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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Communications/Public Involvement On-Call

September 28, 2022

**Statements of Qualifications are due Wednesday, October 19, 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 Communications/Public Involvement 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/>.

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:

211 Public Involvement

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

## 1. OVERVIEW OF THE WORK

The Consultant would provide public involvement (PI) support services for NDOT projects as assigned. The Consultant shall serve as the agent for NDOT, representing NDOT in all matters related to the public involvement services needed for a project. Specific work activities could include:

1. Project Management and QA/QC
2. Public Involvement Support Services:
  - a. Mailers:
    - i. Public Notification
    - ii. Public Information Packet
  - b. Public Meetings:
    - i. Public Information Meetings
    - ii. Public Hearings
    - iii. Stakeholder Meetings
3. Other services:
  - a. Pre-construction and construction outreach
  - b. Public Meeting Presentations, Documents, and Fact Sheets
  - c. Displays including but not limited to renderings, animations, maps, etc.
  - d. Communications Division special projects such as Department initiatives, social media planning, writing, special event logistics and execution, etc.

## 2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- a. The Consultant team shall demonstrate familiarity with PI's role in NDOT's planning, project delivery, pre-construction and construction processes including NEPA.
- b. The Consultant shall have education, training, working knowledge of, and experience in the preparation and coordination of the NDOT PI process.
- c. The Consultant team shall provide examples of successful PI performed for federal aid and non-federal aid Transportation projects, to include PI performed for other state DOTs for project delivery, pre-construction and construction.
- d. Work shall be done in accordance with the most current version of the following materials. The most current versions of the NDOT materials can be obtained from the NDOT website.
  1. [Nebraska Public Involvement Procedure](#)
  2. state and/or federal laws/regulations
  3. other specific knowledge required based on the service to be provided
- e. PI staff dedicated to public involvement and transportation communications.

- f. Office located in close proximity to NDOT Headquarters in Lincoln, NE.

**3. SOFTWARE AND EQUIPMENT REQUIREMENTS**

- a. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
- b. Must have the ability to create 3D and 2D modeling for project renderings.
- c. Ability to participate in virtual meetings and have equipment to carry out townhalls, stakeholder meetings, and small team meetings virtually.

**4. EXPECTATIONS FOR THE DELIVERABLES**

- a. Major Submittals can include Project Schedule, Monthly Invoices including Progress Reports, Meeting Minutes, Meeting Planning, Meeting Document/Map Preparation, Public Information Activity, Postal Outreach, and Public Involvement Reports, as needed.
- b. Must adhere to a set schedule based on the project(s) assigned.
- c. Electronic copy of materials required for all submittals.
- d. All materials submitted must be in accordance with the Nebraska Public Involvement Procedure and NDOT Brand Book.
- e. Documents and communications must be accurately translated into other languages, if required, in accordance with Civil Rights Office review.

**DETAILS**

It is anticipated that two (2) 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 \$750,000. 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 \$5,000 to \$30,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Four (4) 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 NDOT Procurement Engineer, at: [ndot.pdRFQinfo@nebraska.gov](mailto:ndot.pdRFQinfo@nebraska.gov) or call (402) 479-4778.

## EVALUATION CRITERIA

### Short List (60 pts)

#### **A. QUALIFICATIONS (20 PTS)**

1. Qualifications of the consultant and key team members to perform the services described in the Scope of Services.
2. Consultant's knowledge and understanding of Public Involvement services outlined in this RFQ.
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet Public Involvement objectives and schedules.
4. Knowledge of applicable federal regulations, and State and Federal procedures related to providing Public Involvement services, particularly as they apply to NEPA.
5. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

#### **B. PERFORMANCE DATA (20 PTS)**

1. Cooperation, communication, and timeliness of deliverables with NDOT 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.
2. The consultant's team has displayed the ability to produce Public Involvement materials with minimal revision.

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

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call agreement.
2. The consultant has recognized and identified special circumstances to be considered for the projects.
3. Consultant provided a logical approach to complete tasks and resolve issues of the project.

**Final Selection (40 pts, 100 pts total)**

**D. DISCUSSION OF FOCUS AREA TOPICS (25 pts)**

1. Consultant’s interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of topics.

**E. COMMITTEE Q&A SESSION (15 pts)**

1. Consultant answered committee questions logically and thoroughly.

<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 26	4:00 PM
Interview	Nov 10	1:00pm-3pm
Post Final Selections	Nov 14	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 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**

NDOT will make every effort to post the short-listed consultants and interview schedule on NDOT's website prior to the deadline identified in the Schedule of Activities. Interview discussions will be capped at 10 minutes, followed by up to 10 minutes of Q&A.

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 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*