

# NEBRASKA Request for Qualifications

Good Life. Great Journey.  
DEPARTMENT OF TRANSPORTATION

## RFQ-1902; Professional Services for District 6 Construction Engineering for I-80, Brule to Ogallala

February 2019

**R1 posted 3-14-2019**

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 Construction Engineering for I-80, Brule to Ogallala. 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 doing work for the NDOT are strongly encouraged to review the NDOT's template Agreement for CE Services and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFQ. These documents can be found on NDOT's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an Insurance Accord.

The NDOT is seeking proposals from consulting engineering firms who wish to be considered to provide these services. The services include construction management and inspection for one project in District 6 on I-80 further described below. The selected Consultant will be required to follow all applicable Federal and State requirements and procedures.

This RFQ does not commit the NDOT to pay any costs incurred in the preparation of a proposal for this request, execute an agreement, or to procure or contract for services. The NDOT reserves the right to award contracts to one or two qualified firms accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the NDOT to do so.

### BASIC SCOPE OF SERVICES

Construction Engineering Services for the following Interstate 80 project;

- NH-STP-80-3(152), I-80, Brule – Ogallala, CN 61565

***The scope of this project includes the following; Concrete pavement - full depth replacement, EB rest area ramps and parking lot, lighting, resurface 3 bridges (S080 11725, 12255L/R). Resurface L-51A w/ bridge repair & ACC overlay (SL51 00068). Total of 60 car, 60 truck and 6 RV parking stalls..***

Standard Work Categories 109, 202, and 205. Information regarding the [Standard Work Categories](#) is available on the NDOT's website.

## **Overview of the work**

The Consultant or Consultants will perform construction engineering services for the project listed above. Services may include, but are not limited to, the following:

Construction engineering; project management; conducting the preconstruction conference; pre-construction staking; traffic control plans; preparing daily work reports; construction inspection and limited staking (contractor to perform construction staking), and materials sampling and testing during project construction; monitoring environmental commitments and maintaining relevant documentation (i.e. SWPPP, T&E Surveys); progress estimate; quantity computations; final computations; preparing contractor change orders and work orders; preparing as-built plans; and all project communications, including any necessary communication regarding federal-funding project eligibility questions, issues and concerns.

## **Schedule**

The anticipated construction schedule for the I-80 project is as follows, variation may occur based on construction contractor schedule;

- Fall 2019 Letting, Winter 2019 CBC Extensions
- Summer 2020, East Bound Grading, Paving including new rest area
- Fall/Winter 2020, CBC Extensions/Miscellaneous
- Summer 2021 West Bound Grading, Paving
- Fall/Winter 2021 Demolish Existing Rest Area/Miscellaneous
- Summer 2022 Paving L-51A Link & Bridge Overlay

## **Qualifications, Knowledge and Experience**

- a. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The Consultant shall use engineers and inspectors experienced with all aspects of construction management and inspection, contract management, and environmental commitments and requirements. Inspectors must have all relevant certifications for inspection and testing of their assigned items of work. A PE shall manage and be in responsible charge of the construction project but does not have to be on-site full-time. However, personnel with experience in all aspects of construction management and inspection, construction contract management, and environmental commitments and requirements shall be on-site full time and have access to the Project Manager / PE at all times during construction.
- b. The Consultant shall review and have a working knowledge of the project plans, special provisions, standard specifications (NDOT's Standard Specifications for Highway Construction (Current Edition)), change orders and all other project related contract documents for the construction of Federal-Aid projects.
- c. Consultant shall review and have a working knowledge of the current editions of the following authoritative guides and manuals, available at <https://dot.nebraska.gov/business-center/pm/>, related to highway construction, materials and Federal-Aid reimbursement:

