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DEPARTMENT OF ROADS

Request for Qualifications

Professional Services for Statewide On-Call Preliminary Engineering (PE) Services for State Recreation Roads and Local Public Agencies' (LPA) Federal-aid Projects

May 2019

Statements of Qualifications are due **Wednesday, June 5, 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 **On-Call PE Services for State Recreation Road and Local Public Agencies' (LPA) Federal-aid Projects**. Qualified consultants are invited to submit a statement of qualifications as outlined below. The 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 the NDOT are strongly encouraged to review the NDTR's template [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order Agreement \(State/LPA\)](#), [IDIQ Task Order Agreement \(LPA\)](#) 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](#).

The NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services. The selected consultants will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

This RFQ does not commit the 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. The 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 the 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:

- 103 Traffic Operation Studies
- 104 Traffic Operation Design
- 106 Highway Design – Minor (Rural and Urban)
- 107B Bridge Design - Minor
- 202 Engineering Surveying
- 204 Land Surveying
- 205 Materials Testing
- 206 Bituminous Design
 - A. Surfacing and B. Resurfacing
- 207 Geological Studies
- 209 Hydraulic and Hydrologic Studies
- 210 Right of Way Design (includes land ownership research, ROW plans, legal descriptions / plats)
- 211 Public Involvement

Information regarding the [Standard Work Categories](#) can be found on NDOT's website. Projects considered under this RFQ include, but are not limited to, the following:

- Off System Bridge (BRO)
- Safety (HRRR/HSIP)
- Transportation Alternative (TAP)
- MAPA and LCLC Projects (expected to include simpler overlay, panel replacement and bridge projects. More complex projects, typically requiring an EA, would be advertised in a separate RFQ)
- State Rec Roads (SRR)
- Emergency Relief (ER)

The services described under the Standard Work Categories listed above are anticipated for these projects. Projects included under this RFQ may require a Categorical Exclusion document, which will be performed by an on-call firm for this service. Projects requiring, or anticipated to require an EA or EIS will be advertised in a project specific RFQ.

A. OVERVIEW

1. The Consultant will perform preliminary, functional, and final roadway design-related services on various types of roadway improvement projects including those designed to Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction standards. Services may include, but are not limited to, the following:
 - a. Project Scope Reviews
 - b. Preparing Scoping Reports
 - c. Preliminary Engineering including, but not limited to, the following tasks:
 - 1) Engineering and Land Surveys
 - 2) Roadway horizontal and vertical alignment
 - 3) Pavement geometrics
 - 4) Earthwork quantities

- 5) Drainage design/hydraulic analysis
 - 6) Storm sewer and culvert design
 - 7) Alternatives Analysis as required for 404 permits and flood plain permits
 - 8) Erosion Control
 - 9) ADA design and compliance
 - 10) Guardrail layout
 - 11) Retaining wall layout
 - 12) Utility coordination
 - 13) Right of Way Design activities
 - 14) Quantity calculations
 - 15) Construction and Traffic Phasing
 - 16) Traffic Control design
 - 17) Construction Staking calculations
 - 18) Preparation of Final Plans, Specifications, and Estimates
 - 19) Field inspections (Plan-in-Hand's, field review of existing conditions, etc.)
- d. Public Involvement
 - e. Construction Consultation services
2. On federally funded projects, the Consultant's roadway design will be accomplished in coordination with the Environmental Specialists assigned to the project (either NDOT personnel or an assigned Environmental Services Consultant) to assure the National Environmental Protection Act (NEPA) process is followed accurately and completely during the design process.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The consultant firm shall use engineers experienced with all aspects of roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
 - a. A Policy on Geometric Design of Highways and Streets 2011 (AASHTO)
 - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
 - c. Americans with Disabilities Act Accessibility Guidelines
 - d. Design Process Outline (NDOT)
 - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
 - f. Highway Capacity Manual 2010 (HCM2010), Transportation Research Board
 - g. Local, State and federal laws and regulations that pertain to roadway design
 - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition
 - i. MUTCD - Nebraska 2011 Supplement to the MUTCD
 - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards

