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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for RFQ-2305; Steel Fabrication Quality Assurance Inspection Services On-call

January 18, 2023

**Statements of Qualifications are due Wednesday, February 8, 2023, 4:00 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 Steel Fabrication Quality Assurance Inspection Services On-call. 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 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:

133 Bridge Girder Element Inspection

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

**A. OVERVIEW OF THE WORK:**

Consultant shall provide Quality Assurance of the inspection procedures for fabrication of steel girders at the plants of bridge girder suppliers. The following services will be provided as a part of the work:

1. Review of applicable welding procedures, welder certification and submitted material test records.
2. Audit review of fabricators' QA/QC procedures.
3. Verify qualified welders are using approved welding procedures according to AASHTO AWS D1.5: 2020.
4. Review fabrication operations for conformance to the project requirements.
5. Monitor welding operations for proper welding procedure parameters. During welding, provide periodic review to ensure parameters are being maintained.
6. After welding and prior to materials submittal for nondestructive evaluation, visually review completed weldments for compliance to specific quality requirements.
7. Review all required remedial action and record repair procedures.
8. Ensure correct radiographic procedures are followed and results are reviewed; and x-ray (1) tension joints 100% and (2) compression joints 25% each joint.
9. Inspect and verify given camber allowance in final laydown of girders.
  - a. Final check of all field splices and ensure allowable tolerances are met.
  - b. Review material surface preparation and cleanliness for conformance to project specifications.
  - c. Prepare shipping releases and physically identify material released for shipment and tag with NDOT tags.
10. Prepare all project Quality Assurance Documentation for submittal to NDOT for permanent record.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

1. The services shall be performed by an American Welding Society (AWS) Certified Welding Inspector (CWI). Copies of the AWS-CWI certificates and current eye exam of the inspectors assigned to projects will be provided to NDOT Applicable. Nondestructive testing (NDT) certificates shall also be provided.
2. Inspectors and staff assigned to the project shall have working knowledge of the following documents:
  - a. AASHTO/AWS D1.5: 2020 Bridge Welding Code
  - b. ASNT Recommended Practice NST-TC-1A
  - c. AASHTO LRFD Bridge Design Specifications
  - d. NDOT Standard Specifications for Highway Construction
  - e. ASTM Standards for Structural Steel Fabrication

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

All equipment required for inspection work will be provided by the Consultant.

**D. EXPECTATIONS FOR THE DELIVERABLES:**

1. Consultant will prepare shipping releases and physically identify material released for shipment and identify finished material with NDOT provided tags.
2. Consultant will prepare all project quality assurance documentation for submittal to NDOT for permanent record. Weekly reports may be required depending upon the length of time for fabrication. Documentation shall be in accordance with the guidelines set forth in the following publications:
  - a. AWS D1.5: 2020 Bridge Welding Code
  - b. Certification Manual for Welding Inspectors (4th Ed) – AWS
  - c. AWS QC1 – Standard for AWS Certification of Welding Inspectors
3. Work shall be completed in compliance with the requirements of the latest editions of the following documents:
  - a. AASHTO/AWS D1.5: 2020 Bridge Welding Code
  - b. ASNT Recommended Practice NST-TC-1A
  - c. AASHTO LRFD Bridge Design Specifications
  - d. NDOT Standard Specifications for Highway Construction
  - e. ASTM Standards for Structural Steel Fabrication
4. Work will be performed at specified steel fabrication shops throughout the United States.
5. Work will be completed according to schedules set forth in each individual task order.
6. All documentation will be submitted to NDOT for its project files.

**DETAILS**

It is anticipated that four (4) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed three (3) year contract term will have a maximum value of up to \$150,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$20,000 to \$50,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

It is anticipated that six (6) 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 have a current [NDOT Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with NDOT prior to the deadline identified in the Schedule of Activities. If necessary, a completed NDOT Form 497 should be submitted to: [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov).

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](mailto: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](mailto:ndot.pdRFQinfo@nebraska.gov) or call (402) 479-4778.

## **EVALUATION CRITERIA**

### **Short List (60 pts)**

#### **A. QUALIFICATIONS (20 PTS)**

1. Consultant has provided list of cities for which the Consultant has inspectors located in, demonstrating the ability to be in close proximity to the work required.
2. Consultant's individual CWI's experience in providing the services described above.

#### **B. PERFORMANCE DATA (20 PTS)**

1. Consultant has provided a client reference list and contacted reference feedback has been positive.
2. NDOT's experience with Consultant on previous work.

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

1. Consultant has demonstrated understanding of key elements of the project.
2. Consultant has provided comparable services they have been involved with.

### **Final Selection (40 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 (20 pts)**

1. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2023)</b>	<b>Time (CST)</b>
RFQ posted	Jan 18, 25, Feb 1	
Last day questions will be accepted	Jan 25	4:00 PM
Last day Q&A or updates to RFQ may be posted	Feb 1	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Feb 1	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Feb 8</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	Feb 17	4:00 PM
Interview	Feb 24	9:40am-Noon
Post Final Selections	Feb 27	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.**

### **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 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-page size, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

## **INTERVIEWS**

Interview discussion date and times for short-listed consultants will be posted on NDOT's website. Interview discussions will be capped at 20 minutes; 15 minutes presentation, followed by up to 5 minutes of Q&A with the selection committee members.

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

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. Prior to the interviews, a link will be sent to the shortlisted firms for the Webex interview. 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., Interim Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*