- [Construction Manual](#)
  - [Materials Sampling Guide](#)
  - [Specifications for Highway Construction](#)
  - [Standard Methods of Tests](#)
  - [Construction Project Manager Materials Compliance Guide](#)
  - [The Manual on Uniform Traffic Control Devices](#)
  - AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
  - The ASTM Standards
  - [Final Review Manual](#)
  - [2017 PM Best Practice Manual](#)
  - [LPA Manual – Chapter 12 checklists](#)
  - [ECODatabase \(ECOD\)](#)
- d. Consultant shall be qualified to assume the duties of “Inspector”, (also referred to in the NDOT Construction Manual as “Construction Technician”); “Project Manager;” and also “Engineer” (unless the context of use of the term “Engineer” would otherwise require), as those terms are defined and duties set out in the Standard Specifications for Highway Construction (2017 Edition). Consultant shall assume that it is responsible for all duties of the “Engineer” unless notified otherwise by the State.
- e. Consultant shall employ a sufficient number of qualified employees on the project to adequately observe, monitor, inspect, measure, manage, document, report and carry out the other duties of this agreement, so that the project is constructed by the contractor in compliance with the Construction Contract Documents, the Manuals, State and Federal law, rule or regulation and policy. Materials testing shall be carried out by a [qualified consultant laboratory](#).
- f. Consultant shall attend weekly contractor meetings and partnering meetings led by the project contractor. In addition, the Consultant shall attend meetings with District 6 construction staff (frequency to be determined) for an on-going review of project documentation.
- g. Contractor will be performing the construction staking, however, the Consultant shall be prepared to perform surveying, measuring, and staking necessary for verification and acceptance of the contractors work, and project documentation.

### **Software and Equipment Requirements**

- a. The Consultant is required to use Trans\*Port Site Manager and OnBase as the construction record-keeping systems for services.
- b. Consultant shall provide its own vehicles, equipment, materials, and supplies necessary to complete the services.
- c. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed. All reports and documents not retained in Trans\*Port Site Manager must be uploaded to OnBase unless directed otherwise.
- d. The Consultant will provide all software and computer equipment required to complete the services.

## Expectations for the Deliverables

- a. Consultant shall perform the service described in this and the Task Order scope of services using Trans\*Port Site Manager and OnBase as the construction record-keeping systems.
- b. The Consultant shall be present at the project site when appropriate for each applicable phase of construction to inspect, observe, monitor, measure, test manage, document and report on the progress of the work.
- c. Consultant shall fulfill all project duties in a timely manner and shall communicate regularly about the progress of the construction with District 6 personnel.
- d. Consultant is not responsible for the Contractor's means and methods of construction. To the extent the Construction Contract Documents and the Manuals specify sequencing of work, equipment requirements, or other construction methods, the Consultant shall keep the State informed about the progress and quality of the work and shall advise the State about observed or measured deficiencies in the work.
- e. Unless required otherwise by the Construction Contract Documents, Consultant shall be responsible for timely completion of all applicable checklists, tests, samples, duties, requirements and provisions of the Manuals. The Manuals will be used to determine what, when, how, the sequence, and other details of the work that must be provided by Consultant, whenever Consultant's duties in these respects are not clearly set out in the Construction Contract Documents.
- f. The Consultant will promptly review and approve or reject all construction work on the project, with the right, but not the duty, for the State or FHWA to review for compliance or funding eligibility.
- g. Consultant shall be prepared to submit, upon request by the State, copies of all reports of field tests performed by the Consultant. Consultant will take prompt and appropriate action to reject or cause Contractor to remedy the work or materials that do not conform to the contract documents. Additionally, Consultant shall promptly notify State of work that doesn't conform to the contract documents.
- h. The sampling and testing type, method and frequency must be completed by Consultant according to the current State of Nebraska Manuals, including the Materials Sampling Guide and the State Standard Methods of Tests ([www.dot.nebraska.gov](http://www.dot.nebraska.gov)), and the Construction Contract Documents. For sampling or testing issues or situations that are not covered in the Construction Contract Documents or the Manuals, Consultant shall notify State, provide its advice and request that State can decide what testing type, method or frequency should be applied for this project. Materials testing shall be carried out by a [qualified consultant laboratory](#).
- i. Upon completion of the project(s), the Consultant shall certify in writing that the project(s) is complete and prepare a letter of tentative acceptance to the Department. Consultant shall have all pay item documentation, as-builts, and any other documents/records necessary for final review loaded into OnBase and Trans\*Port Site Manager within 40 days of project completion. Consultant shall submit a "Project Manager's Letter of Transmittal" to the district finals

review office once all documentation has been uploaded. As-built plans shall be in the format of a single PDF file and uploaded to OnBase.

## **DETAILS**

The method of payment for this contract is anticipated to be either Cost plus Fixed Fee or Specific Rates of Compensation.

