



Request for Qualifications

Professional Services for Construction Engineering and Inspection (CE&I) for Decatur - Macy, STP-75-3(118), CN 32139

January 11, 2023

Statements of Qualifications are due Wednesday, February 1, 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 Construction Engineering and Inspection for Decatur to Macy. 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:

- 150 Construction Engineering & Inspection (CE&I)
- 151 Materials Testing
- 210 Engineering Survey

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

Construction Engineering Services for the following project:

- Decatur - Macy, STP-75-3(118), CN 32139 – Place 3" ACC Type SPR & 1" ACC Type LC (4" Grade Raise) Overlay (may change to 4" of ACC Type SLX), Surface Shoulders, S075 15000 2" Grade Raise, Concrete Pavement Repair, Partial Deck Repairs, Remodel Buttress, Restore Channel Bank, Rip Rap, Earth Shoulder Construction, Subdrains, Curb and Flume, Guardrail, Culvert End Replacement

Overview of the Work

The Consultant or Consultants will perform construction engineering services for the project listed above. Services may include, but are not limited to, the following:

Construction engineering; project management; conducting the preconstruction conference; pre-construction staking; traffic control plans; preparing daily work reports; construction inspection and limited staking (contractor to perform construction staking), and materials sampling and testing during project construction; monitoring environmental commitments and maintaining relevant documentation (i.e. SWPPP, T&E Surveys); progress estimate; quantity computations; final computations; preparing contractor change orders and work orders; preparing as-built plans; and all project communications, including any necessary communication regarding federal-funding project eligibility questions, issues and concerns.

Schedule – anticipated to take one construction season.

Qualifications, Knowledge and Experience

- a. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The Consultant shall use engineers and inspectors experienced with all aspects of construction management and inspection, contract management, and environmental commitments and requirements. Inspectors must have all relevant certifications for inspection and testing of their assigned items of work. A PE shall manage and be in responsible charge of the construction project but does not have to be on-site full-time. However, personnel with experience in all aspects of construction management and inspection, construction contract management, and environmental commitments and requirements shall be on-site full time and have access to the Project Manager / PE at all times during construction.
- b. The Consultant shall review and have a working knowledge of the project plans, special provisions, standard specifications (NDOT's Standard Specifications for Highway Construction (Current Edition)), change orders and all other project related contract documents for the construction of Federal-Aid projects.
- c. Consultant shall review and have a working knowledge of the current editions of the following authoritative guides and manuals, available at <https://dot.nebraska.gov/business-center/pm/>, related to highway construction, materials, and Federal-Aid reimbursement:
 - [Construction Manual](#)
 - [Materials Sampling Guide](#)

- [Specifications for Highway Construction](#)
 - [Standard Methods of Tests](#)
 - [Construction Project Manager Materials Compliance Guide](#)
 - [The Manual on Uniform Traffic Control Devices](#)
 - AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
 - The ASTM Standards
 - [Final Review Manual](#)
 - [2017 PM Best Practice Manual](#)
 - [LPA Manual – Chapter 12 checklists](#)
 - [ECODatabase \(ECOD\)](#)
- d. Consultant shall be qualified to assume the duties of “Inspector”, (also referred to in the NDOT Construction Manual as “Construction Technician”); “Project Manager;” and “Engineer” (unless the context of use of the term “Engineer” would otherwise require), as those terms are defined, and duties set out in the Standard Specifications for Highway Construction (2017 Edition). Consultant shall assume that it is responsible for all duties of the “Engineer” unless notified otherwise by the State.
- e. Consultant shall employ a sufficient number of qualified employees on the project to adequately observe, monitor, inspect, measure, manage, document, report and carry out the other duties of this agreement, so that the project is constructed by the contractor in compliance with the Construction Contract Documents, the Manuals, State and Federal law, rule or regulation and policy. Materials testing shall be carried out by a [qualified consultant laboratory](#).
- f. Consultant shall attend contractor meetings and partnering meetings led by the project contractor. In addition, the Consultant shall attend meetings with District construction staff (frequency to be determined) for an on-going review of project documentation.

Software and Equipment Requirements

- a. The Consultant is required to use NDOT Construction Systems software and OnBase as the construction record-keeping systems for services.
- b. Consultant shall provide its own vehicles, equipment, materials, and supplies necessary to complete the services.
- c. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed. All reports and documents not retained in NDOT Construction Systems software and must be uploaded to OnBase unless directed otherwise.
- d. The Consultant will provide all software and computer equipment required to complete the services.

