



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for US-275, Norfolk to West Point

December 2018
R1 – 12/28/2018
R2 – 01/04/2019

Statement of Qualifications are due January 14 at 3:00 PM

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 US-275, Norfolk to West Point. Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <https://dot.nebraska.gov/business-center/business-opp/consult-service-opp/>

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](#).

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:

- 100 Corridor Studies
- 101A NEPA Studies
- 103 Traffic Operation Studies
- 105 Highway Design – Major

- 107 Bridge Design
- 202 Engineering Surveying
- 209 Hydraulic and Hydrologic Studies
- 210 ROW Design
 - A. Land Ownership Research
 - B. Right of Way Plans
 - C. Legal Description and/or Plats
- 211 Public Involvement

Information regarding the [Standard Work Categories](#) can be found on NDOT's website. The Consultant's design must be accomplished using GEOPAK OpenRoads modeling technology version SS4 or later but no later than the version currently in use by NDOT. The consultant's design must follow NDOT's drafting procedures, guidelines, and file naming convention. The consultant's use of an earlier version of GEOPAK OpenRoads may be approved for specific activities with written permission of NDOT and at NDOT's sole discretion. This project will be developed utilizing NDOT's policies and procedures (including drafting standards) and FHWA's guidelines, when applicable. Information on NDOT's design systems can be found on NDOT's website on the Roadway Design page; <https://dot.nebraska.gov/business-center/design-consultant/>.

PROJECT DESCRIPTION

US-275, Norfolk to West Point – This project includes the conversion of approximately 29 miles of Highway US-275 from a two-lane highway to a four-lane divided expressway. The project begins at R.P. 86+08, just east of the N-57 intersection, and extends east and southeast to R.P. 114 (northwest of Plum Creek overflow & bridge), approximately 1.5 miles northwest of the intersection of US-275 and N-9.

NDOT plans to construct this project using a 2+2 approach which involves using the existing two lanes of highway in place and adding two new lanes adjacent to the existing lanes, resulting in a four-lane divided highway. Where practical, a 3R strategy will be used to preserve the existing two lanes. Existing bridges will be assessed and used in place, rehabilitated, or replaced as necessary. New structures will be constructed for the new two lanes. Grading and culvert work will be required. The rural expressway will transition to the existing sections at both Wisner and Beemer, and no construction is anticipated through these communities.

This project will be developed as a Federal-aid project, therefore the Consultant must have the capabilities and NDOT certification to conduct the necessary environmental reviews and create documents required for a NEPA evaluation.

PHASE I – Preliminary/Functional Design and NEPA ~~Approval~~ Decision

The consultant will collect data and conduct a corridor study to start the preliminary design process. The corridor study would determine if the existing two lanes meet 3R minimum design standards, and determine locations with safety problems and flood overtopping issues. The study would also recommend design criteria, typical cross-sections, median width and which side of existing US-275 the two new lanes should be built to minimize impacts to environmental resources, homes and improved structures and other facilities. Alternatives would be considered as part of the NEPA and environmental permitting process. The corridor plans would be further developed as part of the preliminary and functional design steps. This phase would include public involvement in the form of stakeholder and

public information meetings. This phase would conclude with the NEPA **determination decision**.

PHASE II – Final Design

Consultant will provide final design services for one of the defined segments along the corridor. Design plans will be detailed, limits of construction developed and permits secured. Final plans, quantities and specifications would be prepared for PSE submittal. Final Design for the other segments may be included, at NDOT's option. Services during construction for revisions to the plans may also be requested.

Consultant shall have the necessary knowledge, education, training, and experience to complete the following tasks:

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

- Prepare necessary environmental documentation, including but not limited to permit applications and other environmental surveys or services necessary to support and complete the NEPA decision-making process.
- It is anticipated that this project will require an Environmental Assessment. Additional analysis and coordination with FHWA will be needed to determine the appropriate class of action.
- Final wetland delineation services to support the Individual Permit application.
- Development of Individual Permit application on behalf of NDOT.
- Aid in development of wetland mitigation requirements:
 - Conceptual mitigation plans
 - Baseline delineation

ROADWAY DESIGN SERVICES

- Roadway Design services to support the services being performed internally and externally for the other work categories.
- Preparation of Corridor study, Preliminary plans, Functional plans, Limits of Construction plans, plans for distribution to utilities and final plans.
- The Roadway Design will be conducted in a “practical” manner, solving transportation problems in a manner to minimize cost for improvements that provide nominal performance benefits.
- Documenting design decisions and, when necessary, preparing and presenting design relaxations to the board of Classifications and standards
- Utility coordination services, including conflict determination, avoidance and coordination with Utility companies.
- Consultant may be asked to prepare and complete a BUILD grant application due for submittal by July 2019.
- 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 stream crossings and floodplain analysis along this project
- Preparation of preliminary bridge hydraulic data sheets.
- Flood analysis to determine the profile of the new two lanes and potential modification to the existing two lanes.
- The potential exists that the project may require the preparation of a Conditional Letter of Map Revision (CLOMR).
- A preliminary SOS for this work category is included with the RFQ supporting documents.
- Additional bridge information;
 - There are 14 bridge length structures between RP 87.42 and 114.00
 - 11 structures are under 40'
 - The other 3 are 66', 103', and 112'
 - 11 of the structures were built in the 1930's
 - The 2 newest structures (multiple culvert pipes) were built in the 1980's
 - 1 steel girder bridges
 - 9 concrete slab bridges
 - 2 box culverts
 - 2 multiple culvert pipes