Up to three (3) firms will be short-listed for interviews, with one (1) firm being awarded an agreement for the work. The evaluation criteria to be used for the short-listing and final selection are outlined below.

## **EVALUATION CRITERIA**

### ***Short List (100 pts)***

#### **1. Qualifications (45 pts)**

- Level of understanding and experience with Trns•port Site Manager software, construction inspection services, and Federal-aid procedures and requirements for transportation construction projects.
- Firm organizational chart of personnel that will be working on the project.

#### **2. Performance Data (45 pts)**

- Firm has provided a client reference list and contacted reference feedback has been positive.
- Firm's experience on previous or related work. Emphasis should be given to Federal-aid projects completed within the last 5 years.

#### **3. Understanding of the Project (10 pts)**

- Firm has demonstrated understanding of key elements of federally funded construction engineering projects.
- Firm has provided comparable services with which they, and current staff, have been involved.

### ***Final Selection (100 pts)***

#### **1. Qualifications (40 pts)**

- Level of understanding and experience by the consultant's project manager and inspection staff with Trns•port Site Manager software, construction inspection services, and materials testing requirements.
- Firm organizational chart of personnel that will be working on the project.

#### **2. Performance Data (40 pts)**

- Firm has provided a client reference list and contacted reference feedback has been positive.
- Firm's experience on previous or related work. Emphasis should be given to Federal-aid projects completed within the last 5 years.

#### **3. Understanding of the Project (10 pts)**

- Firm has demonstrated understanding of key construction elements of the project.
- Firm has provided similar services on previous federal aid construction projects with which they have been involved.

**4. Quality of Interview (10 pts)**

- Questions were clearly and concisely answered by consultant.

**SCHEDULE OF ACTIVITIES**

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2019)</b>	<b>Time</b>
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
<b>Statement of Qualifications Due</b>	<b>March 20</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	March 29	4:00 PM
Interview	April 8	1:00 PM-3:30PM
Post Final Selections	April 17	4:00 PM

\* Please submit the Drug-Free Workplace Policy separate from the response to this RFQ. NOTE: The Drug-Free Workplace Policy is a onetime submittal to the NDOT. Please do not re-submit this document unless your Policy has changed or your firm has not previously submitted this document.

***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](mailto:randy.eldorado@nebraska.gov) or call (402)479-4778.***

The NDOT will not hold a briefing. All project related information is contained within this RFQ and on the 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 “Update.” Consultants interested in this RFQ are responsible for checking for updated information. No updates will be posted after **Wednesday, August 19, 2015.**

Other relevant information on NDOT’s web site includes the following:

1. [Agreement for CE Services](#)
2. [Insurance Requirements for Professional Service Providers](#)
3. [Drug Free Workplace Policy Example](#)
4. [DR Form 498, “Architect, Engineer, & Related Services Supplement to Statement of Qualifications”](#)

Interested firms must have a current [DR Form 497, “Architect, Engineer, and Related Services Certification Form”](#) on file with the NDOT prior to the deadline identified in the Schedule of Activities.

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)

## **SUBMITTAL OF PROPOSALS**

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Sub-consultants (if applicable), and title of project/service.
2. A letter of interest not to exceed one (1) page.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each sub-consultant. A separate DR Form 498 must be submitted for each sub-consultant to be used. This information should emphasize Federal-aid construction engineering projects contracted with the firm in the last five years using staff currently employed by the submitting firm.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be bound on the left edge or stapled in the upper left corner. No 3-ring binders.

***All information must be received by the deadline posted 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](mailto: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

## **INTERVIEWS**

The short-listed firms will be notified by website posting of the interview time and duration. Interviews will be capped at 15 minutes max, followed with 10 minutes of questions by selection committee members and answers by the consultant.

The NDOT will make every effort to post the short-listed firms and the interview schedule on the NDOT's website by the deadline posted in the Schedule of Activities.

The NDOT's selection committees will conduct interviews with the short-listed firms by the schedule posted in the Schedule of Activities, at the Department of Transportation, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska.

Upon completion of all the interviews and Director approval, the selected firms will be notified by telephone. The NDOT will make every effort to post the final selections on the NDOT's website by the deadline posted in the Schedule of Activities.

Kyle Schneweis, Director  
Nebraska Department of Transportation

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