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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Statewide Underwater Bridge Inspection

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October 19, 2022

**Statements of Qualifications are due Wednesday, November 9, 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 Underwater Bridge Inspection. 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/>.

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:

131 Bridge Inspection

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

**A. OVERVIEW**

This class of work will involve the performance of bridge inspection necessary to comply with National Bridge Inspection Standards (NBIS).

The selected consultants will provide statewide underwater bridge inspections for approximately 164 local and State bridges inland bridges and 8, Missouri River bridges. The work will also include BrM data entry and completion of UW inspection reports for all bridges inspected.

Underwater inspections consisting of Level I inspection work will be completed for each bridge, and Level II inspection work for up to 10% of the bridges. Depending on findings, and at the direction of NDOT, additional Level II and Level III inspections may be required. Inspections shall be completed during the period August 1, 2023, through October 31, 2018. Element inspection (condition states 1 to 4) is used for all state bridges in addition to all local bridges on the National Highway System (NHS). NBI inspection (condition rating 1 – 9) is used for local bridges not on NHS.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. The inspection team shall meet the qualifications set forth in the State of Nebraska [Bridge Inspection Program Manual](#) (BIPM).
2. The diving team shall meet the minimum diving qualifications required by the Occupational Safety and Health Administration (OSHA) regulations, Commercial Diving Operations ([29 CFR 1910 Subpart T](#)).
3. Consultant is required to provide a three-person crew (Main Diver, Safety Diver and Team Leader) for each bridge inspection; at least one of the crew members shall be a Nebraska certified inspection Team Leader. Additionally, another Nebraska certified team leader is required to perform the QC reviews. The QC reviewer can also share inspection responsibility under the inspection team leader.
4. Consultants must have working knowledge of:
  - a. National Highway Institute (NHI) inspection procedures (completed the NHI Course Number 130055 or 130091).
  - b. Current NDOT Bridge Inspection Program Manual.
  - c. AASHTO Manual for Bridge Evaluation (MBE).
  - d. Current attached Programmatic Agreement(s) between the Federal Highway Administration-Nebraska Division and the Nebraska Department of Transportation for Statewide Bridge Inspection.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

1. Consultant is required to use the NDOT version of the bridge inspection BrM software identified.
2. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services.
3. Reports and documents must be submitted in Microsoft Word, Excel, PDF or other formats as directed by State.

**D. EXPECTATIONS AND THE DELIVERABLES**

1. Complete inspection of the bridges in a timely manner as scheduled by NDOT. Each bridge in a county is assigned for inspection in one specific month. While the order of

inspection is not important, it is very important that all inspection in the county be performed in the assigned month, not sooner or later.

2. Update bridge data in BrM with changes and the conditions observed at each inspection within 30 calendar day from the inspection date.
3. Complete UWI report for each bridge as specified in the BIPM within 90 calendar days from the day of inspection.
4. NDOT and consultant determine the most efficient work schedule resulting in least amount of travel.
5. Anticipated Meetings to be scheduled after consultant selection are:
  - a. Scope of Services meeting – 1 to 3 months after selection
  - b. Negotiation meeting(s) – 2 to 4 weeks after scope of services meeting.
  - c. Final Report – At this meeting the results are summarized by the consultants and important actions are identified for NDOT.
  - d. Video conference or conference call can be used for these meetings.
6. Consultant shall inform the Inspection Program Manager on any emergency or serious findings immediately.

## **DETAILS**

It is anticipated that two (2) consultants will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

A minimum of four (4) 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 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 (70 pts)**

#### **A. QUALIFICATIONS (25 PTS)**

1. Qualifications of project manager and key team members to perform the work categories on the project.
2. Consultant's expert knowledge (knowledge and understanding of all policies, procedures, and requirements) of the NBIS Inspection program including underwater inspections.
3. Consultant's expert knowledge of the current NDOT Bridge Inspection Program (BIP) manual.
4. Consultant's expert knowledge of the AASHTO MBE.

#### **B. PERFORMANCE DATA (25 PTS)**

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Project schedule adherence on previous projects with NDOT.
3. Cooperation with NDOT staff on previous projects.
4. 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.

#### **C. EXPERIENCE AND UNDERSTANDING OF THE SERVICES (20 PTS)**

1. Consultant has demonstrated understanding of the key elements of the work
2. Applicability and relevance of comparable underwater bridge inspections provided by the Consultant. (Consultant should limit its number of projects to five (5) in their proposal).

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

#### **D. DISCUSSION OF FOCUS AREA TOPICS (20 pts)**

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

#### **E. COMMITTEE Q&A SESSION (10 pts)**

1. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2022)</b>	<b>Time (CST)</b>
RFQ posted	October 19 & 26, November 2	
Last day questions will be accepted	October 28	4:00 PM
Last day Q&A or updates to RFQ may be posted	November 2	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	November 2	4:00 PM
<b>Statement of Qualifications Due</b>	<b>November 9</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	Nov 16	4:00 PM
Interview	Nov 23	10am-11:30am
Post Final Selections	Nov 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.**

## **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 schedule on NDOT's website prior to the deadline identified in the Schedule of Activities. Interviews discussions will be capped at 15 minutes, followed by up to 5 minutes of Q&A.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. Further instructions for the Webex connection will be emailed to the shortlisted firms. 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*