



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Alternative Delivery Program Assistance

May 15, 2024

Statements of Qualifications are due Wednesday, June 12, 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 Alternative Delivery Program Assistance. 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.

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
120 Roadway Design

SCOPE OF SERVICES

NDOT is seeking the services of an Alternative Delivery Consultant (Consultant) who will act as an owner's strategic advisor in the area of Alternative Delivery. The Consultant will be expected to provide expertise and support services in the areas of program implementation, transportation engineering, and project management for alternative delivery projects. These services would apply to procurement support and design assistance during full development for alternative delivery projects and include work at both the program and project levels.

Consultants are advised that the Consultant team providing services under this RFQ will not be allowed to participate or join any project delivery team subsequently hired to deliver specific alternative delivery projects.

Alternative Delivery Project Methods Include:

- Design-Build
- Construction Manager – General Contractor
- Progressive Design-Build
- Public-Private Partnership

A. OVERVIEW OF THE WORK:

The Consultant will provide services on alternative delivery projects; however, NDOT, at its sole discretion, may exclude projects from this contract and issue separate solicitations. The Consultant will be expected to work cooperatively with other consultants and contractors that may be under contract with NDOT. The scope of work to be issued under this agreement could include specific projects within the transportation program or tasks.

The scope of work will include, but may not be limited to, the items detailed below:

- Development of training processes
- Assembling and facilitation of industry events and workshops
- Providing strategic advice for the evaluation of potential projects for alternative delivery the appropriate alternative delivery method for those specific projects
- Preparation of any or all stages of Request for Qualifications (RFQ) and Requests for Proposals (RFP)
- Development of Statement of Qualification (SOQ) and Proposal evaluation manuals
- Assisting and providing support for procurement processes, including the evaluation processes, establishing evaluation criteria, and procurement record management
- Preparation of contract documents and templates
- Development of the procurement of Independent Cost Estimating (ICE) services.
- Support of Alternative Technical Concepts (ATC)
- Engaging stakeholders and public involvement activities
- assessment of risk, plan management, and collaborative workshops

- Meeting federal compliance
- Legal support and advisement
- Design review assistance during construction
- Design oversight support

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

The Consultant will have experience as an owner's advisor for previous State Transportation Programs and qualities that support the NDOT in leadership, technical expertise in delivering transportation projects using alternative delivery methods, and facilitative skills that include, but are not limited to the following:

- Communicate effectively
- Establish collaborative relationships
- Formulate and maintain an integrated team
- Identify and resolve conflicts
- Project delivery methodology
- Risk allocation and management
- Program system controls such cost estimating, project scheduling, and progress reporting
- Procurement process for qualifications-based selection or best value selection
- Independent cost estimation skills and working knowledge of market conditions and cost escalation
- Design and construction industry standards
- Managing contrasting perspectives
- Stimulating creative and innovative thinking
- Teambuilding and alignment of objectives and expectations

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(s) may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

NDOT proposes to issue one or more agreements associated with this work over a four (4) year contract term and will have a maximum value of \$6,000,000 over the duration of the term.

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 managers, key team members, and subconsultants to perform the work.
2. Consultants demonstrated capacity to guide owner's, manage project teams, and collaborate with multiple consultants or contractors.
3. Expertise of consultant's team for both management and technical proficiency with large (\$50 million or greater) with complex features such as risk management and allocation, design innovation, unique phasing, constructability issues, and environmental or Right-of-Way constraints.
4. Knowledge of NDOT Roadway Design Manual, Nebraska Board of Public Roads Minimum Design Standards, Federal Design Standards, and AASHTO's "A Policy on Geometric Design of Highways and Streets".

B. PERFORMANCE DATA (20 PTS)

1. Expressed advising and guiding in the development of an alternative delivery program with minimal support from the owner.
2. Demonstrated the ability to integrate and administer a collaborative environment between the owner, other consultants, and contractors.

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

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call agreement.
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.

4. Illustrated a working knowledge and application of alternative delivery methodology to project selection, procurement processes, project lifecycle, and project close out.

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	May 15, 22, 29, June 5	
Last day questions will be accepted	May 29	4:00 PM
Last day Q&A or updates to RFQ may be posted	June 5	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	June 12	4:00 PM
Statement of Qualifications Due	June 12	1:00 PM
Post Short-List Consultants & Interview Schedule	June 25	4:00 PM
Interview #1	July 12	11:00 AM to Noon
Interview #2	July 15	10:00 to 11:00 AM
Interview #3	July 15	3:00 to 4:00 PM
Post Final Selections	July 18	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 10 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 at the Department of Transportation, 1500 Highway 2, Lincoln, Nebraska, in the Central Complex, Room 209 Roadway Design Large Conference (backup location Central Complex, Room B12 Project Development Conf Room) on the date and time specified in the Schedule of Activities. Interviews will be capped at 30 minutes, followed by up to 15 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