BRIDGE DESIGN SERVICES

- Bridge recommendations must be coordinated with the added two lanes and minimize grade changes to the existing alignment
- Preparation of preliminary bridge hydraulic data sheets
- Preparation of preliminary Type Size and Location (TS&L) bridge plans.
- A preliminary SOS for this work category is included with the RFQ supporting documents.
- A listing of bridge sized structures is listed with the HYDRAULIC & HYDROLOGIC SERVICES section above.

SURVEY SERVICES

- Preliminary surveys are being completed by NDOT.
- Additional preliminary survey, if necessary, may be performed 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 service to include the review and analysis of various roadway features related to capacity, safety, and design. Typical recommendations can include additional turn lanes, new or updated traffic control devices, or other safety measures.
- NDOT will provide the Consultant data (existing and future AADT's, Vehicular Volumes, Future Estimated Turning Movement Counts, Past Correspondence, etc.) along the corridor and at major intersections along the corridor.
- A preliminary SOS for this work category is included with the RFQ supporting documents.

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.
- Presentation of project information by the Consultant to the Highway Commission for their recommendation for Governor Approval to advance the project is anticipated.
- Presentation services are 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

- Preparation of ownership and right-of-way (ROW) design plans will be performed by the selected consultant.
- Creation of legal descriptions and condemnation plats for property rights needed for the project will be performed by the selected consultant.
- Title research services to establish the boundaries and ownership interests in properties along or affected by the project will be performed by the selected consultant. These title research services include the identification of all tracts owned by the United States in vicinity of the project.
- 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:

It is anticipated that Phase I will be on an accelerated schedule, with a completion goal ~~of summer anticipated to be in~~ 2019. BUILD grant applications are due for submittal by July 2019. Construction of first project for this corridor is anticipated to begin in the spring 2021.

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 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.

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, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services. Refer to minimum requirements identified in the [NEPA Studies Qualifications Instructions](#).
2. Consultant's knowledge and understanding of environmental services outlined in this RFQ.
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
4. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental services.
5. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (25 PTS)

1. Cooperation, communication, and timeliness of deliverables with NDOT and/or LPA staff on previous projects. If the consultant's team has no experience with NDOT, the consultant should include three (3) references in their response, including contact information, that have directly been involved with similar services.
2. The consultant's team has authored Categorical Exclusion (CE), Wetland/404, and other environmental technical documents with minimal revision.
3. Preparation of a BUILD grant is NOT a selection criteria.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (35 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant's team has authored approved Categorical Exclusion (CE) documents, Wetland Delineation Reports and Section 404 Permit Applications, and other environmental technical documents. (Consultant should provide a maximum of ten (10) documents in their response)
3. Consultant has provided comparable projects for which they have been involved.

Final Selection (100 pts)

A. QUALIFICATIONS (30 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services. Refer to minimum requirements identified in the [NEPA Studies Qualifications Instructions](#).
2. Consultant's knowledge and understanding of environmental services outlined in this RFQ.
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
4. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental services.
5. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (30 PTS)

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant's team has authored approved Categorical Exclusion (CE) documents, Wetland Delineation Reports and Section 404 Permit Applications, and other environmental technical documents. (Consultant should provide a maximum of ten (10) documents in their response)
3. Consultant has provided comparable projects for which they have been involved.

C. QUALITY OF INTERVIEW (40 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors adequately.
3. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFQ Posted	Dec 28, Jan. 2 & 9	3:00 PM
Last Day Updates to RFQ may be posted	Jan. 9	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOT	Jan. 9	5:00 PM
Statement of Qualifications Due	Jan 14	3:00 PM
Post Short-List Consultants & Interview Schedule	Jan 19	5:00 PM
Interview	Feb 1	1:00-3:00 PM
Post Final Selections	Feb 6	5:00 PM

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 of the submittal must be emailed to NDOT.PDRFQinfo@nebraska.gov, or sent to the address listed below prior to the submittal deadline.

Consultant Services Engineer
 Nebraska Department of Transportation
 Project Development Division
 1500 Highway 2, PO Box 94759
 Lincoln NE
 PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

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 seven (7) 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.
7. Verification that consultant 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.

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 paper, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out or oversized pages are not allowed.

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 10 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. Consultant team members unable to be present may request to participate via telephone, and will need to contact the Consultant Services 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, the selected consultants will be notified by telephone. NDOT will make every effort to post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Transportation
EQUAL OPPORTUNITY EMPLOYER