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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Decatur Bridge Improvement Project

November 9, 2022

Statements of Qualifications are due **Friday, December 2, 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 Decatur Bridge Improvement 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 [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 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:

- 110 NEPA Studies (Unclassified)
- 120 Roadway Design
- 130 Bridge Design
- 160 Right of Way Design (includes land ownership research, ROW plans, legal descriptions / plats)

202	Engineering Survey
209	Hydraulic and Hydrologic Studies
250	Public Involvement

The basic scope of services for this project 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)
6. Survey (Attachment B6)
7. Public Involvement (Attachment B7)

Information regarding the [Standard Work Categories](#) can be found on NDOT's website. Basic scopes of services (BSOS) for PHASE TWO and PHASE THREE are included with this RFQ as exhibits.

PROJECT LOCATION

This project is located in Burt County, Nebraska and Monona County, Iowa along Nebraska Highway N-51 and is commonly referred to as the Decatur Bridge. This bridge spans the Missouri River.

PROJECT OVERVIEW

In coordination with Iowa DOT, NDOT plans to evaluate alternatives to improve the N-51/IA-175 Missouri River crossing, that may include removal and replacement. This bridge has been previously determined eligible for the National Historic Register Program (NHRP)

It is anticipated that new right-of-way, grading, bridge repair or replacement, and culvert work will be required for this project. Work on the approach roadway will also be necessary based on the selected alternative.

This project will be prepared as Federal-aid eligible project. Consultant must have the capabilities and NDOT certification to conduct the necessary environmental reviews and design activities for all work phases, as described below.

PHASE ONE - Preliminary Environmental Review & Conceptual Design Study

Professional services are required for the preparation of a Preliminary Environmental Review and Conceptual Design Study for the Decatur Bridge project. This early assessment of the project considers environmental, community, and economic goals which may be carried forward to accelerate future National Environmental Policy Act (NEPA) activities.

Phase One of this project will require preparation of a final Alternatives Analysis report and detailed preliminary project schedule that may include the following:

1. Research and define the existing and future transportation systems. This includes describing the existing roadway, transit, railroad, and pedestrian and bicycle networks. Existing and future travel demand and projects planned in the area are also included in this step.
2. Identify the purpose and need of the project. This may not be to the same level of detail used in defining the purpose and need of a project during the NEPA process. It can be a more general vision statement with goals and objectives. It should define the history along the corridor, the relationship to transportation planning and comprehensive planning, and the relationship to other more specific plans, such as neighborhood plans, pedestrian and bicycle plans, and access management plans. Goal setting is frequently undertaken in this step, as is defining a study area and identifying the travel demand forecasting methodology.
3. Develop and evaluate alternatives. This typically includes developing a range of alternatives, developing evaluation criteria, and then using these criteria to screen the alternatives in one or more steps to identify the alternatives that are unreasonable or infeasible and should be eliminated from detailed consideration, and those that should be carried forward for further evaluation. This study should not use terms such as preferred alternative or Least Environmentally Damaging Practicable Alternative, which are used in NEPA and Clean Water Act Section 404(b)(1) analyses, respectively. Instead, terms such as reasonable alternative, reasonable but not recommended alternative(s), unreasonable alternative(s), and recommended alternative(s) are used. Documenting all steps in this process is critical. This includes proposed and actual methodologies, evaluation criteria used to screen alternatives, assumptions made in developing alternatives, and reasons an alternative is dismissed or carried forward for future consideration.
4. Conduct an environmental evaluation. The level of detail for this phase varies depending on the resources in the study area and the range of alternatives being considered. The goals should be to identify resources that may affect future NEPA actions, schedules, or costs; to understand potential impacts on key resources; and to describe potential avoidance, minimization, and mitigation strategies to be considered during future NEPA processes. Key resources can be identified through desktop research or field review, which will be further defined during project contracting efforts. Mapping of resources is needed for impacts to be assessed, even if done at a very high level.
5. Identify the next steps for project implementation. This includes describing outstanding issues in an action plan.
6. Conduct/facilitate public involvement activities that will be held with federal, state, and local agencies; Native American tribes; and the public. These activities will be conducted in a collaborative way to obtain input early in the project development process. This includes preparation of public meeting exhibits and graphic displays.

