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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Hydrologic and Hydraulic Studies On-call

May 22, 2024

**Statements of Qualifications are due Wednesday, June 12, 2024, 1:00 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 Hydrologic and Hydraulic Studies On-call. 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 (indirect cost rate) 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/>.

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.

### STANDARD WORK CATEGORIES

Standard Work Categories anticipated on this project are listed below. Consultant/team must be certified in the following Standard Work Categories. Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

**SCOPE OF SERVICES****A. OVERVIEW**

1. This work involves hydrologic and hydraulic studies of drainage basins and streams to define the most practicable solutions for all hydraulic related issues in floodplains, bodies of water, rivers and streams, drainageways, and wetland areas. This may include:
  - a. Hydrologic studies related to highway drainage facilities and floodplains
  - b. Hydraulic design of bridges, culverts, flumes, ditches, channels, energy dissipators, and storm sewer systems
  - c. Hydraulic design of stormwater detention facilities
  - d. Design of stormwater treatment facilities for projects within MS4 communities
  - e. Hydrologic and Hydraulic analysis and design of wetland mitigation and bank sites
  - f. Floodplain analysis and certification including “Certification of Compliance”, floodplain permitting, and floodplain Professionally Qualified Staff (PQS) memo for NEPA document for different types of highway projects with work performed within a mapped or unmapped floodplain
  - g. Design of dams, including certification and completion of necessary permits
  - h. Stream and bank stabilization
  - i. 408 coordination, policy and procedural guidance development and training
  - j. Support for guidance/policy development, maintenance, data collection, etc. for development of culvert inventory and culvert inspection guide.
  - k. Conduct reviews of permits to occupy rights-of-way related to hydrology and hydraulics to assess impacts of development on highway facilities.
  - l. Support and assistance with development and/or revisions of policies, guidance, and manuals, as needed.

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

1. The work is to be performed by, or under the direct supervision of a Licensed Professional Engineer with hydrologic and hydraulic experience.
2. Consultant’s employees must have a working knowledge of the latest NDOT Bridge Division “Hydraulic Analysis Guidelines 2015”.
3. Consultant’s employees must have a working knowledge of the latest NDOT Roadway Design Division “Drainage Design & Erosion Control Manual”.
4. For projects involving dams, consultant’s employees must meet minimum qualifications in the Nebraska Department of Natural Resources (DNR) dam safety rules as defined in Title 458.
5. Consultant’s employees must have competence in design of municipal storm sewer systems and knowledge of NDOT policies and procedures and the related regulatory requirements.

6. Consultant's employees must have competence in design of stormwater detention facilities.
7. Consultant's employees must have competence in the design of stormwater quality treatment facilities (STFs).
8. Consultant's employees must have competence in designing and establishing wetland mitigation sites and banks. Experience should include establishing the sites based on groundwater and/or surface water sources for successful establishment and attainment of maximum wetland credits.
9. Consultant's employees must have knowledge of Nebraska Floodplain Regulations and competence in "Certification of Compliance".
10. Consultant's employees must have knowledge and experience in Section 408 levee design, certification and permit application process.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

Consultant's employees must have a working knowledge of hydrologic and hydraulic programs for 1-dimensional and 2-dimensional modeling such as:

1. HY-8 (1D)
2. HEC-RAS (1D & 2D)
3. SMS – Tuflow, SRH2D (2D)
4. HEC-SSP
5. TR-55

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. Consultant's hydrologic and hydraulic work must be completed in accordance with the latest Bridge Division's "Hydraulic Analysis Guidelines 2015" and NDOT Roadway Design Division "Drainage Design & Erosion Control Manual".
2. For Letter of Map Revision (LOMR) or Conditional Letter of Map Revision (CLOMR), Consultant shall comply with the FEMA Guidelines.
3. When applicable, Consultant's work must comply with the DNR Dam Safety Guidelines (only for projects with dams).
4. Consultant shall submit their design and supporting documentation for review and approval by NDOT (electronic copy and hard copies).
5. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.
6. Consultant shall submit an electronic copy (and hard copies) of the signed and sealed final approved report and design plans.

**DETAILS**

It is anticipated that five (5) consultants will be shortlisted for interviews, with three (3) consultants awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-

call" procurement process. The evaluation criteria to be used for the short-listing and final selection are outlined below.

The proposed three-year contract term will have a maximum value of \$300,000 for each consultant awarded a contract. The contract term may be extended up to 6 months at the discretion of NDOT. Typical Task Orders that will be awarded under this IDIQ contract will range from \$10,000 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.

***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 be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/g1qb344b/cert-instruc-annual-certification.pdf>

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 NDOT Procurement Engineer, at: [ndot.pdRFQinfo@nebraska.gov](mailto:ndot.pdRFQinfo@nebraska.gov) or call (402) 479-4778.

## EVALUATION CRITERIA

### Short List (100 pts)

#### **A. QUALIFICATIONS (40 PTS)**

1. Qualifications of the project manager and key team members to perform the work.
2. Computer capability of the firm as mentioned above in SOFTWARE AND EQUIPMENT REQUIREMENTS.
3. Applicability and relevance of comparable projects provided by the Consultant.
4. Knowledge of NDOT Bridge Division's "Hydraulic Analysis Guidelines 2015" and NDOT Roadway Design Division "Drainage Design & Erosion Control Manual". Projects involving dams require knowledge of the Nebraska Department of Natural Resources (DNR) Dam Safety Guidelines.

**B. PERFORMANCE DATA (20 PTS)**

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Adherence to applicable standards and completeness of previous plan submittals to NDOT.
3. Project schedule adherence on previous projects with NDOT.
4. Cooperation with NDOT staff on previous projects.
5. If firm has no experience with NDOT, review information obtained from Consultant’s references for Consultant’s performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

**C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (40 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.

**Final Selection**

The Department may conduct interviews discussions with the short-listed firms to further understand the evaluation criteria responses, and to hear how each firm can best meet the needs of NDOT related to these services. A final tally of evaluation criteria scoring will occur at the conclusion of interview discussions. NDOT will coordinate interview discussions with each short-listed firm to occur within the scheduled dates shown below.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2024)</b>	<b>Time (CST)</b>
RFQ posted	May 22, 29, June 5	
Last day questions will be accepted	May 29	4:00 PM
Last day Q&A or updates to RFQ may be posted	June 5	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	June 12	4:00 PM
<b>Statement of Qualifications Due</b>	<b>June 12</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	June 26	4:00 PM
Interview Discussions	July 11	10:00 AM to noon
Post Final Selections	July 16	4:00 PM

**NOTE – Shortlisted Firms may be asked to provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.**

**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 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 (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online "[SOQ Submittal Form](#)" link found on the Consultant Services Business Opportunities page. Please "reduce file size" of PDF before submitting.

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" \(MS Word version\)](#) 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.

## INTERVIEWS

NDOT will conduct interview discussions with the short-listed consultants during the time period specified in the Schedule of Activities.

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

Upon completion of scoring and approval of the Deputy Director, NDOT will post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities, or as soon as possible.

Vicki Kramer, Director  
Nebraska Department of Transportation

*EQUAL OPPORTUNITY EMPLOYER*