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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Statewide On-Call Survey Services

September 21, 2022

Statements of Qualifications are due Wednesday, October 5, 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 Statewide On-Call Survey 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 (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/>.

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:

- 210 Engineering Survey
- 211 Geodetic Surveying
- 212 LiDAR Acquisition & Processing
- 215 Land Surveying (ROW)

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

A. OVERVIEW

1. The consultant will provide specified survey services in support of roadway, bridge, drainage, right-of-way and other NDOT projects. Such services, some of which are described in NDOT’s “[Standard Work Categories](#)”, may include, but are not limited to, the following:
 - a. Engineering Surveys
 - b. Topographic Surveys
 - c. Geodetic Surveys
 - d. Land Surveys
 - e. Hydraulic Surveys
 - f. Above ground Utility Surveys
 - g. Mobile LiDAR Surveys

B. QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE

1. The services shall be provided under the direction of a Nebraska licensed surveyor who is experienced with the specified types of survey work to be performed under this agreement.
2. The consultant shall have working knowledge of and follow, when applicable:
 - a. Survey industry standards
 - b. Local, State, and federal laws and regulations pertaining to the practice of surveying
 - c. Nebraska Department of Transportation, Procedure for Preliminary Surveys
 - d. Nebraska Department of Transportation Survey Crew Traffic Control Policy
 - e. Nebraska Department of Transportation “Instructions to Flaggers”
 - f. Nebraska Department of Transportation Employee Safety Manual
 - g. Nebraska State Plane Coordinate System Datum Adjustment Computations Lambert Conformal System
 - h. Manual on Uniform Traffic Control Devices
3. Before surveying on Railroad Property, the consultant’s personnel shall complete a Railroad approved safety course.

4. Before surveying on the project, the consultant's personnel shall possess an NDOT flagger certification card.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. All equipment and supplies required for the work will be provided by the Consultant. The survey and data gathering equipment used by the consultant must be capable of producing final survey and design files compatible with Open Roads Designer – Connect Edition V10.10.01.33 or later (the State's design software). Files must also adhere to the State's drafting procedures, guidelines, and file naming conventions. All surveys will be completed using NDOT's feature code library which will be provided to the Consultant by NDOT.
2. When applicable, all surveys shall be made by real time kinematic methods using Global Positioning System (GPS) technologies tied to the Nebraska State Coordinate System, unless prior alternate methods are approved by NDOT. In areas where GPS signals cannot be obtained, conventional methods will be used.

D. EXPECTATIONS FOR THE DELIVERABLES

1. All surveys shall be completed in accordance with the NDOT Roadway Design Division Procedure for Preliminary Surveys and applicable local, state, and federal laws and regulations pertaining to the practice of surveying.
2. Electronic copies of all survey data will be provided to NDOT. Copies may include but not necessarily limited to:
 - a. Electronic Files: Data Collector files, MicroStation/Geopark files, including topographic drawings, Report of Utility Status, Drainage Structures Sheets, Control Point Tie Sheets, Survey notes, etc.
3. NDOT will review all data submitted for conformance to NDOT standards and to the parameters set out in the Task Orders. Necessary revisions based on NDOT review comments will be provided by the Consultant.
4. Work will be performed at the location(s) identified, and within the established schedule, in each Task Order Scope of Services.
5. Survey work will be used to complete designs, construction plans, right of way plans and other documents to be used for NDOT projects.

DETAILS

It is anticipated that up to (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 \$1,500,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract typically range from \$30,000 to \$200,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Up to 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 be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/6075/cert-instruc-annual-certification.pdf>

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)

1. Qualifications (20 pts)
 - a. Qualifications of project manager and key team members to perform the work categories on the project.
 - b. Consultant's knowledge of surveying and its related integration to design projects and other uses.
2. Performance Data (15 pts)
 - a. Performance evaluations by NDOT regarding the work of the Consultant.
 - b. Project schedule adherence on previous projects with NDOT.
 - c. Cooperation with NDOT staff on previous projects.
 - d. 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.
3. Experience & Competence (15 pts)
 - a. Applicability and relevance of comparable survey projects provided by the Consultant. (Consultant should limit its number of projects to five (5) in their proposal.)

- b. Consultant has demonstrated understanding of key elements of the work.
- c. Resources available that will be used, including survey equipment, software, and automated technology, and its compatibility with equipment and technology used by the NDOT.
- d. Experience collecting and incorporating LiDAR data with data collected through conventional survey methods.

4. Availability of Staff and Firm (10 pts)

Final Selection (30 pts, 90 pts total)

The Department will call each of the short-listed firms, for a 20-minute (maximum) discussion of these services and requirements, scheduled as shown below in the Schedule of Activities.

- 1. Consultant’s interview was clear and concise.
- 2. Consultant addressed questions adequately.
- 3. Consultant showed knowledge and understanding of discussion topics

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ posted	September 21 & 28	
Last day RFQ questions will be accepted	Sep 28	4:00 PM
Last day Q&A or updates to RFQ may be posted	Sep 28	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Sep 28	4:00 PM
Statement of Qualifications Due	Oct 5	1:00 PM
Post Short-List Consultants & Interview Schedule	Oct 14	4:00 PM
Interview	Oct 18	1:00-3:30 PM
Post Final Selections	Oct 23	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
- 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 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.

INTERVIEW DISCUSSIONS

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 15 minutes.

NDOT will conduct discussions (NO formal presentations) via WEBEX with the short-listed consultants, who will be asked up to 5 questions. Responses will be reviewed and scored by the selection committee.

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