



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Roadway

Design On-call

February 1, 2023

February 8, 2023, Revision 1

Statements of Qualifications are due Wednesday, February 22, 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 Roadway Design On-call 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 [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order 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 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:

- 120 Roadway 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
- ~~240 Value Engineering~~
- 211 Public Involvement

Information regarding the [Standard Work Categories](#) can be found on NDOT's website. **The consultant is expected to be certified in the work categories listed above.**

Versions of the basic scopes of services (BSOS) as shown below are attached to this RFQ.

The primary scope of services for this on call is provided in the following document

1. T-BSOS-X1_Roadway Design (rev_1-30-2023)

The following support services necessary to complete projects to PS&E turn-in may include the following

2. T-BSOS-V4_Ground Survey (rev 8-31-2022)
3. T-BSOS-X8_Subsurface Utility Engineering (rev_1-30-2023)
4. T-BSOS-G1_Public Involvement (rev 10-26-20)
5. T-BSOS-X7_Bridge_Roadway Hydraulics (rev 6-16-2021)
6. T-BSOS-W6_ROW Design Services (1-30-2023)

See the documents attached for further definition of services requested by NDOT.

DETAILS

It is anticipated that five (5) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a maximum value of \$3,000,000. The contract term may be extended up to 12 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$300,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Seven (7) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are 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)

A. QUALIFICATIONS (30 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; GEOPAK OpenRoads technology for design, and MicroStation CAD platform, as mentioned above.
4. Qualifications and capability of key subconsultants.
5. Expertise of consultant's design team with 3R and New and Reconstruction projects.
6. Applicability and relevance of comparable projects 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 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 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 (40 pts, 100 pts total)**D. QUALITY OF INTERVIEW (40 PTS)**

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

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ posted	Feb 1, 8, 15	
Last day questions will be accepted	Feb 8	4:00 PM
Last day Q&A or updates to RFQ may be posted	Feb 15	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Feb 15	4:00 PM
Statement of Qualifications Due	Feb 22	1:00 PM
Post Short-List Consultants & Interview Schedule	Mar 3	4:00 PM
Interview	Mar 23	10:00am-Noon 1:00pm-2:30pm
Post Final Selections	Mar 27	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.

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOT will consider each selected consultant's statement of qualifications along with any performance data on file with NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform the work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

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 paper 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. Interview 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. Consultant may contact the Procurement Engineer to make any special arrangements. Additional instructions will be sent to the shortlisted firms prior to the interviews.

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.

Vicki Kramer, Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER