



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Statewide MS4 Permit Compliance Assistance Services

March 2019

Statements of Qualifications are due Wednesday, March 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 Statewide MS4 Permit Compliance Assistance. 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](#).

NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services.

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:

101B Other Environmental Studies

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

A. OVERVIEW OF THE WORK:

The primary objective is to provide the Nebraska Department of Transportation (NDOT) assistance in managing, communicating, investigating, and documenting the MS4 (Municipal Separate Storm Sewer Systems) program. This project is to provide NDOT assistance in reducing its water quality and environmental risks by protecting and maintaining the quality and integrity of surface and groundwater systems within its MS4 boundaries. Applicable documents relating to these services can be found on NDOT's Stormwater page located at <https://dot.nebraska.gov/projects/environment/stormwater/>

The following eight project tasks are essential components to NDOT's permit and Storm Water Management Plan (SWMP) compliance initiatives:

Task 1 – Education and Outreach

- a. Assist NDOT in the implementation of the Education and Outreach components of the SWMP. Prepare materials and participate in conferences, meetings and presentations where storm water information is being presented to NDOT and other audiences.
- b. Prepare materials and participate in Erosion and Sediment Control Designer training as it relates to Chapter 2 of NDOT's Drainage and Erosion Control Manual.
- c. Revise and provide NDOT's Construction Stormwater Best Management Practices Pocket Guide
- d. Review and recommend changes to NDOT's environmental webpage <https://dot.nebraska.gov/projects/environment/>.

Task 2 – Public Participation and Involvement

- a. Attend and participate in meetings with the Compliance Technical Advisory Group (CTAG) and prepare meeting minutes
- b. Participate in workgroup meetings regarding MS4 permit activities

Task 3 – Illicit Discharge Detection and Elimination (IDDE)

- a. Review and refine NDOT's existing IDDE Plan as needed.
- b. Assist NDOT with mapping drainage outfalls within designated MS4 locations

Task 4 – Construction Stormwater

- a. Review and prepare any revision documents associated with Chapter 2 of NDOT's Drainage and Erosion Control Manual.
- b. Assist with providing project oversight audits.

Task 5 – Post-Construction Stormwater Control

- a. Review and update Chapter 3 of the Drainage and Erosion Control Manual. This includes developing or finalizing protocols related to stormwater mitigation alternatives that can be presented to NDOT, NDEQ and the LPAs.

- b. Research and develop Stormwater Treatment Best Management Practices (BMPs) suitable for use on NDOT projects
- c. Develop standard plans and specifications necessary for the construction of Stormwater Treatment BMPs
- d. Assist NDOT's Roadway Designers with determining Post Construction BMPs for projects

Task 6 – Pollution Prevention and Good Housekeeping

- a. Review and update protocol for Facility Runoff Control Plan (FRCP) inspections for NDOT maintenance facilities in MS4 locations
- b. Research and assist with the interpretation of other environmental programs that are tied to the MS4 program, such as Spill Prevention, Control and Countermeasure (SPCC), hazardous materials and hazardous waste management
- c. Conduct FRCP audits for NDOT maintenance facilities in MS4 locations

Task 7 – Regulatory Compliance Support

- a. Research and respond to National Pollution Discharge Elimination Systems (NPDES) compliance issues
- b. Assist NDOT in completing Annual Reports to NDEQ and EPA, updating the SWMP, and preparing permits for NDEQ approval.
- c. Interpret NPDES permit requirements and regulatory notices
- d. Update NDOT's SWMP to reflect regulatory changes after they become effective
- e. Participate in the review of MS4 procedures for inclusion in NDOT's electronic inspection software.

Task 8 – GIS Assistance

- a. Provide maps reflecting current information related to the programs of Illicit Discharge Detection and Elimination, Post Construction, and Good Housekeeping

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Consultant's key personnel has successfully completed the NDOT's Erosion and Sediment Control Basics Training Class

Consultant's key personnel must have substantial experience:

- a. Related to MS4 Programs within the State of Nebraska, local municipalities, or other State DOTs
- b. Related to industrial environmental programs, such as spill prevention control and countermeasure (SPCC), hazardous materials and hazardous waste management

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Consultant shall have experience and expertise in Microsoft Office Suite, MicroStation, Dreamweaver CS6, and GIS capabilities, such as ESRI products.

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. It is expected the contract for these services will be negotiated annually for up to five (5) consecutive years from the date of a fully executed agreement.

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.
2. Key team member has a transportation related background.
3. Firm's knowledge of NDOT's Stormwater program and Sediment and Erosion Control Training Program.

4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.
5. A key team member has experience with website related services and have used software listed in the Basic Scope.

B. PERFORMANCE DATA (30 PTS)

1. Applicability and relevance of comparable projects/services the consultant has performed.
2. 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 demonstrated they are allocating appropriate and sufficient staff, resources and qualified sub-consultants to address the key elements of the project in a timely manner.

Final Selection (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.
2. Key team member has a transportation related background.
3. Firm's knowledge of NDOT's Stormwater program and Sediment and Erosion Control Training Program.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.
5. A key team member has experience with website related services and have used software listed in the Basic Scope.

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 demonstrated they are allocating appropriate and sufficient staff, resources and qualified sub-consultants to address the key elements of the project in a timely manner.

C. QUALITY OF INTERVIEW (30 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	Feb 20	
Last Day Updates to RFQ may be posted	March 6	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 13	4:00 PM
Statement of Qualifications Due	March 13	4:00 PM
Post Short-List Consultants & Interview Schedule	March 22	4:00 PM
Interview	April 2	1-2:30 PM
Post Final Selections	April 5	4:00 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 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, 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 15 minutes, 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 the interview 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 telephone. Consultant may contact the Consultant Services Engineer to make any special 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