It is anticipated that one public information meeting and smaller stakeholder group meetings will occur in each Nebraska and Iowa to allow for public review and a reasonable opportunity to comment during this phase.

While the class of action has not been determined, the Decatur Bridge project may require preparation of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) and FHWA should be consulted throughout this initial phase. Local state and federal agencies, Native American Tribes or other key stakeholders are not required to sign off on the study recommendations, however coordination with these entities will be a requirement of Phase One and results of this effort will be documented and used to inform future phases of the project. The final report will serve as the basis of Phase Two, Preliminary/Functional Design and NEPA Decision, for the project.

Conceptual design activities required for Phase One of this project will be completed using current NDOT standards for drafting and design software. More information is available on this subject at <https://dot.nebraska.gov/business-center/design-consultant/>. Conceptual alignments must be designed to sufficient detail to analyze and screen alternatives. NDOT may furnish the Consultant with available as-built/existing plans, microfilm plans, traffic data, crash data and any other available information. In addition, NDOT may also furnish the Consultant with alignment data, property owner information, and existing right-of-way plans if available. Topographic Survey data will not be available for Phase One.

The completion date for Phase One of this contract will be 12 months after authorization to proceed.

PHASE TWO – Preliminary/Functional Design and NEPA Decision

At the discretion of NDOT, a supplemental contract may be issued to the selected Consultant to complete Phase Two of this project. Following the study performed in phase one, the consultant will collect data and conduct the preliminary design process. This phase would recommend design criteria for the new and reconstruction rural segment, including typical cross-sections. Design efforts to minimize impacts to environmental resources, homes, improved structures and other facilities are expected.

Alternatives would be considered, and the plans would be further developed as part of the NEPA and environmental permitting and public involvement process.

The public involvement process will involve a NEPA public information meeting or formal public hearing. This phase would conclude after establishing the Preliminary Least Environmentally Damaging Practicable Alternative (PLEDPA) and the NEPA decision. The class of action has not been determined at this time the Consultant will be responsible for developing documentation to support a class of action determination, to be approved by FHWA, at the onset of Phase Two.

At the conclusion of Phase Two, a NEPA decision document, design plans in support of the selected alternative, and public hearing materials will be complete.

PHASE THREE – Final Design

At the discretion of NDOT, a supplemental contract may be issued to the selected Consultant to complete Phase Three of this project. Consultant will provide final design services for the project. Design plans will be detailed, limits of construction developed, and permits secured. Final plans, quantities and specifications would be prepared for PS&E submittal. Services during construction for revisions, shop drawing review, construction consultation may also be requested.

Consultant shall have the necessary knowledge, education, training, certification, and experience to complete all phases of this project:

At the conclusion of Phase Three, final design plans and quantities will be delivered. Consultant shall have the necessary knowledge, education, training, certification, and experience to complete the following tasks which support of all phases of this project:

PRELIMINARY SCOPE OF SERVICES

Preliminary Design services, including Environmental Documentation as required by the FHWA, must be completed for project approval and 404 permitting.

Environmental Services

- Assessments and public and stakeholder outreach required for completion of a preliminary environmental review and conceptual design study.
- Assessments required for completion of Class of Action Determination (NDOT-53).
- Prepare necessary environmental documentation including other environmental surveys or services necessary to support and complete the NEPA decision-making process.
- Wetland delineation services to support NEPA evaluation and a Section 404 Permit application.
- Development of a 404 Permit application on behalf of NDOT. NDOT assumes an Individual Section 404 permit will likely be required.
- Aid in development of wetland mitigation requirements:
 - Conceptual mitigation plan and mitigation ratio development
 - Mitigation site baseline delineation
 - Final mitigation plan
- Re-evaluation of NEPA document after final design is complete.
- A preliminary Scope of Services (SOS) for this work category is included with the RFQ supporting documents.

Roadway Design Services

- Roadway Design to support the services being performed internally and externally for the other work categories.
- Preparation of Preliminary plans, Functional plans, Limits of Construction plans, plans for distribution to utilities and plans for PS&E submittal.

- The Roadway Design will be conducted with consideration of practical design opportunities, solving transportation and safety problems in a manner to minimize cost of improvements that provide positive performance benefits.
- Documenting design decisions and, when necessary, preparing and presenting design exceptions to the FHWA and design relaxations to the Board of Public Roads Classifications and Standards.
- Utility coordination services, including utility locates and mapping, Subsurface Utility Engineering (SUE), conflict determination, avoidance, and coordination with Utility companies.
- A preliminary SOS for this work category is included with the RFQ supporting documents.

