

NEBRASKA

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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for RFQ-2209; LCLC-5275(2), CN 13418, S. 98th Street, A to O St., PE and NEPA

July 27, 2022

August 16, 2022 R1 - Interview Date Change

Statements of Qualifications are due Wednesday, August 17, 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 Nebraska Department of Transportation (NDOT) and Lancaster County Engineering Department (LCED), is issuing a Request for Qualifications (RFQ) for the above mentioned project. 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 (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/>.

NDOT, in cooperation with LCED, is seeking a statement of qualifications from consultants who wish to be considered to provide these services. The selected consultant 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. Lancaster county

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 and 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.

PRELIMINARY SCOPE OF SERVICES

The consultant selected shall provide normal and customary professional services for each phase: Planning, Environmental, and Preliminary Engineering. The consultant or its subconsultants shall be NDOT certified for the Standard Work Categories which may include the following. Information regarding these categories may be found at:

http://dot.nebraska.gov/media/6081/ndor_std_wrk_categories.pdf

- 102 Transportation Planning
- 110 NEPA Studies
- 120 Roadway Design
- 140 Traffic Operation Studies & Design
- 145 Intelligent Transportation Systems (ITS)
- 160 Right-of-Way Design (Land Ownership Research)
- 161 Right of Way Design (ROW plans)
- 162 Right of Way Design (Legal Descriptions/Plats)
- 210 Engineering Survey
- 220 Pavement Design
- 230 Hydraulic and Hydrologic Studies
- 231 Geological Studies
- 240 Value Engineering
- 211 Public Involvement

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

All work shall be completed by or under the supervision of a Nebraska licensed professional engineer.

Preliminary Design services, including Environmental Documentation as required by the FHWA, must be completed for project approval and 404 permitting.

The plans will be developed as part of the preliminary and functional design steps. The plans would be updated as part of the public involvement, NEPA and permitting process. The public involvement process will involve stakeholder and public meetings and a NEPA public information meeting and/or hearing. The Consultant will be responsible for developing documentation to support a class of action determination, to be approved by FHWA, at the onset of the study.

A. OVERVIEW OF THE WORK:

This project is to construct one mile of new road on new alignment, a segment of S. 98th Street, located generally on the section line between A Street and O Street (US-34). The project is east of the City of Lincoln, in Lancaster County. Construction may begin and/or end approximately 600 feet along A Street/98th Street and 1,000 along O Street ahead of or beyond the actual project limits to accommodate transitioning and adding turn lane pavement.

The improvements on this project consist of grading for an urban divided median section, placing storm drainage system structures, culvert pipes and paving for a rural roadway section: two 12-foot-wide paved lanes and 6-foot-wide shoulders (2 feet of the shoulder will be surfaced).

Intersection work at S. 98th and A Streets will not be constructed under traffic. A detour will be provided. Intersection work to add turn lanes at S. 98th Street and O Street will be constructed under traffic with lane closures controlled by appropriate traffic control devices and practices.

Property rights for the S. 98th Street corridor between A Street and O Street were previously purchased by Lancaster County in compliance with the Uniform Act. Additional property rights at the intersections with O and A street may be necessary to construct the project.

The Mopac Trail will not be impacted by this project. Coordination will occur within the project limits to include design and construction for any necessary roadway crossing required to accommodate a future re-alignment. Trail re-alignment or trail head relocation are not part of this project. Trail access will be maintained.

Access to adjacent properties will be maintained during construction but may be limited at times due to phasing requirements.

Utility impacts are anticipated with this project. Overhead power lines throughout the length of the project will be relocated. Additional minor utility impacts/adjustments are anticipated on both ends.

This project will be developed as a Federal-aid project so Consultant must have the capabilities and NDOT certification to conduct the necessary environmental reviews and create documents required for a NEPA evaluation.

The Class of Action Determination (NDOT-53) is an Environmental Assessment.

PHASE I – Preliminary/Functional Design and NEPA Decision

Environmental Services

Environmental services to be accomplished under this RFQ includes development of a NEPA document. This project has been determined to be an Environmental Assessment. The NEPA document will be approved by appropriate agencies prior to final design services which will be provided under a separate RFQ process.

As part of the NEPA process, all reasonable alternative alignments would be considered and analyzed. The screening of alternatives would indicate why and how the alternatives were developed and would explain why and how alternatives were removed. Alignments that would advance to further analysis must meet the project Purpose and Need.

- Prepare necessary environmental documentation including other environmental surveys or services necessary to support and complete the NEPA decision-making process.

