



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Asset Management – Fleet Study and Budget Planning

February 2019

Statements of Qualifications are due Wednesday, March 20, 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 Asset Management – Fleet Study and Budget Planning. 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.

SCOPE OF SERVICES

Standard Work Categories anticipated on this project are:

- 102 Transportation Planning
- 113 Intelligent Transportation System (ITS)
- 211 Public Involvement
- 212 Value Engineering

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

1. Overview of the work

- ❖ The Nebraska Department of Transportation (NDOT) wishes to secure consultant services to conduct asset management analyses in order to aid in budget planning.
- ❖ NDOT will utilize the results of this project in order to prepare a fleet management plan, as the centerpiece of the department's 2021-2023 biennial budget request, for the State of Nebraska.
- ❖ The Consultant will develop strategies to enable NDOT to manage their fleet at the lowest cost, while maintaining expected levels of service, and present objective, empirical and scientific justifications for adopting and implementing these strategies.
- ❖ The deliverables from this project must accomplish the following:
 - Chart a path towards long-term good business practices;
 - Achieve the correct economic trade-off between the capital costs of replacing equipment and the ownership costs of operating and maintaining that equipment;
 - Maximize the cost-effectiveness of the fleet by optimizing the overall life-cycle value;
 - Evaluate and combine non-financial parameters (i.e., efficiency, sustainability, safety, etc.) with financial analysis to assist in cost-technical trade-offs for new equipment; and,
 - Right-size the NDOT fleet.
- ❖ Standard work categories will include the following:
 - Professional Services:
 - Transportation Planning – including, but not limited to, solutions to problems involving efficiency, economy and safety; and comparison and selection of industry best practices.
 - Intelligent Transportation System (ITS) – including, but not limited to, evaluation of software solutions currently supporting NDOT's asset management system, in order to enhance and maintain the existing system.
 - Support Services:
 - Public Involvement – including, but not limited to, preparing for and conducting, or assisting NDOT in conducting, information meetings; preparation of handout and presentation materials, including such items as project fact sheets, project mosaics, PowerPoint presentations, and other statements as may be requested by the State; preparation of meeting notes; investigation of, and responses to, assembled comments, and other meeting documentation.
 - Value Engineering – including, but not limited to, leading value engineering studies to improve fleet viability, reduce operation and maintenance costs, eliminate unnecessary and costly management practices, and ensure the efficiency of investments.

2. Qualifications, Knowledge and Experience

- ❖ At least one professional with experience in each of the categories of work is required and will be referenced on NDOT Form 498.
- ❖ Additional professional and technical personnel supporting qualifications in each category will also be referenced on NDOT Form 498.

- ❖ Specific to ITS (under Professional Services) – at least one professional with knowledge and experience in the following:
 - Network application interfaces, information requirements analysis, facilitation to solve problems, facilitation of communication between technical and non-technical users, information gathering, process mapping, and implementation planning; and,
 - Specific application knowledge: SQL databases, writing automated database reports, knowledge of web application interfaces, development of training modules for end users.
- ❖ Satisfactory experience in the categories of work will be demonstrated on NDOT Form 498 by reference to completed projects.

3. Software and Equipment Requirements

- ❖ The Consultant must provide its own supplies and equipment throughout the term of the contract including, but not limited to, the following: transportation, workspaces, cell phones, computers and software, connectivity, etc.
- ❖ Lucity™ is NDOT's asset management software program – Lucity™ supports NDOT's fleet with work orders, preventive maintenance, inventory control, and regulatory compliance.
- ❖ EnterpriseOne (colloquially known as "NIS-E1") is the official accounting system prescribed by the Department of Administrative Services for the State of Nebraska.

