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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for PS&E Review
Services On-call

July 17, 2024

Statements of Qualifications are due Wednesday, August 7, 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 PS&E Review Services 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.

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

1. The Consultant will perform PS&E review services on roadway and bridge projects including those related to Maintenance, Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction projects. Services may include, but are not limited to, the following:
 - a. Plan Sets/Model/Electronic Plan Data Review
 - 1) Review for completeness and conformance with NDOT policy and practice.
 - 2) Reconcile computations and plan sheets.
 - 3) Review for conformance with federal regulations, sole source, salvaged material, NDOT/LPA supplied material identification and manage documentation.
 - 4) Ensure consistency of plan and pay item usage for NDOT policy and practice.
 - 5) Review application of design elements, documentation of exceptions.
 - 6) Plan development/drafting services.
 - b. Estimating
 - 1) Preparation and revisions of program, letting and agreement estimates.
 - 2) Document item specific construction details and record in estimating system.
 - 3) Pricing documentation.
 - 4) Research and calculate parametric estimates.
 - 5) Bid analysis.
 - c. Specifications
 - 1) Ensure specification completeness and accuracy.
 - 2) Modification of specifications to fit project conditions.
 - 3) Review for conformance with federal regulations, sole source, salvaged material, NDOT/LPA supplied material identification and manage documentation.
 - 4) Create specifications as required to complete the proposal.

- 5) Project cost and Estimate support.
 - d. Construction Scheduling
 - 1) Calculate and Assign Contract Time Allowance.
 - 2) Calculate Temporary Traffic Control quantities.
 - 3) Write Special Prosecution and Progress provisions.
 - 4) Respond to contractor Q&A and write addenda as necessary.
 - 5) Research and calculate production rates and overlap as needed.
 - e. Bid Package Assembly
 - 1) Plans/Model/Electronic Plan Data review.
 - 2) Specification assembly and proposal creation.
 - 3) Determine applicability and add necessary general provisions.
 - 4) Verify required documentation is present and conforms to standards.
 - 5) Documentation in OnBase.
 - 6) Prepare Construction Authorization Form.
 - f. IDIQ and District Maintenance Projects
 - 1) Develop and Assemble Necessary Plans.
 - 2) Write Specifications and Special Provisions.
 - 3) Field inspections (field review of existing conditions, etc.).
 - 4) Provide other services as described above.
2. NDOT expects that the PS&E On-Call Consultant will be responsible, as required for each Task Order, for facilitating coordination of project deliverables among the other consultants and NDOT personnel working on pertinent portions of the project. Work performed by other consultants or NDOT staff may include, but is not necessarily limited to: Environmental Services, Wetland Delineations and Mitigations, Roadway Design, Bridge Design, Hydraulic Studies, Right of Way, Railroad, Utilities, Plan Development, and a portion of the PS&E services. Project information and deliverables required in the Task Order will be managed by the On-Call PS&E Consultant in such a manner that each consultant or NDOT personnel providing support services has access to all project related information necessary to provide their services. The NDOT is the Coordinating Professional, as defined in Neb. Rev. Stat. § 81-3437.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The PS&E On-Call firm shall use engineers experienced with all aspects of roadway and bridge design related to the services to be provided.

2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
 - a. A Policy on Geometric Design of Highways and Streets 2018 (AASHTO)
 - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
 - c. Americans with Disabilities Act Accessibility Guidelines
 - d. Design Process Outline (NDOT)
 - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
 - f. Highway Capacity Manual, 7th edition
 - g. Local, State and federal laws and regulations that pertain to roadway design
 - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition with revisions 1, 2, and 3
 - i. MUTCD - Nebraska 2011 Supplement to the MUTCD
 - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
 - k. National Environmental Protection Act (NEPA) process
 - l. Roadside Design Guide, 2011 (AASHTO)
 - m. Roadway Design Manual, 2010 (or latest) (NDOT)
 - n. Standard and Special Plans Manual (NDOT)
 - o. Standard Specifications for Highway Construction 2017 (NDOT)
 - p. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
 - q. United States Access Board Guidelines, Standards, and Publications
 - r. Policy for Accommodating Utilities on State Highway Right-of-Way (NDOT)
 - s. 23 CFR 635 and the Contract Administration Core Curriculum manual (FHWA)
3. Certification as a NEPA consultant is not required for these services; however, the consultant needs to demonstrate an understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <http://dot.nebraska.gov/business-center/design-consultant/>.
2. Consultant will be provided access to other software such as AASHTOWare, ProjectWise, OnBase, etc. as needed depending on the scope of the project.
3. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
4. The Consultant will provide all software and computer equipment required to complete the work.

D. EXPECTATIONS FOR THE DELIVERABLES

1. The nature of this work will be relatively short in duration (from 2-3 days to 2-3 weeks) and will need to be completed with little notice. The consultant shall assign dedicated staff and begin work on the task order within two business days of being notified of the work to be completed.
2. The consultant shall provide to NDOT acceptable deliverables based on the scope of services. The deliverables may include but not limited to plans, specifications, documentation and training courses. The Consultant shall seal and sign applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act. Consultant shall also provide to NDOT all applicable supporting documentation and reports as described in the Task Order.
3. Plans and special provisions shall be developed and changes recommended in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section, paragraph B.
4. Deliverables must be completed and submitted in accordance with the schedule set out in the Task Order.
5. Deliverables must be submitted in electronic form as described in the Task Order.
6. All Task Orders will include time for the consultant to perform an internal QA/QC review before submittals. NDOT may request a documentation letter be part of these transmittals.
7. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work. Changes required as a result of a consultant's error or omission will not be compensable.

DETAILS

It is anticipated that four (4) consultants will be shortlisted for interviews, with two (2) 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 \$350,000 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 \$5,000 to \$30,000. 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

Short List (70 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams.
3. Technological capability of the firm. Such as: Creation, Markup and Manipulation of .PDF, Word, and Excel files; use of AASHTOWare, ProjectWise, and OnBase.
4. Expertise of consultant's historical bid price cost estimating, cost-based estimating, and bid analysis of transportation projects.
5. Knowledge of construction phasing, work overlap, and application of production rates.
6. Expertise in assembly of bid packages and contract documents.
7. Applicability and relevance of comparable services completed by the Consultant.
8. Knowledge and application of *Manual of Uniform Traffic Control Devices (MUTCD)*, *NDOT Roadway Design Manual*, *Nebraska Board of Public Roads Minimum Design Standards*, *Federal Contract Administration Standards*, and AASHTO's "A Policy on Geometric Design of Highways and Streets" in the design of highway transportation facilities.

B. PERFORMANCE DATA (10 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 relevant 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 work to be assigned as a part of this on-call agreement.
2. The consultant has recognized and identified special circumstances to be considered for the work.
3. Consultant provided a logical approach to complete tasks and resolve issues of the work assigned.

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 demonstrated knowledge and understanding of topics.
3. Consultant demonstrated adequate experience in the completion of similar work.

E. COMMITTEE Q&A SESSION (10 PTS)

1. Consultant adequately answered committee questions.

SCHEDULE OF ACTIVITIES	Date (2024)	Time (CST)
RFQ posted	July 17, 24, 31	
Last day questions will be accepted	July 24	4:00 PM
Last day Q&A or updates to RFQ may be posted	July 31	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	August 7	4:00 PM
Statement of Qualifications Due	August 7	1:00 PM
Post Short-List Consultants & Interview Schedule	August 15	4:00 PM
Interviews	August 26	1:30 PM-4 PM
Post Final Selections	August 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.

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 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'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