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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for a Long Range Transportation Plan

January, 2019

Statements of Qualifications are due Wednesday, February 13, 2019, 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 a Long Range Transportation Plan (LRTP). 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 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.

BASIC SCOPE OF SERVICES

Overview of the work

- I. The Nebraska Department of Transportation (NDOT) is seeking to update its statewide Long Range Transportation Plan (LRTP). The update will be a policy plan that is scenario based. The scenario based planning approach will help NDOT and its stakeholders understand the possible impacts of technology on the multimodal transportation network.

- II. The NDOT invites firms to submit qualifications for the development of this new Statewide LRTP. The qualified firm will be experienced in the development of policy-based statewide planning documents that keep State DOTs flexible for addressing a wide range of future scenarios. The qualified firm should also be experienced in the advancement of organizational goals that incorporate and reflect stakeholder values to place Nebraska in a proactive position for dealing with emerging trends and technology. Other qualifications include Active Transportation Planning, performance-based planning and programming, scenario planning, in addition to the traditional long range transportation planning elements required by the Code of Federal Regulations. The NDOT expects qualifying consulting team(s) to include experts in all areas of transportation including technology related subjects such as real time probe data, connected and autonomous vehicles, shared mobility, electrification, and other smart initiatives. Lastly, qualifying teams should have strong project management experience.
- III. The NDOT recognizes that partnership with our consultants is paramount to our success, and that the consulting community works with multiple public and private organizations and is therefore exposed to a greater breadth of ideas. As such, we request that through the selection process, consulting teams bring us ideas and concepts that have worked well for other organizations, even if they have not been specifically identified in this RFP. The future has always been unpredictable; however, the advent of connected/automated vehicles, electrification, shared mobility, and data analytics have introduced many new variables into transportation planning, and NDOT wishes to bring creative solutions to our long range planning process.

Qualifications, Knowledge and Experience

- I. Long Range Transportation Planning
 - a. Knowledge of the requirements for, and experience working on, FHWA approved plans
 - b. Ability to create and incorporate other transportation-related planning documents into an LRTP (Freight, Aviation, Bike/Ped, Rail, Transit, etc.)
- II. Public Participation and Stakeholder Engagement
 - a. Ability to utilize multiple formats (focus groups, town hall, online, non-traditional, etc.)
 - b. Identification and organization of key stakeholder groups
 - c. Skills in meeting facilitation and logistical organization
 - d. Ability to produce marketing videos along with 3D rendering of concepts
- III. Visioning/Goal Setting
 - a. Ability to synthesize information from the public and stakeholders into a cohesive set of goals, strategies and performance measures.
- IV. Utilization of Technology
 - a. Experience in working with real time probe data, smart initiatives, and other innovative solutions.
 - b. Demonstrate partnerships with companies shaping the future of transportation technology, electric vehicles, connected/autonomous vehicles, etc.
- V. Scenario-Based Planning

- a. Ability to identify and analyze combinations of economic, political, technological, and other influences on DOT outcomes. Should also be able to form strategies and actions to address possible future scenarios.
 - b. Ability to identify measurable data that will reveal which planned scenarios are emerging.
 - c. Ability to counsel NDOT on how to effectively utilize datasets and business analytics to inform decision making.
- VI. Technical Skills
- a. Ability to create and work with travel demand modeling and forecasting.
 - b. Ability to create and manipulate ArcGIS datasets.
 - c. Familiarity in working with various transportation-related data sets for planning purposes.
 - d. Ability to utilize visualization software.

Software and Equipment Requirements

- I. ArcGIS
- II. Travel demand modeling software
- III. Data visualization capabilities
- IV. 3D rendering
- V. Video production

Expectations for the Deliverables

- I. The LRTP will be in a final report format that can be easily viewed on the NDOT website.
 - a. 5 hard copies
 - b. Electronic format, MS Word and PDF
- II. The LRTP will meet all guidelines set out by FHWA and federal law for a state level document.
- III. Final deliverable will be reviewed for comments by FHWA and NDOT prior to project closeout.
- IV. Work will be completed as part of a planning process, with the final product being delivered on or before July 1, 2020.
- V. NDOT will retain full rights to adopt, amend or alter the final document.

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 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.

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. Consultant's knowledge and understanding of environmental requirements outlined in this RFQ.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the environmental services.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (30 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.

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

1. Consultant has demonstrated understanding of the key elements of the work
2. 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. Consultant’s knowledge and understanding of environmental requirements outlined in this RFQ.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. 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 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	Jan 23, 30, Feb 6	
Last Day Updates to RFQ may be posted	February 6	5:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	February 6	5:00 PM
Statement of Qualifications Due	February 13	4:00 PM
Post Short-List Consultants & Interview Schedule	February 26	5:00 PM
Interview	March 14	1:30- 3:30 PM
Post Final Selections	March 19	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 ten (10) 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, 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 consultant 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