



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Statewide On-Call Bridge Design and Repair

August 2018

Statements of Qualifications are due Wednesday, August 22, 2018, 4:00 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 Bridge Design and Repair 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 [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](#).

NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services.

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:

- 107A Bridge Design - Major
- 107B Bridge Design - Minor
- 109A Construction Inspection - Bridge
- 208 Bridge Structural Analysis

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

A. OVERVIEW OF THE WORK:

The consultant will provide Bridge related services for NDOT such as:

1. Preliminary Engineering Services including Bridge Data Sheet development and Type, Size, and Location plans (TS&L's)
2. Final Bridge Design (including load rating of bridges)
3. Bridge Plan production
4. Independent structural design reviews and load ratings
5. Support in Value Engineering activities
6. Special design projects including, but not limited to, bridge repair and maintenance projects such as:
 - a. Joint replacements
 - b. Concrete repairs
 - c. Curb repairs
 - d. Bridge rail remodel
 - e. Bridge deck repairs
 - f. Bridge deck overlays
 - g. Superstructure and Substructure repairs
7. Construction phase services including but not limited to:
 - a. Calculating girder shims,
 - b. Shop drawing review
 - c. Providing construction consultation

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 bridge design related to the services to be provided.
2. The Consultant's team shall have working knowledge of and follow, when applicable:
 - a. Bridge design industry standards
 - b. The NDOT Bridge Office Policies and Procedures Manual. (BOPP)

- c. AASHTO LRFD Bridge Design Specifications
- d. NDOT Standard Specifications for Highway Construction
- e. NDOT Approved Products List
- f. Special Provisions and Specifications developed by NDOT's Bridge Division
- g. Local, State and federal laws and regulations that pertain to bridge design

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

1. The Consultant's design files must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD and GEOPAK software. The Consultant is required to complete work (CAD/Geopak files) within the ProjectWise environment. All project document submittals (non CAD/Geopak) are to be uploaded into OnBase. Modeling files to be located within ProjectWise.
2. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
3. The Consultant shall 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. Plans and special provisions must be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section.
2. Bridge plans for new construction will typically be submitted to NDOT for review and comment and approval at preliminary, 75% completion stage, 90% completion stage, and final. Bridge repair plans must be submitted at 90% and 100% completion for review and comment. Final turn-in for all bridge projects shall include stamped and signed plans, all special provisions, and cost estimates.
3. Plans will be completed and submitted in accordance with the schedule set out in the Task Orders. Occasionally, the NDOT may require the plans be completed on a "rush" basis for emergency repairs.
4. Consultant's services will be used directly or incorporated into NDOT project plans for use in bidding and constructing projects.

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 \$1,000,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$20,000 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.

A minimum of 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

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOT staff for information regarding the services in this RFQ. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

A. QUALIFICATIONS (50 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant's expertise in bridge design.
3. Consultant's understanding of NDOT bridge design standards and procedures.

B. PERFORMANCE DATA (25 PTS)

1. Performance evaluations by NDOT regarding the work of the consultant.
2. Project schedule adherence on previous projects with NDOT.

3. Cooperated 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.

C. SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE (25 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Applicability and relevance of comparable bridge designs provided by the Consultant. (Consultant should limit its number of projects to five (5) in their submittal).
3. Applicable computer programs, i.e. MicroStation and relevant structural analysis and design software.

Final Selection (100 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. Consultant's expertise in bridge design.
3. Consultant's understanding of NDOT bridge design standards and procedures.

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. Cooperated 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.

C. SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE (20 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Applicability and relevance of comparable bridge designs provided by the Consultant. (Consultant should limit its number of projects to five (5) in their submittal).
3. Applicable computer programs, i.e. MicroStation and relevant structural analysis and design software.

D. QUALITY OF INTERVIEW (20 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors adequately.
3. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFQ Posted	Aug 01	
Last Day Updates to RFQ may be posted	Aug 15	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Aug 22	4:00 PM
Statement of Qualifications Due	Aug 22	4:00 PM
Post Short-List Consultants & Interview Schedule	Sept 7	4:00 PM
Interview	Sept 18	1:00-3:30 PM
Post Final Selections	Sept 25	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
5. To fulfill the minimum guarantee

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, or sent to the address listed below prior to the submittal deadline.

Consultant Services Engineer
 Nebraska Department of Transportation
 Project Development Division
 1500 Highway 2, PO Box 94759
 Lincoln NE
 PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

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 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.

Kyle Schneweis, P.E., Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER