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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Automated Permit System (APS) Clearance Height Survey

October 23, 2024

Statements of Qualifications are due Wednesday, November 13, 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 Automated Permit System (APS) Clearance Height Survey. 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.

210 Engineering Survey

SCOPE OF SERVICES

A. Overview of the work

This scope provides for statewide Vertical Clearance Restrictions Inventory Field Checks for overhead structures including bid letting review, survey, and submittal of survey data for all future overhead sites (including bridges) at locations to be determined.

Consultant will

- Promptly review the plans for overhead structures on state highway projects let to contract to identify whether there will be new overhead structures to be measured or changes in the elevations of the roadway surfacing that will cause a change in the vertical clearance at that location.
- Arrange to measure the vertical clearance at each applicable location as soon as construction of that overhead structure or roadway surface is completed.
- Accurately determine the vertical clearance between the roadway surfacing and overhead structures, such as bridges, framework, lights, traffic signals, signs, associated wires or lines, and other objects.
- Review the plans, provided by the State, and make applicable measurements for projects that will not utilize the State's bid letting process.

B. Qualifications, Knowledge and Experience

Consultant must be certified as qualified to perform Engineering Surveys, as documented on DR Form 497, Standard Work Category 210 – Engineering Survey. Detailed information regarding the Standard Work Categories is available on the NDOT's website.

Consultant must be registered in the State of Nebraska as a Professional Engineer or Registered Land Surveyor.

Consultant knowledge of NDOT's Automated Permit System for over-dimensional vehicles or loads is beneficial, and shall be experienced in reading highway construction plans.

C. Software and Equipment Requirements

The Consultant shall possess the necessary survey equipment to perform the vertical clearance measurements as mentioned above. Electronic information generated by Consultant must be in the following formats; survey data must be submitted in a Microsoft

Excel format, overhead structure photographs must be supplied in a jpeg format. A specific file naming convention and folder structure will be supplied by NDOT. This electronic data will be submitted via NDOT's ftp site (or otherwise as directed).

D. Expectations for the Deliverables

NDOT has an automated permit system that allows customers to obtain a permit to operate an oversize/overweight vehicle on the Nebraska Highway System. The system automatically analyzes the requested route for restrictions including potential height restrictions for overhead structures. This restriction information is housed in a database that is routinely updated through field surveys.

The consultant will complete field surveys of overhead structures to keep the inventory of vertical clearance restrictions current. In addition the consultant will check the projects in each letting and determine if there are overhead structures that need to be checked for new heights following completion of the project. The consultant will follow the project construction schedule and check new heights at the appropriate time. An example would be for a new bridge over a state highway. Once the superstructure is complete, the height will need to be checked even though the overall project may not be completed for several months.

The consultant will be responsible for setting up, maintaining, and removing all traffic control necessary during survey operations. Remote survey methods may be required for the interstate, freeway, or expressway system to avoid lane closures.

The Consultant shall:

1. Provide clearance measurements in an electronic format using survey forms supplied by the State, or an approved equal. Survey data for all sites shall be recorded onto these forms for electronic submittal to the State.
2. Identify specific site locations using practices approved by the State and shall follow the Reference Post System using the latest edition of the Nebraska Highway Reference Log Book as a guide.
3. Provide the Latitude and Longitude of each site. Hand held GPS data is sufficient.
4. Take digital photos of the highway approaches to each site. Photos must be labeled according to the State's naming convention.
5. Submit to the State a monthly survey progress report. Monthly reports will include descriptions of recently completed work along with expenditures and budget status.

DETAILS

It is anticipated that three (3) consultants will be short-listed for interviews, with one (1) consultant will be 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 Lump Sum, 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 (100 pts)

1. Qualifications (50 pts)

- a. Qualifications of the project manager and key team members to perform the work.
- b. Applicability and relevance of comparable projects provided by the Consultant.
- c. Knowledge of NDOT's vertical clearance database, permitting system and NDOT reporting preferences.

2. Performance Data (10 pts)

- a. Performance evaluations by NDOT regarding the work of the Consultant.
- b. Adherence to applicable standards and completeness of previous plan submittals to NDOT.
- c. Project schedule adherence on previous projects with NDOT.
- d. Cooperation with NDOT staff on previous projects.
- e. If consultant 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.

3. Understanding of the Project (40 pts)

- a. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
- b. Consultant has demonstrated knowledge of NDOT's vertical clearance database, data submission standards, etc.

Final Selection

The Department may conduct interview 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 (2024)	Time (CST)
RFQ posted	October 23, 30, November 6	
Last day questions will be accepted	October 30	4:00 PM
Last day Q&A or updates to RFQ may be posted	November 6	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	November 6	4:00 PM
Statement of Qualifications Due	November 13	1:00 PM
Post Short-List Consultants & Interview Schedule	November 21	4:00 PM
Interview Discussions	November 27	1:00 PM – 2:00 PM
Post Final Selections	December 3	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 conduct interview discussions via telephone with the short-listed consultants during the time specified in the Schedule of Activities.

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