Hydraulic & Hydrologic Services

- Includes performing hydraulic and hydrologic analysis at all river or stream crossings and floodplain analysis along this project
- Preparation of preliminary bridge hydraulic data sheets.
- A preliminary SOS for this work category is included with the RFQ supporting documents.

Bridge Design Services

- Bridge recommendations in consideration of Missouri River bridge crossing requirement
- A preliminary SOS for this work category is included with the RFQ supporting documents.

Survey Services

- Preliminary survey be completed by the Consultant.
- Right-of-way survey and any additional right-of-way survey, if necessary, will be performed by NDOT.

Traffic Engineering Services

- Traffic Engineering services will be performed by NDOT and may include assessment of traffic calming strategies on N-51.

Public Involvement Services

- Public Involvement services would include public mailers, meeting notices, legal notices, news releases, website development, planning and coordinating stakeholder and public meetings, and responding to public comments.
- Public Involvement services necessary to gather input on project alternatives and for the NEPA and USACE decision-making process.

- Presentation support for the NDOT staff to present the project information to the Highway Commission for their recommendation for Governor Approval to advance the project is anticipated.
- Presentation support is anticipated before local boards, chambers of commerce, and citizen groups, and potentially, individual stakeholders and landowners.
- A preliminary SOS for this work category is included with the RFQ supporting documents.

Right-Of-Way Services

- The following services will be performed either in-house or by the selected consultant and will be determined when the project schedule is established.
 - Preparation of ownership and right-of-way (ROW) design plans, creation of legal descriptions and condemnation plats
 - Title research services to establish the boundaries and ownership interests in properties along or affected by the project
- ROW survey for the entire corridor has been completed
- NDOT will perform review and oversight for the ROW design process.
- A preliminary SOS for this work category is included with the RFQ supporting documents.

SCHEDULE:

This project is currently in the planning process. The schedule will be further established once the study is completed, which is anticipated to be twelve (12) months after notice to proceed is issued.

DETAILS

It is anticipated that one (1) consultant 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 three (3) 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 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 currently be certified to provide NEPA services for NDOT.

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 Randy Eldorado, Procurement Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (70 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Computer capability of the firm.
4. Qualifications and capability of team members and subconsultants.
5. Expertise of consultant's design team with New and Reconstruction projects.
6. Applicability and relevance of comparable projects/corridors provided by the Consultant.
7. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
8. Knowledge of the NEPA process and developing/adhering to the purpose and need of the project.

B. PERFORMANCE DATA (10 PTS)

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Adherence to applicable standards and completeness of previous plan submittals to NDOT.
3. Project schedule adherence on previous projects with NDOT.
4. Cooperation with NDOT staff on previous projects.
5. 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. The team should list a minimum of two (2) references in their proposal.

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

1. Consultant demonstrated understanding of the nature and scope of work along this corridor.

2. The consultant has recognized and identified special circumstances to be considered as part of the projects.
3. Consultant provided a logical approach to efficiently get consensus on project decisions and complete tasks.

Final Selection (30 pts, 100 pts total)

D. QUALITY OF INTERVIEW (30 PTS)

1. Consultant answered committee questions logically and thoroughly.
2. Consultant demonstrated the ability and availability of their team to complete these services on behalf of NDOT.
3. Consultant’s interview was clear and concise.

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ Posted	Nov 9, 16, 23	
Last Day Updates to RFQ may be posted	Nov 23	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Nov 23	4:00 PM
Statement of Qualifications Due	Dec 2	1:00 PM
Post Short-List Consultants & Interview Schedule	Dec 13	4:00 PM
Interview	Dec 19	1:15pm-3pm
Post Final Selections	Dec 21	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.

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

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 20 minutes, followed by up to 15 minutes of Q&A with the selection committee members.

NDOT will make every effort to post the short-listed consultants and the interview schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

NDOT's selection committee will conduct interviews with the short-listed consultants at the Department of Transportation, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. For any special arrangements, please contact the Procurement Engineer at randy.eldorado@nebraska.gov or (402) 479-4778 to make arrangements.

Upon completion of all the interviews 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

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