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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for Value Engineering On-call

August 28, 2024

**Statements of Qualifications are due Wednesday, September 18, 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 Value Engineering On-call Services. 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 [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order 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.

240 Value Engineering

## **SCOPE OF SERVICES**

### **1. Overview of the work:**

- A. This work involves providing a Team Leader and necessary administrative support for completing value engineering studies of specific State projects intended to improve project quality, reduce project costs, foster innovation, eliminate unnecessary and costly design elements, and ensure efficient investments. Studies would recommend reducing project scope for items that provide minimal performance or safety benefits. Value engineering is defined in 23 CFR §627.3. Consultant's value engineering study must be completed in compliance with the requirements of federal law, including 23 CFR Part 627.
- B. This work may involve providing training for State employees to ensure qualified and experienced VE team leaders and VE team members are available and adequately prepared to serve on VE teams.
- C. The Value Engineering (VE) Analysis is a systematic process of reviewing and assessing a project by a multidisciplinary team not directly involved in the planning and development phases of the project that follows the VE Job Plan and is conducted to provide recommendations for:
  - (1) Providing the needed functions, considering community and environmental commitments, safety, reliability, efficiency, and overall life-cycle cost (as defined in 23 U.S.C. 106(f)(2));
  - (2) Improving the value and quality of the project; and
  - (3) Reducing the time to develop and deliver the project.
- D. The VE analysis shall meet the following requirements:
  - (1) Uses a multidisciplinary team not directly involved in the planning or design of the project, with at least one individual who has training and experience with leading VE analyses.
  - (2) Develops and implements the VE Job Plan.
    - a. The Consultant's VE Job Plan shall include and document the following seven phases:
      - i. Information Phase: Gather project information including project commitments and constraints.
      - ii. Function Analysis Phase: Analyze the project to understand the required functions.
      - iii. Creative Phase: Generate ideas on ways to accomplish the required functions which improve the project's performance, enhance its quality, and lower project costs.
      - iv. Evaluation Phase: Evaluate and select feasible ideas for development.

- v. Development Phase: Develop the selected alternatives into fully supported recommendations.
  - vi. Presentation Phase: Present the VE recommendation to the project stakeholders.
  - vii. Resolution Phase: Evaluate, resolve, document and implement all approved recommendations.
- (3) Produces a formal written report; and
- (4) For bridge projects, in addition to the other requirements set out above, Consultant's VE analysis shall:
- a. Include bridge substructure and superstructure requirements that consider alternative construction materials; and
  - b. Be conducted based on:
    - i. An engineering and economic assessment, taking into consideration acceptable designs for bridges.
    - ii. An engineering and economics assessment of alternative construction methods, such as Accelerated Bridge Construction, phased construction, total bridge closure with detours, or other methods of maintaining traffic during construction, and
    - iii. An analysis of life-cycle costs and duration of project construction.

## **2. Qualifications, Knowledge and Experience:**

Consultants shall provide a Team Leader who is certified as a Certified Value Specialist as defined by the Society of Value Engineers (SAVE). Consultant's Team Leader is not required to be a licensed professional engineer but must have experience in conducting VE services on highway, bridge, and transportation projects.

## **3. Software and Equipment Requirements:**

Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

## **4. Expectations for the Deliverables:**

- A. Consultant shall submit to the State a formal written report outlining, at a minimum:
- (1) Project information, including Purpose & Need, Project Description, Location Map, and an overview of geographic features.
  - (2) Identification of the VE analysis team.
  - (3) Background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operations, constructability).
  - (4) Documentation of the stages of the VE Job Plan which would include documentation of the life-cycle costs that were analyzed.
  - (5) Summarization of the analysis conducted; and
  - (6) Documentation of the proposed recommendations and approvals received at the time the report is finalized.

## **DETAILS**

It is anticipated that four (4) consultants will be shortlisted for interviews, with two (2) consultants awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-

call" procurement process. The evaluation criteria to be used for the short-listing and final selection are outlined below.

The proposed two-year contract term will have a maximum value of \$300,000 for each consultant awarded a contract. The contract term may be extended up to 6 months at the discretion of NDOT. Typical Task Orders that will be awarded under this IDIQ contract will range from \$40,000 to \$80,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, 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/q1qb344b/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**

### **Short List (60 pts)**

#### **1. QUALIFICATIONS (25 PTS)**

- a. Team Leader's qualifications to perform the services necessary.
- b. Team leader is qualified as a Certified Value Engineer.
- c. Support staff of the Team leader are available is necessary.

#### **2. PERFORMANCE DATA (10 PTS)**

- a. Performance evaluations for the firm and the **Team Leader** with NDOR.
- b. Has the Consultant met project schedule on previous projects with NDOR?
- c. Has the Consultant cooperated with NDOR staff on previous projects?

- d. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?

### 3. **EXPERIENCE & COMPETENCE (25 PTS)**

- a. Consultant has provided comparable projects they have been involved with. Consultant has limited its number of projects to five (5) in their proposal.
- b. Consultant has demonstrated understanding of key elements of the work.

## **Final Selection (40 pts, 100 pts total)**

### 1. **DISCUSSION OF FOCUS AREA TOPICS (25 PTS)**

- a. Consultant's interview presentation was clear and concise.
- b. Consultant showed knowledge and understanding of topics.

### 2. **COMMITTEE Q&A SESSION (15 PTS)**

- a. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2024)</b>	<b>Time (CST)</b>
RFQ posted	August 28, September 4, 11	
Last day questions will be accepted	September 4	4:00 PM
Last day Q&A or updates to RFQ may be posted	September 11	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	September 18	4:00 PM
<b>Statement of Qualifications Due</b>	September <b>18</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	September 26	4:00 PM
Interview Discussions	October 1	8:30 AM-10:00 AM
Post Final Selections	October 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.**

## **IDIQ ORDERING PROCEDURES**

When ordering specific on-call design services NDOT will consider each selected consultant's statement of qualifications along with any performance data on file with NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform the work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

## **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's selection committee will conduct interviews with the short-listed consultants at the Department of Transportation, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska 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**