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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Statewide On-Call Preliminary Engineering (PE) Services for State Recreation Roads and Local Public Agencies (LPA) Federal-aid Projects

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September 28, 2022

**Statements of Qualifications are due October 19, 2022**

### 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 Preliminary Engineering (PE) Services for State Recreation Roads and Local Public Agencies (LPA) Federal-aid Projects. 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:

120 Roadway Design

130	Bridge Design
140	Traffic Operation Studies & Design
151	Materials Testing
160	Right-of-Way Design – Land Ownership Research
161	Right-of-Way Design – ROW Plans
162	Right-of-Way Design – Legal Description / Plats
210	Engineering Survey
210	Pavement Design
215	Land Surveying
230	Hydraulic and Hydrologic Studies
231	Geological Studies
250	Public Involvement

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

Projects considered under this RFQ include, but are not limited to, the following:

- Off System Bridge (BRO)
- Safety (HRRR/HSIP)
- Transportation Alternative (TAP)
- MAPA and LCLC Projects (expected to include simpler overlay, panel replacement and bridge projects. More complex projects, typically requiring an EA, would be advertised in a separate RFQ)
- State Rec Roads (SRR)
- Emergency Relief (ER)

The services described under the Standard Work Categories listed above are anticipated for these projects. Projects included under this RFQ may require a Categorical Exclusion document, which will be performed by an on-call firm for this service. Projects requiring or anticipated to require an EA or EIS will be advertised in a project specific RFQ.

**A. OVERVIEW OF THE WORK:**

1. The Consultant will perform preliminary, functional, and final roadway design-related services on various types of roadway improvement projects including those designed to Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction standards. Services may include, but are not limited to, the following:
  - a. Project Scope Reviews
  - b. Preparing Scoping Reports
  - c. Preliminary Engineering including, but not limited to, the following tasks:
    - 1) Engineering and Land Surveys
    - 2) Roadway horizontal and vertical alignment
    - 3) Pavement geometrics
    - 4) Earthwork quantities
    - 5) Drainage design/hydraulic analysis
    - 6) Storm sewer and culvert design
    - 7) Alternatives Analysis as required for 404 permits and flood plain permits
    - 8) Erosion Control

- 9) ADA design and compliance
  - 10) Guardrail layout
  - 11) Retaining wall layout
  - 12) Utility coordination
  - 13) Right of Way Design activities
  - 14) Quantity calculations
  - 15) Construction and Traffic Phasing
  - 16) Traffic Control design
  - 17) Construction Staking calculations
  - 18) Preparation of Final Plans, Specifications, and Estimates
  - 19) Field inspections (Plan-in-Hand's, field review of existing conditions, etc.)
  - d. Public Involvement
  - e. Construction Consultation services
2. On federally funded projects, the Consultant's roadway design will be accomplished in coordination with the Environmental Specialists assigned to the project (either NDOT personnel or an assigned Environmental Services Consultant) to assure the National Environmental Protection Act (NEPA) process is followed accurately and completely during the design process.
  3. Preparation of training/technical/instructional Manuals

**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 roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
  - a. A Policy on Geometric Design of Highways and Streets 2018 (AASHTO)
  - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
  - c. Americans with Disabilities Act Accessibility Guidelines
  - d. Design Process Outline (NDOT)
  - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
  - f. Highway Capacity Manual 2010 (HCM2010), Transportation Research Board
  - g. Local, State, and federal laws and regulations that pertain to roadway design
  - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition
  - i. MUTCD - Nebraska 2011 Supplement to the MUTCD
  - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
  - k. National Environmental Protection Act (NEPA) process
  - l. Preliminary Survey Manual (NDOT)
  - m. Roadside Design Guide, 2011 (AASHTO)

- n. Roadway Design Manual, 2010 (or latest) (NDOT)
  - o. Standard and Special Plans Manual (NDOT)
  - p. Standard Specifications for Highway Construction 2007 (or latest edition) (NDOT)
  - q. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
  - r. United States Access Board Guidelines, Standards, and Publications
  - s. Guidelines for Railroad Grade Separation Projects (BNSF & UPRR)
3. Certification as a NEPA consultant is not required for these services; however, the consultant needs to demonstrate an understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <http://roads.nebraska.gov/business-center/design-consultant/>.
2. The Consultant's design must be accomplished using the design software Bentley Open Roads.
3. In many cases, projects will require that a 3D model be generated using GEOPAK OpenRoads technology.
4. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
5. 2D Hydraulic Modeling HEC-RAS or SMS software
6. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.
7. AASHTO's BrR Software

**D. EXPECTATIONS FOR THE DELIVERABLES:**

1. The consultant shall provide to NDOT acceptable final plans, specifications and estimates (PS&E) for use in a bid letting and construction of the project. The Consultant shall seal and sign the final plans and applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act. Consultant shall also provide to NDOT all applicable supporting documentation and reports as described in the Task Order.
2. Plans and special provisions shall be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section, paragraph B.
3. Consultant shall submit to the NDOT roadway design plans at the following stages, when applicable: before and after the plan-in-hand field inspection, before

public meetings, at draft PS&E stage, and final PS&E package. Deliverables must be completed and submitted in accordance with the schedule set out in the Task Order.

4. Deliverables must be submitted electronic form as outlined in the Task Order.
5. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.

### DETAILS

It is anticipated that eight 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 \$1,500,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$400,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee.

Ten (10) 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](mailto: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](mailto:randy.eldorado@nebraska.gov) or call (402) 310-8695.

**EVALUATION CRITERIA**

**Short List (70 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 has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental 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 and/or LPA 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 has demonstrated understanding of the key elements of the work
2. Consultant has provided comparable projects for which they have been involved.

**Final Selection (30 pts, 100 pts total)**

**D. QUALITY OF INTERVIEW (30 PTS)**

1. Consultant answered committee questions logically and thoroughly (10 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).

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2022)</b>	<b>Time (CST)</b>
RFQ posted	Sep 28, Oct 5 & 12	
Last day questions will be accepted	Oct 5	4:00 PM
Last day Q&A or updates to RFQ may be posted	Oct 12	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Oct 12	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Oct 19</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	Oct 28	4:00 PM
Interviews #1	Nov 2	1:10pm-3:30pm
Interviews #2	Nov 3	1:00pm-3:30pm
Post Final Selections	Nov 7	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 the 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.**

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 four (4) 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 selection committee will conduct interviews with the short-listed consultants via WebEx. Consultant may contact the Consultant Services Engineer to make any special arrangements. A link for connecting to the interview will be sent to each shortlisted firm.

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*