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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Local Intermodal Network Connection (LINC) Norfolk

October 29, 2025

Statements of Qualifications are due Wednesday, November 19, 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 Local Intermodal Network Connection (LINC) Norfolk. 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 and Local Public Agencies (LPAs) are strongly encouraged to review NDOT's template [Standard Professional Services Agreement](#), 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/>.

NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services. The selected consultants will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

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.

- 100 Corridor Studies
- 102 Transportation Planning
- 110 NEPA Studies
- 115 Other Environmental Studies
- 120 Roadway Design
- 140 Traffic Operation Studies & Design
- 160 Right of Way Design
- 211 Public Involvement
- 190 Railroad Design
- 210 Engineering Surveying
- 215 Land Surveying (ROW)
- 220 Pavement Design
- 230 Hydraulic and Hydrologic Studies

SCOPE OF SERVICES**Project Description**

The Local Intermodal Network Connection (LINC) Norfolk planning project will provide a 60% design for a 4.8-mile multi-modal path and other necessary infrastructure to accommodate the 10' wide path. The path will provide an additional safe, accessible route for the active transportation network in the community and will connect Skyview Park, from the northwest area of town to the Cowboy Trailhead and Ta-Ha-Zouka Park in the southeast area of town, passing through the heart of Norfolk to provide a vital connection to the historically disadvantaged areas of town. The design will include enhanced landscaping, trees, street and trail lighting, trail signage, and new curb ramps at all intersections.

Detailed Description

LINC Norfolk will connect the Ta Ha Zouka Park on the south side of Norfolk to Skyview Lake on the northwest side of Norfolk. The route will begin in south Norfolk on 1st St. trail at Ta-Ha-Zouka and the trailhead for the Cowboy Trail. The route will continue north and west crossing Hwy 275 near 7th St., continue north on 7th St., which becomes Queen City Blvd. Then LINC Norfolk will head west across Highway 81 to Skyview Lake.

An alternative analysis will be performed to design a new protected crossing across Hwy 275 at 7th St. A new, safer, and protected pedestrian/bike crossing at Hwy 275 is necessary to

improve safety. This safe crossing will result in the movement of people from the southern part of town to have safe, direct, and designated access to central and north Norfolk. The LINC Norfolk design will most likely incorporate a pedestrian refuge area within the vicinity of the railroad crossing located at Hwy 275 and 7th St.

A new pedestrian/bike underpass at Hwy 81 and Georgia Avenue will be designed to provide a safe crossing at the Hwy. Alternative analysis will also be performed at Hwy 81. This will reduce traffic related delays that impair the efficient movement of people and improve safety for pedestrians and cyclists. Constructing a trail along this corridor will give pedestrians safer routes for getting around Norfolk.

LINC Norfolk will also solve problems related to street parking off of 7th Street that often results in damaged property or accidents. Several intersection improvements will need to be incorporated into the plan to facilitate the trail crossings. New ADA curb ramps will be constructed at each intersection. An intersection study is planned for 7th Street and Madison Avenue and an alternative analysis will look at the feasibility of a new roundabout at this location.

A. INTERSECTION OVERVIEW OF THE WORK:

1. Conceptual Design

LINC Norfolk will begin with a conceptual design to present to City staff and elected officials, along with the public, the overall plan. This conceptual design will include roadway and trail cross sections, and aesthetic elements. This design phase will include traffic studies, drainage studies, and alternatives analysis.

2. Schematic Design

The second stage will be 30% Schematic design. This will define the project scope, create renderings and design plans to share during the meaningful public engagement phase. The schematic design will also include developing a preliminary cost estimate, schedule for the construction project, finalize design criteria and determine land acquisition needs.

3. 60% Design Phase

The 60% design phase would finalize the expectations and objectives of the project, confirm the constructability of the project, implement value engineering, if applicable and determine construction permit requirements, and provide draft NEPA documents to be submitted or approval at a later phase at the 90% design phase. This phase would also include an updated engineer's cost estimate, and schedule for construction.

The proposed LINC Norfolk design includes:

- 1) 4.8 miles of a new 10' wide concrete multi-use trail;
- 2) 16,500 SY of concrete pavement street improvements;
- 3) 40,000 SY of street asphalt overlay;
- 4) 13,000 feet of enhanced landscaping, new street and trail lighting;

* This will include added trees and trail signage along the entire route

- 5) Intersection improvements at 7th and Madison (Roundabout)
- 6) 8,600 LF of storm drain
- 7) 1 new pedestrian refuge crossings at Hwy 275;
- 8) 1 new pedestrian trail undercrossing at Hwy 81

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Experience in planning, engineering, Traffic studies, environmental and corridor and safety study

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Microsoft Office products or equivalent, eBuilder project management cloud-based software, AutoCAD for preliminary design work, and ArcGIS for any planning or safety audit work, as appropriate

D. EXPECTATIONS FOR THE DELIVERABLES:

Engineering plans, public engagement summary, Environmental draft NEPA Evaluation

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 are 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 (70 pts)

A. QUALIFICATIONS (30 PTS)

1. Qualifications of the project manager and key team members to perform the work.
2. Qualifications and capability of key subconsultants specifically demonstrated expertise
3. Applicability and relevance of comparable projects provided by the Consultant.
4. Knowledge of the NEPA process and adhering to the purpose and need of the project.
5. Experience developing benefit-cost analysis.
6. Strong public involvement experience

B. PERFORMANCE DATA (20 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
4. Cooperation with NDOT on previous projects.

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

1. Consultant demonstrated they understand the nature and scope of the projects to be assigned.
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 of the project.

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 (2025)	Time (CST)
RFQ posted	October 29, November 5 & 12	
Last day questions will be accepted	November 5	4:00 PM
Last day Q&A or updates to RFQ may be posted	November 12	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	November 19	1:00 PM
Statement of Qualifications Due	November 19	1:00 PM
Post Short-List Consultants & Interview Schedule	November 26	4:00 PM
Interview	December 9	2:10PM-4:00PM
Post Final Selections	December 12	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 narrative-related 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'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 20 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