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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Bridge Inspection Support Services

October 2019

**Statements of Qualifications are due Wednesday, October 16, 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 Bridge Inspection Support 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](#). Further information regarding insurance, including a [checklist](#) to assist in submitting an acceptable certificate, can be found at <https://dot.nebraska.gov/business-center/consultant/insurance/>.

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:  
208 Bridge Structural Analysis

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

**A. OVERVIEW OF THE WORK:**

Consultant shall provide bridge inspection support services as needed for the State of Nebraska, Department of Transportation (NDOT).

1. Support of the current and future releases of NDOT's AASHTOWare software such as Bridge Management (BrM), Bridge Load Rating (BrR), and Bridge Design (BrD).
  - a. Identify and resolve problems with current versions. These modifications will include revisions to the database structure, web data entry screens, report templates and access privileges.
  - b. Modify NDOT's AASHTOWare as needed when changes are made (e.g., update the NDOT data collection process, the existing NDOT specific database structure, web data entry screens, report templates and access privileges).
  - c. Provide needed training on any of the AASHTOWare to NDOT's employees. Training may require travel to Lincoln
2. Support the maintenance of the NDOT Bridge Inspection Program Manual (BIP).
  - a. Update the BIP when new releases of the AASTHO Manual for Element Bridge Inspection are made available.
  - b. Update the BIP when new releases of the Federal Highway Administration's Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges are made available.
  - c. Identify changes in the BIP that will be required based on the changes made in the AASHTOWare.
  - d. Correct errors and inconsistencies between NDOT's AASHTOWare and the BIP
  - e. Identify trends that require recalibration of inspection ratings or changes in the work flow.
  - f. Advise NDOT on best practices for NBIS and help implement them.
3. Use NDOT's AASHTOWare to develop, implement and support NDOT's bridge asset management as directed by NDOT. Work could include the following:
  - a. Perform necessary analysis/development of NDOT bridge management strategies.
  - b. Support the development of bridge management strategies and performance goals based on the data gathered from AASHTOWare.
  - c. Develop parameters and create deterioration and trend models.

- d. Develop performance goals based on requirements from FHWA and NDOT management staff.
- 4. Compute and verify complex bridge load ratings for various types of vehicles as directed by NDOT.
  - a. Develop load ratings models that are based on hand calculations or any other software per the AASHTO Manual for Bridge Evaluation.
  - b. Develop load rating models based on the Allowable Stress (AS), Load Factor Rating (LFR) and Load Factor Resistance Rating (LRFR) methods.
  - c. Perform Bridge Inspection needed to verify current recorded bridge condition to properly complete bridge load rating.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- 1. Consultant must have a high level technical understanding or must be capable of promptly developing the requisite understanding of NDOT's current versions of Bridge AASHTOWare software.
- 2. Consultant must also have a high level technical understanding of the element-level bridge inspection process.
- 3. The consultant must have adequate knowledge of National Bridge Inspection Standards (NBIS) and NDOT Bridge Inspection Program policies and procedures Manual (BIP). The consultant must be qualified to load rate Nebraska bridges for various types of vehicles, including Specialized Hauling Vehicles (SHV).

**C. EXPECTATIONS FOR DELIVERABLES**

- 1. State requires that Consultant submit all deliverables according to the schedule determined by the Department.
- 2. Consultant shall perform Quality Control (QC) procedures on all completed services and deliverables.
- 3. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any services performed or products delivered by Consultant.
- 4. State shall retain all rights to the deliverables.
- 5. Load rating report must include all hand calculations, model and acquired documentation, bridge load rating software input and output documentation in secured electronic files, and a Nebraska registered professional engineer signed and sealed bridge Load Rating Summary Sheet (LRSS).

**DETAILS**

It is anticipated that one (1) consultant will be awarded the contract for this work. 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 (45 PTS)**

1. Level of understanding and experience with BrM software, element level inspection services, and bridge load rating
2. Firm organizational chart of personnel that will be working on the services.

#### **B. PERFORMANCE DATA (45 PTS)**

1. Firm has provided a client reference list and contacted reference feedback has been positive.
2. State's experience with firm on previous work.

#### **C. UNDERSTANDING OF THE SERVICES (10 PTS)**

1. Firm has demonstrated understanding of key elements of the services.

2. Firm has provided comparable services they have been involved with.

**Final Selection (100 pts)**

**A. QUALIFICATIONS (40 PTS)**

1. Level of understanding and experience with BrM software, element level inspection services, and bridge load rating
2. Firm organizational chart of personnel that will be working on the services.

**B. PERFORMANCE DATA (40 PTS)**

1. Firm has provided a client reference list and contacted reference feedback has been positive.
2. State's experience with firm on previous work.

**C. UNDERSTANDING OF THE SERVICES (10 PTS)**

1. Firm has demonstrated understanding of key elements of the services.
2. Firm has provided comparable services they have been involved with.

**D. QUALITY OF INTERVIEW (10 PTS)**

1. Consultant's interview was clear and concise.
2. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date</b>	<b>Time</b>
RFQ Posted	Sept 25	
Last Day Updates to RFQ may be posted	Oct 9	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	Oct 16	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Oct 16</b>	<b>4:00 PM</b>
Post Short-List Consultants & Interview Schedule	Oct 22	4:00 PM
Interview	Oct 28	8-10:00 AM
Post Final Selections	Oct 31	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**

NDOT selection committee will conduct interviews with the short-listed consultants via telephone. 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. Consultant may contact the Consultant Services Engineer to make any special arrangements.

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.

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 Schneeweis, P.E., Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*