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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Fort Crook Road Bridge Feasibility Analysis Planning and Environmental Linkage (PEL)

October 11, 2023

Statements of Qualifications are due Wednesday, November 1, 2023, 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 Fort Crook Road Bridge Feasibility Analysis PEL. 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 and Local Public Agencies (LPAs) 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/>.

NDOT, in cooperation with the City of Bellevue, 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 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.

- 102 Transportation Planning
- 110 NEPA Studies
- 120 Roadway Design
- 130 Bridge Design
- 140 Traffic Operation Studies & Design
- 210 Engineering Survey
- 211 Public Involvement

SCOPE OF SERVICES

The City of Bellevue proposes to conduct a feasibility analysis that would utilize the flexibilities of 23 USC 168 (integration of planning and environmental review) to develop a thoughtful and transformative bridge replacement project on Fort Crook Road.

Located in Bellevue, Nebraska, south of Omaha, the bridge carries Fort Crook Road over Papillion Creek, the Keystone Trail, the Offutt Airforce Base (Offutt) levee system, and the Union Pacific Railroad (UPRR) mainline track. The north end of the bridge includes access to Offutt's main gate and a grade separated interchange with Capehart Road. The Fort Crook Road Bridge consists of parallel northbound and southbound structures, built in 1956 and 1973, respectively. Each structure carries three lanes of traffic, and they currently offer no pedestrian or bicycle accommodations. Both structures have a severe level of deterioration due to age and drainage issues. The structures share a bridge deck. The project location is shown in Figure 1 (last page of this document).

While this is not a new bridge location, the city inherited the bridge from Sarpy County in 2022, making the structure new to the City's asset inventory. The Fort Crook Road Bridge is located at the southern end of the Fort Crook Road Repurposing Vision and **is the future home of a multimodal corridor** connecting the City of Bellevue and Offutt to downtown Omaha through transit-oriented redevelopment, a Bus Rapid Transit (BRT) line, and connected bicycle and pedestrian facilities. While the City is making strides toward realizing this long-range vision, it is currently conceptual, and implementation will be a progressive evolution.

It is also known that the condition of the existing structure will need to be addressed well ahead of the larger Fort Crook Road redevelopment due to the Fort Crook Road Bridge's existing "poor" condition. Therefore, the city would like to study this bridge thoughtfully to

accommodate both the community's existing and future needs and to preserve the structure in a state of good repair for decades to come.

A. OVERVIEW OF THE WORK:

1. Conduct a PEL Study identifying the following:
 - a. Purpose and Need, preliminary alternative development and evaluation
 - b. Traffic Evaluation
 - c. Bridge Study
 - d. Environmental Constraints Identification and Evaluation
 - e. Recommended Alternatives 20% Design
 - f. Agency Coordination
 - g. Stakeholder and Community Engagement
 - h. Feasibility Analysis PEL Report
 - i. Project location map on last page of this RFQ

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Experience developing a PEL analysis

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Microsoft Office products or equivalent

D. EXPECTATIONS FOR THE DELIVERABLES:

Feasibility Analysis PEL Report

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 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 (30 pts)

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Qualifications and capability of key subconsultants, if applicable.
4. Applicability and relevance of comparable projects provided by the Consultant.
5. Knowledge of the NEPA process and adhering to the purpose and need of the project.

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.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 pts)

1. Consultant demonstrated they understand nature and scope of the projects to be assigned.
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 (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 (2023)	Time (CST)
RFQ posted	October 11, 18, 25	
Last day questions will be accepted	October 18	4:00 PM
Last day Q&A or updates to RFQ may be posted	October 25	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	October 25	4:00 PM
Statement of Qualifications Due	November 1	1:00 PM
Post Short-List Consultants & Interview Schedule	November 8	4:00 PM
Interview	November 29	10:30 AM-2 PM
Post Final Selections	November 30	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 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. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A.

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

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



Figure 1