- k. National Environmental Protection Act (NEPA) process
 - l. Preliminary Survey Manual (NDOT)
 - m. Roadside Design Guide, 2011 (AASHTO)
 - n. Roadway Design Manual, 2010 (or latest) (NDOT)
 - o. Standard and Special Plans Manual (NDOT)
 - p. Standard Specifications for Highway Construction 2007 (or latest edition) (NDOT)
 - q. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
 - r. United States Access Board Guidelines, Standards, and Publications
3. Certification as a NEPA consultant is not required for these services; however the consultant needs to demonstrate an understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

- 1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <http://roads.nebraska.gov/business-center/design-consultant/>.
- 2. The Consultant's design must be accomplished using the design software GEOPAK version SS4 or later but no later than that in use by NDOT. The consultant's design must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Consultant's use of an earlier version of GEOPAK OpenRoads may be approved for specific activities with written permission of NDOT and at NDOT's sole discretion.
- 3. In many cases, projects will require that a 3D model be generated using GEOPAK OpenRoads technology.
- 4. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
- 5. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

D. EXPECTATIONS FOR THE DELIVERABLES

- 1. The consultant shall provide to NDOT acceptable final plans, specifications and estimates (PS&E) for use in a bid letting and construction of the project. The Consultant shall seal and sign the final plans and applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act. Consultant shall also provide to NDOT all applicable supporting documentation and reports as described in the Task Order.

2. Plans and special provisions shall be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section, paragraph B.
3. Consultant shall submit to the NDOT roadway design plans at the following stages, when applicable: before the plan-in-hand field inspection, before public meetings, at 90% completion stage, and final PS&E package. Deliverables must be completed and submitted in accordance with the schedule set out in the Task Order.
4. Deliverables must be submitted in hard copy and electronic form as outlined in the Task Order.
5. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.

DETAILS

It is anticipated that four (4) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a maximum value of \$1,000,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will generally range from \$5,000 to \$250,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

A minimum of six (6) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are 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.

The NDOT will not hold a briefing. All 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 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: DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

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 (50 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.
3. Consultant has demonstrated ability to manage project teams with multiple subconsultants.
4. Consultant has the necessary computer technology, as listed above, to provide the services required.
5. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
6. Applicability and relevance of comparable projects provided by Consultant.
7. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
8. Knowledge of the NEPA process and adhering to the purpose and need of the project.

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.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (25 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.
3. Consultant has provided logical approach to tasks and issues of the projects.

4. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.

Final Selection (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. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.
3. Consultant has demonstrated ability to manage project teams with multiple subconsultants.
4. Consultant has the necessary computer technology, as listed above, to provide the services required.
5. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
6. Applicability and relevance of comparable projects provided by Consultant.
7. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".
8. Knowledge of the NEPA process and adhering to the purpose and need of the project.

B. ABILITY TO PERFORM THE WORK (20 PTS)

1. Consultant demonstrated they have adequate staff available to complete the contracted project(s) in an acceptable time frame.
2. Consultant demonstrated their subconsultants are available to complete the work in an acceptable time frame.
3. Consultant has demonstrated how the new work will fit within their existing workload, both with NDOT and other clients.

C. QUALITY OF INTERVIEW (20 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors and covered design issues adequately.
3. Consultant answered committee questions logically and thoroughly.

D. APPROACH TO THE PROJECT (10 PTS)

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call agreement.
2. The consultant has recognized and identified special circumstances to be considered for the projects.

3. Consultant provided a logical approach to complete tasks and resolve issues of the project.

SCHEDULE OF ACTIVITIES	Date	Time
RFQ Posted	May 15	
Last Day Updates to RFQ may be posted	May 29	4:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOT	June 5	4:00 PM
Statement of Qualifications Due	June 5	4:00 PM
Post Short-List Consultants & Interview Schedule	June 14	4:00 PM
Interview	June 24	1:00-4:00 PM
Post Final Selections	June 28	4:00 PM

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOT will consider each selected consultant’s statement of qualifications along with any performance data on file with the NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform he work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

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
 NDOT, 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. [DR 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 DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed single-sided, 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 stapled in the upper left corner. No 3-ring or spiral binders.

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.

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

The 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. The NDOT will make every effort to post the final selections on the NDOT's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Transportation

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