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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Standard Specifications for Highway Construction (Spec Book) Update

September 11, 2024

Statements of Qualifications are due Wednesday, October 2, 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 Services to update the Standard Specifications for Highway Construction (Spec Book). 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 (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.

Required Title VI Non-discrimination General Assurance

The Nebraska Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders/offerors that it will affirmatively insure {ensure} that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be

afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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.

- 120 Roadway Design
- 130 Bridge Design

SCOPE OF SERVICES**A. OVERVIEW OF THE WORK:**

1. The 2017 Standard Specifications for Highway Construction (Spec Book) is due for an update that will be completed by June 30, 2027. An NDOT committee will review the Spec Book chapter by chapter and page by page to make sure the latest and correct information is included. NDOT is looking for a consultant with knowledge of writing or updating Standard Specifications for Highway Construction who will organize and facilitate meetings with NDOT Subject Matter Experts and help reach consensus quickly on multiple items. The consultant will assist NDOT by gathering information at these committee meetings and transferring the new or updated information into the 2027 Spec Book for review and acceptance by the committee.
2. The objective of this project is an update of the 2017 Spec Book. The format is not expected to change, but NDOT is always interested in more effective ways to present information and document changes over time, including the reasons or decisions that led to the changes.
3. Once finalized, the updated Spec Book will be posted on NDOT's public website and is intended for use by NDOT, Consulting Engineers, Cities, Counties, FHWA, other State DOTs, Contractors, and any other user on NDOT's website.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

The consultant shall demonstrate extensive knowledge and experience with writing and updating Standard Specifications for Highway Construction, and be familiar with highway construction. The consultant shall be familiar with current construction case law and best practices.

The consultant shall have experience facilitating technical working groups, and the ability to reach consensus quickly while negotiating multiple topics. The Consultant shall have technical writing skills to make certain the information included in the Spec Book is easily understood by people with varying levels of knowledge and experience.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

D. EXPECTATIONS FOR THE DELIVERABLES:

1. The consultant shall:

- a. Develop a schedule to meet the June 30, 2027, deadline for completion of the Spec Book.
 - b. Schedule, organize and attend recurring meetings with NDOT Subject Matter Experts in each division of the Standard Specifications. Multiple meetings per week will be necessary and are to be held at NDOT's Central Complex or via video conference (Microsoft Teams, Webex or Zoom).
 - c. Document discussions and decisions made that change the content of the Spec Book.
 - d. Process the notes, incorporate revisions, and transfer the new or updated information for review and acceptance by the NDOT Specifications Committee.
2. The format of the Spec Book is not expected to change, unless the consultant recommends a better, more effective way to present the information, and the change is acceptable to NDOT.
 3. The consultant shall recommend ideas on how to document changes, including possibly listing the reasons for the changes, or decisions that led to the changes.
 4. When a Spec Book section has been completed and accepted by the NDOT Specifications Committee, the consultant shall finalize and format the changes for incorporation into the 2027 Spec Book.

DETAILS

It is anticipated that three (3) consultants will be short-listed for interviews, with one (1) consultant awarded the contract for the work. The evaluation criteria to be used for the short-listing and final selection is outlined below. The payment method for the contract may be Cost Plus Fixed Fee 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

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 or call (402) 479-4778.

EVALUATION CRITERIA

Short List (70 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's knowledge and understanding of writing and updating Standard Specifications for Highway Construction and familiarity with highway construction practices.
3. Consultant's knowledge of highway construction case law and best practices.
4. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

B. PERFORMANCE DATA (10 PTS)

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Project schedule adherence on previous projects with NDOT.
3. Cooperation with NDOT staff on previous projects.
4. 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 (20 PTS)

1. Consultant demonstrated they understand nature and scope of the key elements of the work.
2. The consultant has provided comparable projects for which they have been involved.

Final Selection (30 pts, 100 pts total)

D. DISCUSSION OF FOCUS AREA TOPICS (20 PTS)

1. Consultant's interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of topics.

E. COMMITTEE Q&A SESSION (10 PTS)

1. Consultant answered committee questions logically and thoroughly.

| SCHEDULE OF ACTIVITIES | Date (2024) | Time (CST) |
|------------------------------------------------------------|----------------------|-------------------|
| RFQ posted | September 11, 18, 25 | |
| Last day questions will be accepted | September 18 | 4:00 PM |
| Last day Q&A or updates to RFQ may be posted | September 25 | 4:00 PM |
| NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT | October 2 | 4:00 PM |
| Statement of Qualifications Due | October 2 | 1:00 PM |
| Post Short-List Consultants & Interview Schedule | October 14 | 4:00 PM |
| Interview | October 24 | 8:30 - 10:30 AM |
| Post Final Selections | October 25 | 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.

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’s selection committee will conduct interviews with the short-listed consultants via WebEx on the date and time specified in the Schedule of Activities. Interviews will be capped

at 15 minutes, followed by up to 10 minutes of Q&A. Consultant may contact the Procurement Engineer to make any special arrangements.

NDOT will make every effort to post the short-listed consultants and interview 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