4. Expectations for the Deliverables

- ❖ All work must be completed as arranged or agreed upon by the parties.
- ❖ **Benchmark Study and Data Collection**
 - The Consultant will identify, obtain, review and benchmark fleet and equipment management processes and procedures of comparable public sector entities. Information collected from each comparative agency must consist of, but is not limited to, the following:
 - Current fleet composition;
 - Current service life intervals;
 - Fleet replacement funding;
 - Fleet condition; and,
 - Data sources (data capture, storage, processing, analysis, reporting systems and associated personnel capabilities).
 - After analyzing benchmarking results, the Consultant will meet with NDOT to discuss findings and recommendations including, but not limited to, elements, processes and procedures that represent the best practices of the comparative agencies and public entities that are consistent with exceptional fleet and equipment management practices and all applicable legal requirements and standards. The Consultant's findings and recommendations, a summary of all relevant data, a list of agencies that the Consultant surveyed, the rationale for choosing each comparative agency, and the Consultant's benchmarking results will be provided to NDOT in the form of a written "Benchmarking Report".
- ❖ **Assessment of NDOT's Current Status and Condition**
 - The Consultant will perform a comprehensive assessment and prepare a report of findings on NDOT's current fleet and equipment services, functions, processes and procedures, including, but not limited to, the following:
 - Equipment readiness;
 - Equipment utilization;
 - Fleet size – The Consultant will be required to recommend adjustments to equipment numbers and densities, with justifications;

- Service life intervals – The Consultant will be required to recommend to NDOT service life intervals for all classes of equipment, based upon equipment numbers and densities recommended above, utilizing optimal economic life calculations, thus providing NDOT with scientific support for equipment replacement planning; and,
- Asset management program – Identify any needed changes and/or additions to the existing system's data integrity, reliability and comprehensiveness.
- The Consultant will be required to conduct at least one field visit to each of NDOT's eight districts, to interview key staff and observe fleet operations.
- The Consultant's findings, a summary of all relevant data, and the Consultant's assessment results will be provided to NDOT in the form of a written "Assessment Report".

❖ Gap Analysis

- In accordance with federal, state and local laws and regulations, and based upon the Consultant's Benchmarking and Assessment Reports on NDOT's current equipment replacement program, the Consultant will compare, analyze and identify NDOT's strengths, non-conformities and opportunities for improvement. The Consultant will identify non-conformities and opportunities for improvement that, if addressed, would ensure NDOT's ability to effectively meet level-of-service requirements, sustain their fleet at the lowest total ownership costs and, thereby, conform to industry best practices. The Gap Analysis must also include, but will not be limited to, the following:
 - Funding levels required in order to replace all equipment at the end of its optimal economic life;
 - Funding levels required in order to indefinitely maintain NDOT's fleet condition status quo;
 - Effects of maintaining NDOT's current equipment replacement funding level for the next ten years; and,
 - Recommendations for how to address any observed non-conformities and opportunities for improvement within NDOT's asset management program.

❖ Comprehensive Recommendation Report

- The Consultant will prepare a written set of recommendations, based upon the results of all work accomplished within this project's scope. The Comprehensive Recommendation Report must include, but will not be limited to, the following:
 - Report templates and decision-making tools;
 - Data gathering and data management tools; and,
 - A road map and timeline for implementation that the Consultant reasonably believes will be necessary for NDOT to achieve industry benchmarks.

❖ Project Presentation

- The Consultant will format the results of this project into products that will aid in their effective presentation, to be incorporated into final plans to be prepared by NDOT.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Specific Rates of Compensation or Cost Plus Fixed Fee.

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. Consultant's knowledge and understanding of asset management 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 asset management 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 benchmark study, assessment, gap analysis, and other asset management technical documents with minimal revision.

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 benchmark study, assessment, gap analysis, and other asset management 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.
2. Consultant's knowledge and understanding of asset management 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 asset management 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 benchmark study, assessment, gap analysis, and other asset management 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	Feb 27, Mar 6, 13	
Last Day Updates to RFQ may be posted	March 13	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 13	4:00 PM
Statement of Qualifications Due	March 20	4:00 PM
Post Short-List Consultants & Interview Schedule	March 29	4:00 PM
Interview	April 9	1:30 PM-4:30PM
Post Final Selections	April 12	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 ten (10) pages.
5. A maximum of ten (10) 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 30 minutes, followed by up to 15 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's may request an interview 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