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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Statewide Mobility Management

April 2019

**Statements of Qualifications are due Wednesday, April 10, 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 Mobility Management Services. 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:

102 Transportation Planning

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

**A. OVERVIEW OF THE WORK:**

1. The objective of the mobility management project is to identify and implement methods to increase transportation options, improve sustainability and increase accessibility. The Consultant will develop and implement mobility management strategies to improve, enhance and coordinate transportation services in Nebraska. The Consultant will identify new opportunities and build upon strategies already identified during previous project phases.
2. Consultant will utilize previous research, data and lessons learned from previous mobility management activities to identify needs and gaps in service, develop solutions and implement. The Consultant will engage public, private-for-profit and non-profit entities providing transportation service. The services will meet the needs of the general public, the elderly, low income and disable individuals. New research and data will be collected as needed when new opportunities for enhancement and coordination are identified.
3. The Consultant will provide the services of a statewide mobility manager for the duration of the project.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

1. Consultant should have a high level of knowledge of public transit-related transportation planning and be familiar with all federal transit funding sources and eligibility to receive those funds. Consultant must have experience in multimodal and long-range transportation planning, regional transit needs assessments, and intelligent transportation systems (ITS) applications.
2. Consultant must have at least 5 years transportation planning and public involvement experience relating to coordinated transportation activities.
3. Consultant must have knowledge of NDOT rules and processes, Nebraska state statutes as they pertain to transportation and Federal Transit Administration (FTA) regulations.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. Electronic documents generated by Consultant and delivered to NDOT must be in Microsoft Office and Adobe Acrobat formats. Documents must be accessible and translated as requested.
2. During the project, scheduling and dispatching software (Route Match, TripSpark, Mobilitat, etc.) may be identified and/or purchased by NDOT. Consultant will become familiar with the software in order to utilize the product(s) in mobility management projects.

**D. EXPECTATIONS AND DELIVERABLES:**

1. Conduct a Grand Island intercity bus operational analysis, identify park and ride locations, determine sustainability, and develop a marketing plan. Deliver a plan to NDOT with these elements.
2. Work with NDOT and the University to establish an Omaha to Lincoln commuter shuttle using existing University service.
3. Conduct a feasibility study to deliver a future Lincoln to Omaha intercity bus route based on the Colorado Bustang model. Determine investment needed to launch similar service including capital investment and long-term sustainability.

4. Develop talking points and data to present to NDOT directors and state senators regarding Bustang-like service model.
5. Work with the University of Nebraska or a 3rd party private company to develop a reservations app for transit systems.
6. Initiate Norfolk flex route service feasibility study, bus stop assessment, environmental approval, marketing, public involvement and implement service roll out.
7. Provide statewide mobility manager services to include travel training, trip planning, marketing and coordination.
8. Assess the need for mobility managers in each of the 6 regions identified by NDOT.
9. Assess and develop the need to connect transit with community colleges in rural areas.
10. Using previously identified strategies and opportunities, implement regional transportation and coordination activities.
11. Identify, develop and implement regional transportation and coordination options.
12. Identify new intercity bus routes, develop schedule, and identify potential providers.
13. Facilitate coordination in the Northeast Region by connecting with existing partners to include the Ponca Tribe, intercity bus providers, Norfolk Public Transit and Avera Transit in O'Neil.
14. Facilitate coordination in the Western Region to include a minimum of Kimball County, Panhandle Trails, Deuel County, Garden County, and Box Butte County.
15. Write RFPs or RFQs as needed to facilitate project implementation.
16. Develop and market a shared trip calendar for all providers in each of the 6 regions.
17. Consultant shall schedule, attend and facilitate annual meetings in each of the 6 regions across the state. Meetings must be accessible via internet and recorded.
18. Consultant shall arrange and facilitate in-person Stakeholder meetings, regional coordination meetings, statewide coordination meetings, and public meetings.
19. Review and assess if a statewide transportation coordinating committee is viable and effective. Develop alternative solutions to a statewide committee.
20. Research and develop mobility as a service marketing concept for Nebraska.
21. Assess, develop and implement a coordinated plan to utilize the hospital corridor in the North Central Region to increase transportation options.
22. The following documents, reports and white papers will be delivered to NDOT electronically on a mutually agreed upon schedule. NDOT will review and approve each publication prior to the final document being issued:
  - a. Grand Island intercity bus analysis
  - b. Feasibility study for Lincoln to Omaha intercity bus service
  - c. Talking points for Linc to Omh intercity bus service
  - d. Norfolk flex route study and implementation plan
  - e. Plan for statewide mobility manager activities.
  - f. Mobility manager assessment.
  - g. Community college and transit assessment and implementation plan
  - h. Statewide regional transportation and coordination plan
  - i. Regional coordination and implementation plan for Northeast Region

- j. Regional coordination and implementation plan for Western Region
- k. Mobility as a service in Nebraska plan
- l. Hospital Corridor coordination plan for North Central Region.

**E. SCHEDULE:**

1. A statewide mobility manager should be available within 3 months of the contract award.
2. Norfolk feasibility study and implementation plan within 6 months.
3. Feasibility study, investment estimate and talking points for the Omaha-Lincoln intercity bus route based on the Bustang model within 8 months.
4. Grand Island intercity bus study within 10 months.

**DETAILS**

It is anticipated that one (1) consultant will be awarded the contract for this work for an initial three year period, with either two optional one year extensions (3+1+1) or one optional two year extension (3+2). 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](mailto: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](mailto: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](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

**EVALUATION CRITERIA**

**Short List (100 pts)**

**A. QUALIFICATIONS (50 PTS)**

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Consultant demonstrates knowledge of all aspects of the project included in the Scope of Services.
3. Consultant has demonstrated similar projects/services that they have successfully worked on in the past.

**B. APPROACH TO THE PROJECT (40 PTS)**

1. Consultant has demonstrated understanding of the key elements of the project, including potential issues that may come up.
2. Consultant has demonstrated they are allocating appropriate and sufficient staff, resources or qualified sub-consultants to address the key elements of the project in a timely manner.

**C. TRAVEL/ON-SITE AVAILABILITY (10 PTS)**

1. Consultant has representatives that will be able to perform on-site audits.
2. Consultant has representatives that will be able to perform on-site training.

**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. Consultant demonstrates knowledge of all aspects of the project included in the Scope of Services.
3. Consultant has demonstrated similar projects/services that they have successfully worked on in the past.

**B. APPROACH TO THE PROJECT (30 PTS)**

1. Consultant has demonstrated understanding of the key elements of the project, including potential issues that may come up.
2. Consultant has demonstrated they are allocating appropriate and sufficient staff, resources or 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.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date</b>	<b>Time</b>
RFQ Posted	March 20	
Last Day Updates to RFQ may be posted	April 3	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	April 10	4:00 PM
<b>Statement of Qualifications Due</b>	<b>April 10</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	April 18	4:00 PM
Interview	April 23	1-3 PM
Post Final Selections	April 29	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](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

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*