws and regulations. The consultant shall demonstrate experience and expertise for the following services:
 - a. Preparation of a Hazardous Materials Review
 - 1) The Consultants shall have knowledge of the NDOT Hazardous Materials Review Guidance Manual when completing a Hazardous Materials Review for specific properties and/or corridors (as defined by the specific project scope of services), for use as standalone documents and for potential use in project specific NEPA and/or other Environmental Clearance documents.
 - 2) Tasks May included preliminary site assessments to identify potential areas of hazmat concern, published records research, aerial photograph interpretation, and on-site surface level site review/reconnaissance for project corridors and/or specific properties.
 - b. Preparation of an ASTM (E 1527) Phase 1 Environmental Site Assessments for use as standalone documents and for potential incorporation into standard NEPA Documentation
 - c. Preparation of an ASTM (E 1903) Phase 2 Environmental Site Assessments for use as standalone documents and for potential incorporation into standard NEPA Documentation.
 - d. Identification and characterization of unknown possible hazardous wastes unexpectedly discovered during NDOT construction and/or maintenance activities
 - 1) Field and laboratory testing and defined by the specific project scope of services will be conducted to determine disposal, cleanup, and treatment recommendations. Treatment recommendation and documentation report are required
 - 2) Must be available on site within 24 hours of Notice-to-Proceed. Actual cleanup or removal operations may be conducted by a separate contractor.
 - e. Title 200 Investigations and Evaluations
 - 1) This work includes fuel spill investigations ordered by the Nebraska Department of Environmental and Energy (NDEE) under the requirements of the Title 200 program, the associated Tier 1 and Tier 2 requirements, along with any required remedial action activities.

- 2) Task may include a pre-investigation site visit, Tier I and Tier II Site Investigation and Evaluation, Preparation and implementation of Remedial Action Plan, Review of remedial effectiveness, site closure, preparation of reimbursement applications and report submittal to NDOT and NDEE.
 - 3) The Consultant shall submit all required permit applications and associated documents.
 - 4) The consultant will provide similar services related to orphan tanks of spills on NDOT property.
- f. Completion of Asbestos Containing Material Surveys
- 1) Includes inspection, identification and laboratory analysis of suspect asbestos containing materials for bridge structures, building structures and in some cases, asbestos containing asphalt overlays.
 - 2) Requires submittal of a written asbestos survey report.
- g. Lead Based Paint
- 1) Includes absence, presence, and estimate of quantities
 - 2) Requires submittal of a written report

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE, EQUIPMENT

1. The Consultant shall demonstrate knowledge and experience in applying the NDOT Hazardous Materials Review Guidance Manual for hazardous material assessments.
2. The consultant shall be trained in and have experience in preparing ASTM Phase I and Phase II environmental site assessments.
3. The technicians performing field work must be fully trained pursuant to OSHA HAZWOPER standards and 29 CFR §1910.120, and strict compliance with *29 CFR §1910.120 is required.
4. Consultants shall have knowledge of and utilize the NDEE “Environmental Guidance Document, Reasonable Rate Schedule and Reimbursement Guidance Manual” and other applicable Title 200 documents and applications.
5. For site closures the consultant shall have knowledge of and utilize the guidelines of the Federal Underground Storage Tank regulations (40 CFR part 280) and the State Fire Marshall regulations (Title 159).
6. The consultant shall have knowledge of the Federal Underground Storage Tank regulations (40 CFR part 280) and the State Fire Marshal regulations (Title 159).
7. The Consultant shall provide all necessary equipment and materials to carry out the work of each Task Order, such as drill rigs and photo ionization detectors.
8. Consultants shall have knowledge of the Nebraska Department of Health and Human Services Title 178 (Nebraska Asbestos Control Program).
9. Consultants shall have knowledge of the 40 CFR Part 61 Subpart M (EPA National Emission Standards for Hazardous Air Pollutants for asbestos).
10. Consultants shall have knowledge of the 29 CFR 1910.1001 (Occupational Safety and Health Administration Asbestos Regulations).
11. Consultants shall be trained, certified and licensed in Nebraska as an Asbestos Inspector.

*29 CFR § 1910.120 says: shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.

C. EXPECTATIONS FOR THE DELIVERABLE:

1. Work will be completed at sites designated by NDOT and/or NDEE.
2. Work will be completed on an on-call basis and within the schedule identified in the Task Order.
3. Phase I and Phase II documentation shall be in accordance with ASTM standards.
4. For Title 200 Investigations, final reports will be completed in accordance with the guidelines provided by NDEE at the time the Task Order is initiated. Final reports will be submitted in both hardcopy and electronic format. Hardcopy reports will be bound in a hardcover notebook for NDOT's records. Hardcopies for NDEE will be provided in unbound using the guidelines below. Tier 1 reports, Tier 2 reports, As-Builts and RAP's will also require a bound copy for NDEE.
 - a. Do not use colored paper.
 - b. For text lines and shapes, use bold colors rather than pastel colors. Shading within tables should be avoided
 - c. Card stock and laminated pages are discouraged.
 - d. For section dividers and title pages, it is best to use white paper. Tabbed pages should not be use. The font size for labels on a divider should be at least 16-font.
 - e. Large format (larger than 11 x 17) maps/drawings are scanned separately. Confirm format with NDEE prior to submittal.
5. For site closures, the Consultant will complete a closure assessment report.

D. SCHEDULE:

Schedule for deliverables for each project will be outlined in the respective Task Order. Typical schedule for completing the services is 3-6 months after notice-to-proceed.

DETAILS

It is anticipated that two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed three-year contract term will have a maximum value of \$750,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$50,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee or Specific Rates of Compensation.

Four (4) 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.

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 (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 environmental services outlined in this RFQ.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental services.

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 (15 points)
2. Consultant demonstrated the ability and availability of their team to complete these services on behalf of NDOT (15 points)
3. Consultant’s interview was clear and concise (10 points).

SCHEDULE OF ACTIVITIES	Date (2021)	Time (CST)
RFQ Posted	April 21, 28, May 5	
Last Day Updates to RFQ may be posted	May 5	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	May 5	4:00 PM
Statement of Qualifications Due	May 12	1:00 PM
Post Short-List Consultants & Interview Schedule	May 21	4:00 PM
Interview	May 26	1:15pm-3:15pm
Post Final Selections	May 28	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.

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 he 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 (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 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.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website according to the Schedule of Activities. Interviews will be capped at 10 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

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. A link for connecting to the interview will be sent to each shortlisted firm.

Upon completion of all the interviews and approval of the Deputy Director, consultant selection(s) will be posted to 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