



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Multi-Service
Projects, Fall 2022

November 2, 2022

Statements of Qualifications are due Wednesday, November 23, 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 Multi-Service Projects, Fall 2022. 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 is seeking a statement of qualifications from consultants who wish to be considered to provide these services.

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 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:

- 110 NEPA Studies
- 115 Other Environmental Studies
- 120 Roadway Design
- 130 Bridge Design
- 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
- 212 LiDAR Acquisition & Processing
- 215 Land Surveying (ROW)
- 230 Hydraulic and Hydrologic Studies
- 211 Public Involvement

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

A. OVERVIEW:

NDOT has developed a list of 35 projects scheduled for completion over the next few years. These projects vary in complexity/duration and are detailed in the accompanying project list (Attachment A). The project list provides a description of the project, approximate schedule, and the range of services anticipated for each project (Y=consultant to provide these services, N=services provided by NDOT, others, or are not needed). Not all projects will require services from all Standard Work Categories listed above.

Instead of developing a scope of service for each project individually, NDOT is attaching the basic scopes of services for each type of service needed, utilizing the project list to specify which services are likely needed for each project. All scopes of services identified below are provided in Attachment B.

B. SCOPE OF SERVICES

The scope of services for each project may include:

1. Environmental Services (Attachment B1)
2. Roadway Design (Attachment B2)
3. Bridge Design (Attachment B3)
4. Hydraulics (Bridge and Roadway) (Attachment B4)
5. Right-of-Way (Attachment B5, includes ROW Survey)
6. Survey (Attachment B6)
7. Public Involvement (Attachment B7)

C. SCHEDULE (IF APPLICABLE):

The currently planned fiscal year for construction is provided for each project in Attachment A. A more refined schedule will be developed during the detailed scoping and negotiation for each project.

DETAILS

To meet project delivery goals, it is estimated that twelve to eighteen (12-18) consultant firms/teams will be selected for this work. Project assignments will follow and will be based on the consultant's project interests, qualification and experience in necessary standard work categories, and equity. It is anticipated that that fifteen to twenty (15-20) consultant firms/teams will be short-listed prior to final interview discussions. The evaluation criteria to be used for the short-listing and final selection is outlined below.

The payment method for the contracts may be Cost Plus Fixed Fee or Specific Rates of Compensation.

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>

Interested consultants must be certified to provide NEPA Level 1, 2, or 3 services for NDOT (applicable only to projects with environmental work).

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 (80 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager(s) and key team members to perform the services described in the Scope of Services for the project(s) of interest.

2. Consultant's knowledge and experience with the environmental process anticipated for projects in this RFQ.
3. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ for the project(s) of interest.

B. UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (25 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Consultant provided logical approach to the project development process
4. Consultant has provided comparable projects for which they have been involved

C. PERFORMANCE DATA (15 PTS)

1. Cooperation, communication, quality, 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 projects and services.
2. The consultant's team has authored Categorical Exclusion (CE), Wetland/404, and other environmental technical documents with minimal revision, if applicable.

Final Selection (20 pts, 100 pts Total)

Final selections will be based on combination of short list scoring and the consultant's discussions during the interview.

Points assigned to shortlisted firms for items A.-C. will be added to the Final Selection scoring.

A. *QUALIFICATIONS (40 PTS)*

B. *UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (25 PTS)*

C. *PERFORMANCE DATA (15 PTS)*

D. INTERVIEW DISCUSSIONS (20 PTS)

1. Consultant showed knowledge and understanding of discussion topics.
2. Consultant described their ability to deliver projects to meet NDOT needs.

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ posted	Nov 2, 9, 16	
Last day questions will be accepted	Nov 9	4:00 PM
Last day Q&A or updates to RFQ may be posted	Nov 16	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Nov 16	4:00 PM
Statement of Qualifications Due	Nov 23	1:00 PM
Post Short-List & Schedule Interview Discussions	Week of Dec 5	
Interview Discussions	Week of Dec 12 & 19	
Post Final Selections	Dec 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. Project Interest Form
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. [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.

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 paper, single or double spaced, except that one oversize page not to exceed 11 x 17 is allowed.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

INTERVIEW DISCUSSIONS

NDOT will make every effort to post the short-listed consultants and interview discussion

schedules on NDOT's website prior to the deadline identified in the Schedule of Activities. Interview discussions may be held via Webex or telephone and will typically be completed in 10-15 minutes. Interview discussions will focus on knowledge, understanding, and the consultant's team ability to deliver projects.

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