



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Hydraulic and Hydrological Studies

June 23, 2021

Statements of Qualifications are due Wednesday, July 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 Hydraulic and Hydrological Studies. 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 [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

Hydraulic and Hydrological Studies. [Standard Work Category: 209](#)

A. OVERVIEW OF THE WORK:

1. This work involves hydrologic and hydraulic studies of drainage basins and streams to define the most practicable solutions for all hydraulic related issues in floodplains, bodies of water, rivers, and streams, drainageways, and wetland areas. This may include:
 - a. Hydrologic studies related to highway drainage facilities and floodplains
 - b. Hydraulic design of bridges, culverts, flumes, ditches, channels, and storm sewer systems
 - c. Hydraulic design of stormwater detention facilities
 - d. Design of stormwater treatment facilities for projects within MS4 communities
 - e. Hydrologic and Hydraulic analysis and design of wetland mitigation and bank sites
 - f. Floodplain "Certification of Compliance" for different types of highway projects with work performed within a mapped or unmapped floodplain
 - g. Design of dams, including certification and completion of necessary permits
 - h. Stream and bank stabilization
 - i. 408 Coordination with USACE
2. Developing guidance and/or training manuals for Roadway and Bridge Design Divisions for H&H related initiatives and processes.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. The work is to be performed by, or under the direct supervision of a Licensed Professional Engineer with hydraulic experience.
2. Consultant's employees must have a working knowledge of the latest NDOT Bridge Division "Hydraulic Analysis Guidelines 2015".
3. Consultant's employees must have a working knowledge of the latest NDOT Roadway Design Division "Drainage Design & Erosion Control Manual".
4. For projects involving dams, consultant's employees must meet minimum qualifications in the Nebraska Department of Natural Resources (DNR) dam safety rules as defined in Title 458.
5. Consultant's employees must have competence in design of municipal storm sewer systems and knowledge of NDOT policies and procedures and the related regulatory requirements.
6. Consultant's employees must have competence in design of stormwater detention facilities.
7. Consultant's employees must have competence in the design of stormwater quality treatment facilities (STFs).
8. Consultant's employees must have competence in designing and establishing wetland mitigation sites and banks. Experience should include establishing the

sites based on groundwater and/or surface water sources for successful establishment and attainment of maximum wetland credits.

9. Consultant's employees must have knowledge of Nebraska Floodplain Regulations and competence in "Certification of Compliance".
10. Consultant's employees must have knowledge and experience in Section 408 levee design, certification, and permit application process.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Consultant's employees must have a working knowledge of hydrologic analysis, and hydraulic programs for 1-dimensional and 2-dimensional modeling such as:

1. HY-8 (1D)
2. HEC-RAS (1D & 2D)
3. SMS – Tuflow, SRH2D (2D)
4. HEC-SSP

D. EXPECTATIONS FOR THE DELIVERABLES:

1. Consultant's hydrologic and hydraulic work must be completed in accordance with the latest Bridge Division's "Hydraulic Analysis Guidelines 2015" and NDOT Roadway Design Division "Drainage Design & Erosion Control Manual".
2. For Letter of Map Revision (LOMR) or Conditional Letter of Map Revision (CLOMR), Consultant shall comply with the FEMA Guidelines.
3. When applicable, Consultant's work must comply with the DNR Dam Safety Guidelines (only for projects with dams).
4. Consultant shall submit their design and supporting documentation for review and approval by NDOT (electronic copy and hard copies as requested).
5. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.
6. Consultant shall submit an electronic copy (and hard copies as requested) of the signed and sealed final approved report and design plans.

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 three-year contract term will have a maximum value of \$200,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$10,000 to \$50,000. 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.

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 work.
2. Computer capability of the firm as mentioned above in SOFTWARE AND EQUIPMENT REQUIREMENTS.
3. Applicability and relevance of comparable projects provided by the Consultant.
4. Knowledge of NDOT Bridge Division's "Hydraulic Analysis Guidelines 2015" and NDOT Roadway Design Division "Drainage Design & Erosion Control Manual". Projects involving dams require knowledge of the Nebraska Department of Natural Resources (DNR) Dam Safety Guidelines.

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	June 23, 30, July 7	
Last Day Updates to RFQ may be posted	July 7	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	July 7	4:00 PM
Statement of Qualifications Due	July 14	1:00 PM
Post Short-List Consultants & Interview Schedule	Aug 3	4:00 PM
Interview	Aug 23	8:30am-12pm
Post Final Selections	Aug 25	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.

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 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.

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

EQUAL OPPORTUNITY EMPLOYER