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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Spring 2024 Multi-Service Projects

April 17, 2024

**Statements of Qualifications are due Wednesday, May 8, 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 Spring 2024 MS Projects. 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.

- 110 NEPA Studies – Level 1 Categorical Exclusions (CE)
- 120 Roadway Design
- 130 Bridge Design
- 160 Right-of-Way Design (Land Ownership Research)
- 161 Right of Way Design (ROW plans)
- 162 Right of Way Design (Legal Descriptions/Plats)
- 210 Engineering Survey
- 230 Hydraulic and Hydrologic Studies
- 211 Public Involvement

### **SCOPE OF SERVICES**

#### **A. OVERVIEW:**

NDOT has developed a list of 11 projects scheduled for completion over the next few years. These projects vary in complexity/duration and are detailed in the accompanying project list (Attachment A). The project list provides a description of the project, approximate schedule, and the range of services anticipated for each project. Not all projects will require services from all Standard Work Categories listed above.

Instead of developing a scope of service for each project individually, NDOT is attaching the basic scopes of services for each type of service needed, utilizing the project list to specify which services are likely needed for each project. All scopes of services identified below are provided in Attachment B.

#### **B. SCOPES OF SERVICES**

The scope of services for each project may include:

1. Project List (Attachment A).
2. Environmental Services (Attachment B1)
3. Roadway Design (Attachment B2)
4. Bridge Design (Attachment B3)
5. Bridge and Roadway Hydraulics (Attachment B4)
6. Right-of-Way (Attachment B5)
7. Survey (Attachment B6)
8. Public Involvement (Attachment B7)

**C. SCHEDULE (IF APPLICABLE):**

The currently planned fiscal year for construction is provided for each project in Attachment A. A more refined schedule will be developed during the detailed scoping and negotiation for each project.

**DETAILS**

It is anticipated that thirteen (13) consultants will be short-listed for interviews, with eleven (11) consultants to be awarded a contract for one of the projects. 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](mailto: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](mailto:ndot.pdRFQinfo@nebraska.gov) or call (402) 479-4778.

**EVALUATION CRITERIA****A. QUALIFICATIONS (50 PTS)**

1. Qualifications of the project manager(s) and key team members to perform the services described in the Scope of Services for the project(s) of interest.
2. Consultant's knowledge and experience with the environmental process anticipated for projects in this RFQ.

3. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ for the project(s) of interest.

**B. UNDERSTANDING AND APPROACH OF THE SERVICES PROVIDED (30 PTS)**

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Consultant provided logical approach to the project development process
4. Consultant has provided comparable projects for which they have been involved

**C. PERFORMANCE DATA (20 PTS)**

1. Cooperation, communication, quality, and timeliness of deliverables with NDOT on previous projects. If the consultant’s team has no experience with NDOT, the consultant should include three (3) references in their response, including contact information, that have directly been involved with similar projects and services.
2. For those projects that require environmental work, the consultant’s team has authored Categorical Exclusion (CE), Wetland/404, and other environmental technical documents with minimal revision.

**Final Selection**

The Department will conduct interviews discussions with the top ranked (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.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2024)</b>	<b>Time (CST)</b>
RFQ posted	April 17, 24, May 1	
Last day questions will be accepted	April 24	April 24
Last day Q&A or updates to RFQ may be posted	May 1	May 1
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	May 8	May 8
<b>Statement of Qualifications Due</b>	<b>May 8</b>	<b>May 8</b>
Post Short-List Consultants & Interview Schedule	May 23	4:00 PM
Interview Discussions	May 24 - May 31	TBD
Post Final Selections	June 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. RFQ-2408 Project Interest Form not to exceed one (1) page.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed five (5) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. [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 make every effort to post the short-listed consultants on NDOT’s website prior to the deadline identified in the Schedule of Activities. Interview discussions will last approximately 15 minutes.

NDOT will conduct interview discussions via telephone with the short-listed consultants promptly after determination of the shortlist.

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*