



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-Call Transportation Planning Services

July 2019

Statements of Qualifications are due Wednesday, August 14, 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 Transportation Planning 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 [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order 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:

Consultant would be asked to assist or prepare various planning related documents and tasks such as: performance measure calculations, visualizations, and reporting, grant applications, updating existing planning documents, public input processes, plan amendments, traffic counts, data collection (freight, safety, etc.), travel demand modeling/forecasting, public opinion surveys, National Performance Management Research Dataset (NPMRDS) analysis, and specification writing.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. The consultant firm shall have experienced transportation professionals including planners, public involvement specialists, and statistical analysts.
2. The Consultant's team shall have experience with the following types of work:
 - a. Travel Demand Modeling
 - b. FHWA Performance Measures requirements
 - c. Statewide transportation related planning documents and Federal reporting requirements
 - d. Collaborative stakeholder activities such as public meetings, focus groups, surveying, etc.
 - e. Grant writing for various USDOT related grant programs, such as BUILD and INFRA
3. Familiarity with transportation related planning documents and public input processes:
 - a. State and MPO Long Range Transportation Plans and associated Federal requirements
 - b. State Freight Plans and associated Federal requirements
 - c. Federal Performance Measures and associated requirements
 - d. Surveying, and Public Meeting Facilitation
4. Travel Demand Modeling and traffic data collection experience.
 - a. Ability to update and/or modify a travel demand model
 - b. Complete traffic counts for model updates
5. Ability to utilize FHWA's National Performance Management Research Data Set (NPMRDS) tool for analysis.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Consultant needs to have experience working with and access to the following software, equipment, and analysis tools:

1. AASHTO Pool Funded NPMRDS tool
2. Metroquest Survey tool
3. CUBE travel demand modeling software
4. Jamar Technologies, TDC Ultra Traffic Data Collector board to collect traffic count data

5. Jamar Technologies, Petro Pro Software for use with TDC board
6. Diamond Traffic Products, Unicorn or Road Runner hose based counters
7. Diamond Traffic Products, Software for use with Unicorn or Road Runner counters.

D. EXPECTATIONS FOR THE DELIVERABLES:

1. All plan updates will done in Microsoft Office Products
2. Updates will be completed in accordance with FHWA and NDOT guidelines.
3. NDOT will review and finalize any updates prior to submittal to FHWA for approval.
4. Work is to be completed and submitted to NDOT electronically in an agreed to format at the time of the task assignment.
5. Work will be completed on an as needed basis, timing and extent of work will be negotiated at the time the task is assigned.
6. All work completed will be available for use by NDOT in planning related documents and for public review.

DETAILS

It is anticipated that up to three (3) 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 \$400,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$100,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Up to 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.

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 (50 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 transportation planning activities.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the planning services.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (25 PTS)

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.

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 transportation planning activities.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the planning services.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (25 PTS)

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.

D. QUALITY OF INTERVIEW (20 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	July 24	
Last Day Updates to RFQ may be posted	Aug 7	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Aug 14	4:00 PM
Statement of Qualifications Due	Aug 14	4:00 PM
Post Short-List Consultants & Interview Schedule	Aug 21	4:00 PM
Interview	Aug 30	10am-4pm
Post Final Selections	Sept 6	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 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 the 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
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 20 minutes, followed by up to 10 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