Expectations for the Deliverables

- a. Consultant shall perform the service described in this and the Task Order scope of services using NDOT Construction Systems software and OnBase as the construction record-keeping systems.

- b. The Consultant shall be present at the project site when appropriate for each applicable phase of construction to inspect, observe, monitor, measure, test manage, document and report on the progress of the work.
- c. Consultant shall fulfill all project duties in a timely manner and shall communicate regularly about the progress of the construction with District personnel.
- d. Consultant is not responsible for the Contractor's means and methods of construction. To the extent the Construction Contract Documents and the Manuals specify sequencing of work, equipment requirements, or other construction methods, the Consultant shall keep the State informed about the progress and quality of the work and shall advise the State about observed or measured deficiencies in the work.
- e. Unless required otherwise by the Construction Contract Documents, Consultant shall be responsible for timely completion of all applicable checklists, tests, samples, duties, requirements, and provisions of the Manuals. The Manuals will be used to determine what, when, how, the sequence, and other details of the work that must be provided by Consultant, whenever Consultant's duties in these respects are not clearly set out in the Construction Contract Documents.
- f. The Consultant will promptly review and approve or reject all construction work on the project, with the right, but not the duty, for the State or FHWA to review for compliance or funding eligibility.
- g. Consultant shall be prepared to submit, upon request by the State, copies of all reports of field tests performed by the Consultant. Consultant will take prompt and appropriate action to reject or cause Contractor to remedy the work or materials that do not conform to the contract documents. Additionally, Consultant shall promptly notify State of work that doesn't conform to the contract documents.
- h. The sampling and testing type, method and frequency must be completed by Consultant according to the current State of Nebraska Manuals, including the Materials Sampling Guide and the State Standard Methods of Tests (www.dot.nebraska.gov), and the Construction Contract Documents. For sampling or testing issues or situations that are not covered in the Construction Contract Documents or the Manuals, Consultant shall notify State, provide its advice and request that State can decide what testing type, method or frequency should be applied for this project. Materials testing shall be carried out by a [qualified consultant laboratory](#).
- i. Upon completion of the project(s), the Consultant shall certify in writing that the project(s) is complete and prepare a letter of tentative acceptance to the Department. Consultant shall have all pay item documentation, as-builts, and any other documents/records necessary for final review loaded into OnBase and NDOT Construction Systems software within 40 days of project completion. Consultant shall submit a "Project Manager's Letter of Transmittal" to the district finals review office once all documentation has been uploaded. As-built plans shall be in the format of a single PDF file and uploaded to OnBase.

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 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 (60 pts)

1. Qualifications (20 pts)

- Level of understanding and experience with NDOT Construction Systems software, construction inspection services, and Federal-aid procedures and requirements for transportation construction projects.
- Firm organizational chart of personnel that will be working on the project.

2. Performance Data (20 pts)

- Firm has provided a client reference list and contacted reference feedback has been positive.
- Firm's experience on previous or related work. Emphasis should be given to Federal-aid projects completed within the last 5 years.

3. Understanding of the Project (20 pts)

- Firm has demonstrated understanding of key elements of federally funded construction engineering projects.
- Firm has provided comparable services with which they, and current staff, have been involved.

Final Selection (40 pts, 100 pts total)

4. Quality of Interview (40 Pts)

- Consultant answered committee questions logically and thoroughly (20 points)
- Consultant demonstrated the ability and availability of their team to complete these services on behalf of NDOT (10 points)
- Consultant’s interview was clear and concise (10 points).

SCHEDULE OF ACTIVITIES	Date (2023)	Time (CST)
RFQ posted	Jan 11, 18, 25	
Last day questions will be accepted	Jan 18	4:00 PM
Last day Q&A or updates to RFQ may be posted	Jan 25	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Jan 25	4:00 PM
Statement of Qualifications Due	Feb 1	1:00 PM
Post Short-List Consultants & Interview Schedule	Feb 8	4:00 PM
Interview	Feb 13	2:00pm-3:30pm
Post Final Selections	Feb 15	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, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

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, 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.

Moe Jamshidi, P.E., Deputy Director of Operations
Nebraska Department of Transportation

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