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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Complete Streets Policy Implementation

December 7, 2022

Statements of Qualifications are due Wednesday, January 4, 2023, 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 Complete Streets Policy Implementation. 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:

- 102 Transportation Planning
- 120 Roadway Design
- 211 Public Involvement

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

1. OVERVIEW OF THE WORK

The Consultant will assist the NDOT in performing a comprehensive review and analysis of Complete Streets Policy options for the purpose of building knowledge and to inform decision making on Complete Streets Policy options. To accomplish this, the Consultant will need to perform literature reviews, conduct interviews with stakeholders, and provide summaries of findings. The Consultant will also need to work with internal stakeholders to review NDOT's planning and project delivery activities to capture Complete Streets related elements. This will involve review of processes, policy, guidance, regulations, and laws that govern such things. The Consultant will also need to provide policy analysis to explain cost and benefits for a range of Complete Streets policy scenarios. Lastly, the Consultant will need to provide support for internal policy planning workshops.

2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- a. The consultant firm shall have experienced transportation professionals including planners, public involvement specialists, roadway designers, traffic engineers, safety specialists and statistical analysts.
- b. The Consultant's team shall have experience with the following types of work:
 1. Complete Streets Policies and Procedures
 2. The NDOT Design Manual
 3. AASHTO "Green Book"
 4. The Manual on Uniform Traffic Control Devices
 5. Federal Laws, Regulations, Guidance and Emphasis areas (E.g., ADA, PRowAG, Justice40, etc.)
 6. Federal Programs and Program Requirements (e.g., Formula & Grant Programs, Performance Management, Permitting, etc.)
 7. NDOT Plans (e.g., LRTP, SHSP, etc.)
 8. Benefit-Cost Analysis
 9. Safety Analysis
 10. The NDOT STIP/Program Book
 11. Active Transportation/Bicycle-Pedestrian Plans
 12. Collaborative stakeholder activities such as public meetings, focus groups, surveying, etc.

3. SOFTWARE AND EQUIPMENT REQUIREM

- a. Microsoft Office and Adobe Products

4. EXPECTATIONS FOR THE DELIVERABLES

- a. All documents produced with Microsoft Office and Adobe Products
- b. Work is to be completed and submitted to NDOT electronically in an agreed to format at the time of the task assignment.

- c. Work will be completed on an as needed basis, timing and extent of work will be negotiated at the time the task is assigned.
- d. All work completed will be available for use by NDOT in related documents and for public review.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Lump Sum, 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 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

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 (70 pts)

A. QUALIFICATIONS (35 pts)

1. Qualifications of the project manager and key team members to perform the work.
2. Qualifications and capability of key subconsultants.

3. Applicability and relevance of comparable projects provided by the Consultant.
4. Knowledge of and experience with Complete Streets policies and guidance documents listed above in the SCOPE OF SERVICES section, item number 2

B. PERFORMANCE DATA (20 pts)

1. Performance evaluations by NDOT, or other DOT's, regarding the work of the Consultant, if available.
2. Project schedule adherence on previous projects with NDOT, or other DOT's.
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. The team should list a minimum of two (2) references in their proposal.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (15 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 (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.

SCHEDULE OF ACTIVITIES	Date (2022-23)	Time (CST)
RFQ posted	Dec 7, 14, 21, 28	
Last day questions will be accepted	Dec 21	4:00 PM
Last day Q&A or updates to RFQ may be posted	Dec 28	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Dec 28	4:00 PM
Statement of Qualifications Due	Jan 4	1:00 PM
Post Short-List Consultants & Interview Schedule	Jan 12	4:00 PM
Interviews	Jan 19	10am-12pm
Post Final Selections	Jan 20	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.

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 page size.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Up to two 11 x 17 pages are allowed.

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 will be capped at 15 minutes for consultant's presentation, 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