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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-Call Bridge Evaluation Services

April 2, 2025

Statements of Qualifications are due Wednesday, April 16, 2025, 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 On-Call Bridge Evaluation 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 (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 because 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.

- 131 Bridge Inspection
- 132 Bridge Load Rating

SCOPE OF SERVICES

A. OVERVIEW OF THE WORK:

The Consultant shall provide on call bridge inspection and/or load rating services of NDOT bridges statewide, in accordance with the Nebraska Bridge Inspection Program (BIP) manual, for the following inspection types: routine (element-level), NSTM, Special, and Initial.

Consultant shall document all inspection findings in the current version of AASHTOWare Bridge Management (BrM) software. Consultant shall identify, photograph, and effectively describe the type, size, and location for all defects in BrM. The State's Bridge Program Manager (PM) will assign bridges for inspection, provide initial recommendations for scope of necessary work, and set schedules for deliverables, which the Consultant must adhere to.

Should bridge condition changes, or at the request of NDOT, the Consultant shall provide load rating services. AASHTOWare Bridge Rating (BrR) software shall be utilized for this and a load rating summary sheet which is signed by a professional engineer shall be provided, along with a calculation package of any supporting material, should it be necessary. Load rating procedures shall comply with the BIP and NDOT policies, which require a PE to provide a load rating summary sheet (LRSS).

For bridges over waterways, the Consultant may be requested to provide hydraulic cross-sections, perform scour condition rating assessments and scour vulnerability appraisals, including calculations and evaluations as part of inspection services. Any functions related to scour assessment that require professional judgement or certification, such as determining scour vulnerability or recommending mitigation, must be performed under the supervision of a licensed Professional Engineer (PE).

Although not required, the use of unmanned aerial systems (UAS) to supplement bridge inspection services is encouraged for capturing improved photo documentation of the bridge site (including channel conditions) and to alleviate potential inspection access issues. Services scoping and use is still subject to approval of NDOT during development of consultant agreements. All UAS activities must comply with NDOT and federal requirements, including proximity standards for NSTM members.

Given the varied work associated with this agreement, the Consultant should clearly identify their qualifications and experience within their proposal for each of the areas of work described above.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. For non-NSTM bridges, the Consultant must designate a State of Nebraska certified Team Leader ("Team Leader") to conduct inspections.
2. For NSTM bridges, the Consultant must designate a Team Leader who has met the necessary requirements for NSTM bridge inspections.

3. For scour vulnerability appraisals, the Consultant must designate a PE to certify and file the necessary Scour Vulnerability reports.
4. Load ratings must be evaluated and signed by a Professional Engineer licensed in Nebraska.
5. The Team Leader will have working knowledge of the NDOT Bridge Inspection Program requirements including, but not limited to:
 - a. Use of AASHTOware BrM
 - b. Use of AASHTOware BrR
 - c. Knowledge of Nebraska Bridge Inspection Program (BIP) processes and procedures
 - d. Knowledge of Bridge Inspection Reference Manual (BIRM)
 - e. Knowledge of Manual for Bridge Evaluation
 - f. AASHTO Manual for Bridge Element Inspection
 - g. Knowledge of Specifications for the National Bridge Inventory (SNBI)

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

1. Consultant will be required to use the State-owned bridge inspection and load rating software, AASHTOware BrM, and shall provide its own equipment as necessary to access and complete the inspection within BrM.
2. For load ratings, the Consultant shall use the bridge load rating software AASHTOware BrR version 7.5.1 and provide a model. The cost to acquire and use is at no cost to the state.
3. Consultant shall provide its own bridge inspection equipment, vehicle(s), safety equipment, and any other necessary equipment and material for use in completing the bridge inspection services.
4. Consultant is required to provide a two-person crew for each bridge inspection; at least one of the crew members shall be a certified Team Leader.

D. EXPECTATIONS FOR THE DELIVERABLES:

1. On time and comprehensive bridge inspection data entered within BrM along with documentation required per the BIP manual, including updating missing or transitional SNBI data items.
2. BrM input of identified repairs in BrM as work candidates (historically DR form 321 and 27)
3. Critical Finding Report, if necessary, based on inspection findings.
4. When necessary, a load rating BrR file which considers bridge element conditions, a signed load rating summary sheet (LRSS), along with a signed supplementary calculation package should it be necessary.
5. Consultant shall perform Quality Control (QC) procedures on all completed bridge inspections.
6. Consideration to distance traveled to bridges, weather and condition of bridges along with other factors should be accounted for in scheduling. State will make a reasonable effort to provide Consultant at least a two-week notice to commence the bridge inspection.

7. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by consultant.
8. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that seven (7) consultants will be shortlisted for interviews, with five (5) 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 two-year contract term will have a maximum value of \$800,000 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 \$50,000 to \$300,000. 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

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

A. Qualifications (50 PTS)

1. Team Member Expertise: Qualifications and certifications of the Consultant's key team members.
2. Demonstrated Experience: Firm has provided list of agencies for which the firm has

- inspected bridges, demonstrating its capabilities
3. Organizational Structure: Firm organizational chart of personnel assigned to the project.

B. Understanding of the Services (30 PTS)

1. Comprehension of Scope: Clear understanding of the project's objectives and NDOT's bridge inspection program requirements, processes, and procedures; including SNBI standards.
2. Relevant Experience: Firm has provided comparable services the firm has successfully completed.

C. Performance Data (20 PTS)

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

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.

SCHEDULE OF ACTIVITIES	Date (2025)	Time (CST)
RFQ posted	April 2, 9	
Last day questions will be accepted	April 4	4:00 PM
Last day Q&A or updates to RFQ may be posted	April 9	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	April 16	4:00 PM
Statement of Qualifications Due	April 16	1:00 PM
Post Short-List Consultants & Interview Schedule	April 22	4:00 PM
Interview Discussions	April 28	9:30 AM -12:00 PM
Post Final Selections	May 1	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 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 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. Font size for narrative text no smaller than 11 point.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

INTERVIEWS

NDOT will conduct interview discussions via telephone 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