- Wetland delineation services to support NEPA evaluation and a Section 404 Permit application.
- Development of a 404 Permit application if required
- Aid in development of wetland mitigation requirements if required.

Roadway Design Services

- Roadway Design to support the services being performed internally and externally for the other work categories.
- Preliminary plans
- Documenting design decisions and, when necessary, preparing and presenting design exceptions to the FHWA and design relaxations to the Board of Public Roads Classifications and Standards.
- Utility coordination services, including utility locates and mapping, Subsurface Utility Engineering (SUE), conflict determination, avoidance, and coordination with Utility companies.

Survey Services

- Preliminary Survey is complete.
- Additional preliminary survey, if necessary, may be performed by the Consultant.
- Right-of-way survey.

Public Involvement Services

- Public Involvement services would include public mailers, meeting notices, legal notices, news releases, website development, planning and coordinating stakeholder and public meetings, and responding to public comments.
- Public Involvement services necessary to gather input on project alternatives and for the NEPA decision-making process.
- Presentation support for the NDOT staff to present the project information to the Lancaster County Board of Commissioners.

Environmental services to be accomplished under this RFQ includes development of a NEPA document. The Class of NEPA Action will be determined at a point in time when sufficient information on alignments and any other relevant information is substantially known in order to make an informed decision. This project is anticipated to result in an Environmental Assessment or an Environmental Impact Statement. Once the Class of NEPA Action is known, a separate NEPA contract will be scoped and negotiated. The NEPA document will be approved by appropriate agencies prior to final design services which will be provided under a separate RFQ process.

As part of the NEPA process, all reasonable alternative alignments would be considered and analyzed. The screening of alternatives would indicate why and how the alternatives were developed and would explain why and how alternatives were removed. Alignments that would advance to further analysis must meet the project Purpose and Need. The development and evaluation of alternatives would follow the Council on Environmental Quality's requirements:

- Rigorously explore and objectively evaluate all reasonable alternatives and for

alternatives which were eliminated from detailed study, briefly discuss the reasons for there having been eliminated.

- Devote substantial treatment to each alternative considered in detail including the proposed action so that reviewers may evaluate their comparative merits.
- Include reasonable alternatives not within the jurisdiction of the lead agency.
- Include the alternative of no action.
- Identify the agency's preferred alternative or alternatives, if one or more exists, in the draft NEPA statement and identify such alternative in the final statement unless another law prohibits the expression of such a preference.
- Include appropriate mitigation measures not already included in the proposed action or alternatives.

The plans will be developed as part of the preliminary and functional design steps. The plans would be updated as part of the public involvement, NEPA and permitting process. The public involvement process will involve stakeholder and public meetings and a NEPA public information meeting and/or hearing. The Consultant will be responsible for developing documentation to support a class of action determination, to be approved by FHWA, at the onset of the study.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract will be Cost Plus Fixed Fee.

Up to three (3) 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.

Interested consultants must be certified to provide NEPA Level 1, 2, and 3 services.

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 or LCED staff for information regarding the services in this RFQ. Email all inquiries/questions to NDOT Procurement Engineer, at:

NDOT.pdRFQinfo@nebraska.gov .

EVALUATION CRITERIA

Short List (60 pts)

A. QUALIFICATIONS (25 pts)

1. Qualifications of the project manager and key team members to perform the work.
2. Computer capability of the firm.
3. Qualifications and capability of team members and subconsultants.
4. Expertise of consultant's design team with New and Reconstruction projects.
5. Applicability and relevance of comparable projects/corridors provided by the Consultant.
6. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
7. Knowledge of the NEPA process and developing/adhering to the purpose and need of the project.

B. PERFORMANCE DATA (15 pts)

1. Cooperation, communication, and timeliness of deliverables with Lancaster County Engineering Department (NDOT) staff 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 demonstrated understanding of the nature and scope of work for this project.
2. The consultant has recognized and identified special circumstances to be considered as part of the project.
3. Consultant provided a logical approach to accomplish the project.

Final Selection (40 pts, 100 pts total)

A. 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 (2022)	Time (CST)
RFQ posted	July 27, Aug 3, 10	
Last day questions will be accepted	Aug 10	4:00 PM
Last day updates to RFQ may be posted	Aug 10	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Aug 10	4:00 PM
Statement of Qualifications Due to NDOT	Aug 17	1:00 PM
Post Short-List Consultants & Interview Schedule	Aug 31	4:00 PM
Interview	Sep 9	10:00am-Noon
Post Final Selections	Sep 12	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.

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. Interview discussions will be capped at 20 minutes.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. Consultant may contact the Procurement Engineer to make any special arrangements.

Upon completion of scoring and approval, 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

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