

Request for Qualifications

Professional Services for Traffic Data Collection

June 28, 2023

Statements of Qualifications are due Wednesday, July 19, 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 Traffic Data Collection. 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.

140 Traffic Operation Studies & Design (limited to data collection)

SCOPE OF SERVICES

A. Overview

Consultant selected for this work will be required to provide traffic engineering data collection. Traffic engineering data collection includes intersection turning movement counts, pedestrian and bicycle behavior counts, speed surveys, gap studies, inventories, and any other studies as defined in the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies. The Nebraska Department of Transportation (State) anticipates up to 40 hours per week for data collection activities, depending on factors such as weather, seasonal conditions, etc.

The State will assign data collection tasks and locations within approximately sixty (60) miles of the Lincoln or Omaha city corporate limits. The attached map, Exhibit A, represents locations that may be utilized for data collection activities for this assignment. Overnight travel or lodging is not anticipated but may be approved by the State with permission prior to travel. The State will typically provide the Consultant at least two (2) weeks' notice of the site location(s) for data collection. The Consultant must submit all collection data electronically to the State once final processing of the field data has been completed. The Consultant will typically be required to meet with the State data collection supervisor (in person or virtually) once a month to discuss upcoming work and scheduling conflicts.

B. Qualifications, Knowledge, and Experience

Consultant shall ensure that all employees have sufficient training and experience in data collection.

Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of publications:

- ITE's Manual of Transportation Engineering Studies
- Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition
- Nebraska's 2019 Supplement to MUTCD
(<https://dot.nebraska.gov/media/j0klgqgug/ne-mutcd-2019.pdf>)

C. Software and equipment requirements

Consultant shall use the following software:

- Microsoft Office version 2013 or newer
- PetraPro version 1.6.0 or newer

Consultant shall provide the following equipment:

- Vehicle
- Computer, Laptop, or Tablet
- Radar for speed data
- Traffic Data Collector/Count Board (or similar)

- Cell Phone
- Ball Bank Indicator
- Measuring Wheel
- Digital Camera
- Personal Protective Equipment

Other equipment, such as video vehicle data collection equipment, portable radar units, or tube counters, are acceptable alternatives.

D. Expectations for the deliverables

Deliverables will be submitted in electronic format (PetraPro data files, Microsoft Office, PDF, etc.). All on-site data in paper format must be scanned into electronic format (PDF) prior to submittal.

Deliverables include, but not limited to:

- Photos and sketches
- Vehicle volume summary sheets
- Speed data summary sheets
- Field notes/NDOT Forms
- Inventories
- Videos

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The proposed contract will be negotiated annually for up to two (2) years. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

A minimum of three (3) consultants will be short-listed for interview discussions. 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

1. Qualifications & Experience (40 pts)
 - a. Describe the makeup of your primary data collection team including field staff, office locations, and those involved with coordinating with NDOT outlined in your work chart.
 - b. Describe the variety of data collection activities you have performed for public or private organizations.
 - c. Provide information on comparable projects they have been involved with.
 - d. Provide information specific to the project manager, including their role in this contract.
2. Understanding & Approach (40 pts)
 - a. Consultant has demonstrated understanding of the nature and scope of project.
 - b. Innovative approaches listed by the Consultant in terms of staff, equipment, or other resources to better obtain data on-site. Include any alternative equipment or software your team has utilized to provide more efficient and cost effective ways to collect data and the benefits from traditional data collection methods.
 - c. Please describe your QA/QC (Quality Assurance and Quality Control) internal process for data, prior to submitting the final products to NDOT.
 - d. Describe your ability to handle short notice requests, as well as larger requests such as corridor studies that may have 12 counts in one week.
3. Performance (20 pts)
 - a. NDOT past experience with firm. If firm has no experience with NDOT, review information from Consultant's references for performance with other states, local governments, or appropriate clients.

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.

SCHEDULE OF ACTIVITIES	Date (2023)	Time (CST)
RFQ posted	June 28, July 5, 12	
Last day questions will be accepted	July 5	4:00 PM
Last day Q&A or updates to RFQ may be posted	July 12	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	July 12	4:00 PM
Statement of Qualifications Due	July 19	1:00 PM
Post Short-List Consultants	July 25	4:00 PM
Interview Discussions with Short-List Firms	July 25-31	varies
Post Final Selections	Aug 4	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.

INTERVIEW DISCUSSIONS

NDOT will contact each short-listed firm to schedule a Webex or telephone call to discuss the evaluation criteria and responses. These discussions will occur during the dates listed 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