



Request for Qualifications

Professional Services for RFQ-2208; State, Local Public Agency, Metropolitan Planning Organization Transportation Planning On-call

May 4, 2022

May 13, 2022, R1

Statements of Qualifications are due Wednesday, May 25, 2022, 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, Local Public Agency (LPA) and Metropolitan Planning Organization (MPO) Transportation Planning On-call. 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 (indirect cost rate) 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/>.

The selected consultants will be required to follow the LPA Guidelines Manual for Federal-Aid Projects and all applicable Federal and State requirements and procedures for the local federal-aid projects when working on LPA or MPO projects.

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 because 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:

- 102 Transportation Planning
- 211 Public Involvement

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

A. OVERVIEW OF THE WORK

Consultant would be asked to assist or prepare various planning related documents for State, LPA, or MPO for tasks such as: performance measure calculations, visualizations, and reporting, grant applications, updating existing planning documents, public input processes, plan amendments, traffic counts, data collection (freight, safety, etc.), travel demand modeling/forecasting, public opinion surveys, National Performance Management Research Dataset (NPMRDS) analysis, and specification writing. This work **may** also include supply chain analysis and supply chain optimization strategies to benchmark transportation costs within the state by specific traffic lanes and transport mode. This information will be used to improve the freight network and reduce supply chain costs for businesses. Chosen consultants may not have expertise in all areas listed but should be skilled in most of them.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The consultant firm shall have experienced transportation professionals including planners, public involvement specialists, and statistical analysts.
2. The Consultant's team shall have experience with the following types of work:
 - a. Travel Demand Modeling and traffic data collection experience
 - 1) Ability to update and/or modify a travel demand model
 - 2) Complete traffic counts for model updates
 - b. FHWA Performance Measures calculations and documentation requirements
 - c. Ability to utilize FHWA's National Performance Management Research Data Set (NPMRDS) tool for analysis
 - d. Statewide transportation related planning documents and Federal reporting requirements
 - e. Collaborative stakeholder activities such as public meetings, focus groups, surveying, etc.
 - f. Grant writing for various USDOT related grant programs, such as BUILD and INFRA
 - g. State and MPO Long Range Transportation Plans and associated Federal requirements
 - h. State Freight Plans and associated Federal requirements

- i. Electric Vehicles: The Consultant will have the capability to assist the NDOT with efforts to plan and develop policy strategy for Electric Vehicles (EV) and EV charging infrastructure.
- j. Surveying, and Public Meeting Facilitation
- k. Supply chain analysis and modeling
 - 1) Freight data sets and analysis
 - 2) Transportation economics
 - 3) Mapping and data visualization
- l. Public Private Partnerships (P3): The Consultant will have expertise on P3s including the various models and their risks. The Consultant will be able to assist in the development of policy, strategy, and other details of P3 implementation.
- m. Transit Services
 - 1) Transit planning
 - 2) Creating RFQs and RFPs for architects and contractors
 - 3) Transit project oversight
- n. Aviation Services
 - 1) Aviation Forecasting
 - 2) Airport Master and Layout Plans
 - 3) Familiarity with FAA Advisory Circulars in the 150 series
 - 4) Air Service Market Analysis
 - 5) Standard airport management documents (leases, rules/regulations, minimum standards, etc.)

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

- 1. Consultant needs to have experience working with and access to the following software, equipment, and analysis tools.
 - a. AASHTO Pool Funded NPMRDS tool
 - b. Survey tool
 - c. CUBE travel demand modeling software
 - d. Jamar Technologies, TDC Ultra Traffic Data Collector board to collect traffic count data
 - e. Jamar Technologies, Petro Pro Software for use with TDC board
 - f. Diamond Traffic Products, Unicorn or Road Runner hose-based counters
 - g. Diamond Traffic Products, Software for use with Unicorn or Road Runner counters.

D. EXPECTATIONS FOR THE DELIVERABLES

1. All plan updates will be done utilizing Microsoft Office Products.
2. Updates will be completed in accordance with FHWA/FTA/FAA and NDOT guidelines.
3. NDOT will review and finalize any updates prior to submittal to FHWA/FTA/FAA for approval.
4. Work is to be completed and submitted to NDOT electronically in an agreed to format at the time of the task assignment.
5. Work will be completed on an as needed basis, timing and extent of work will be negotiated at the time the task is assigned.
6. All work completed will be available for use by NDOT in planning related documents and for public review.
7. Supply Chain
 - a. Perform supply chain analyses, including use of NESCOM (Nebraska Supply Chain Optimization Model)
 - b. Examples of work include identify areas of high potential for commercial/industrial development; prioritize recommendations to optimize multimodal network; identify opportunities for economic development; financial analysis, including ROI
 - c. Supply chain analysis should have the ability to live beyond the contract
8. Expectations shall be further discussed during scope development and negotiations by the LPA's or MPO's.

DETAILS

It is anticipated that five (5) 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 \$500,000. The contract term may be extended up to 6 months at the discretion of NDOT. Typical Task Orders that will be awarded under this IDIQ contract will range from \$15,000 to \$150,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Seven (7) 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 NDOT Procurement Engineer, at: ndot.pdRFQinfo@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 transportation planning activities.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the planning services.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (10 PTS)

1. Cooperation, communication, and timeliness of deliverables with **NDOT, LPA, or MPO** 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 with similar services.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

Final Selection (40 pts, 100 pts total)

The Department will send, via email, three or more questions to each of the short-listed firms, with responses due as shown below in the Schedule of Activities. The

scoring of responses will be totaled, with the highest score determining the selected firm(s).

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ posted	May 4 – May 25	
Last day questions will be accepted	May 13	12:00 PM
Last day Q&A or updates to RFQ may be posted	May 18	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	May 18	4:00 PM
Statement of Qualifications Due	May 25	1:00 PM
Post Short-List Consultants & Send Q&A Interview QUESTIONS	May 27	4:00 PM
Q&A Interview – RESPONSES Due	June 3	1:00 PM
Post Final Selections	June 10	4:00 PM

NOTE – Shortlisted Firms may be asked to 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 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. Please “reduce file size” of PDF before submitting.

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.

INTERVIEWS

NDOT will make every effort to post the short-listed consultants and interview discussion schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

NDOT selection committee will conduct Interview discussions with the short-listed consultants via written Questions and Answers, submitted to the shortlisted firms. Answers will be scored by the selection committee. Consultant may contact the Procurement Engineer to make any special arrangements.

Upon completion of scoring and approval of the Deputy Director, NDOT will post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities, or as soon as possible.

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

EQUAL OPPORTUNITY EMPLOYER