



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-call Bridge Design & Repair

July 2, 2025

Statements of Qualifications are due Wednesday, July 23, 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 On-call Bridge Design & Repair. 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.

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.

130 Bridge Design

- 131 Bridge Inspection
- 132 Bridge Load Rating

SCOPE OF SERVICES

A. OVERVIEW

The consultant will provide bridge related services for NDOT such as:

1. Preliminary Engineering Services including Bridge Data Sheet development and Type, Size, and Location plans (TS&L's)
2. Final Bridge Design for new, rehabilitation and repair projects
3. Bridge Load Rating
4. Bridge Plan production
5. Independent structural design calculations & reviews
6. Policy Development Support
7. Support in Value Engineering activities
8. Construction phase services including but not limited to:
 - a. Calculating girder shims,
 - b. Shop drawing review
 - c. Providing general construction consultation

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. All work must be completed by, or under, the direct supervision of a Nebraska licensed professional civil engineer. The Consultant shall use engineers experienced with all aspects of bridge design related to the services to be provided.
2. The Consultant's team shall have working knowledge of and follow, when applicable:
 - a. Bridge design industry standards
 - b. NDOT Bridge Office Policies and Procedures Manual. (BOPP)
 - c. NDOT Bridge Design Manual (BDM)
 - d. AASHTO LRFD Bridge Design Specifications
 - e. NDOT Standard Specifications for Highway Construction
 - f. NDOT Approved Products List
 - g. Special Provisions and Specifications developed by NDOT's Bridge Division
 - h. The NDOT Bridge Inspection Program Manual (BIP)
 - i. Local, State and federal laws and regulations that pertain to bridge design

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. The Consultant shall provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

2. The consultant is required to complete CADD work within NDOT's Bentley Projectwise environment (Microstation). It is the Consultant's responsibility to obtain the software necessary to translate to and from the specified format for all electronic files supplied by the State and for all electronic files prepared by the Consultant and supplied to the State.
3. Calculation reports and supporting documentation must be submitted to the NDOT Bridge Division FTP site
4. Reports for calculations must be submitted in a PDF format and supporting documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
5. Electronic design models (LEAP, etc.) should be submitted in native format with a file naming convention that notes the name of the software and the version utilized.
6. The Consultant shall provide quantities for estimation using AASHTOware Project
7. The Consultant shall load rate bridges within AASHTOware BrR. Specialized load ratings can be completed by hand and a calculation package shall accompany the load rating summary sheet.

D. EXPECTATIONS FOR THE DELIVERABLES

1. Plans and special provisions must be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section.
2. Bridge plans for new construction will typically be submitted to NDOT for review and comment at preliminary (TS&L), 75% completion stage, 90% completion stage, and final. A refined design calculation package with an accompanying independent calculation package should be submitted at 90% for bridge reconstruction projects. Final plans, calculations, and quantities should be submitted at final turn-in.
3. Bridge repair plans must be submitted at 90% and final completion for review and comment. Final turn-in for all bridge projects shall include stamped and signed plans, all special provisions, cost estimates, and the design calculation package.
4. Load rating submittals shall be required when significant structural improvement is provided thru repairs or for new bridge construction. Load rating submittals shall be provided at final turn-in and shall include a BrR model and signed/stamped LRSS. Load ratings calculated outside of BrR shall include a calculation package.
5. Final plan Microstation files shall be cleaned prior to submittal by removing any unnecessary "working" drawings or details and keeping only the final plan work.
6. Plans will be completed and submitted in accordance with the schedule set out in the Task Orders. Occasionally, the NDOT may require the plans be completed on a "rush" basis for emergency repairs.
7. Consultant's services will be used directly or incorporated into NDOT project plans for use in bidding and constructing projects.
8. Reports and similar deliverables will be comprehensive, well organized, and submitted as a single pdf electronically. Supporting documents such as spreadsheets, word documents, photos, etc. shall be submitted electronically.

DETAILS

It is anticipated that seven (7) consultants will be shortlisted for interviews, with five (5) 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 \$600,000 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 \$50,000 to \$500,000. 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/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 (100 pts)

A. QUALIFICATIONS (50 PTS)

1. Qualifications of the project manager and key team members to perform the work.
2. Past performance of similar work.
3. Applicability and relevance of comparable projects provided by the Consultant.
4. Knowledge of NDOT Bridge project standards and trends.

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 with NDOT.

4. Cooperation with NDOT staff on previous projects.
5. If firm has no experience with NDOT, review information obtained from Consultant’s references for Consultant’s performance with other states, local governments, or appropriate clients. The team should list a minimum of two (2) references in their proposal.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (30 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 of the project.

Final Selection

The Department will 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. NDOT will coordinate interview discussions with each short-listed firm to occur within the scheduled dates shown below.

SCHEDULE OF ACTIVITIES	Date (2025)	Time (CST)
RFQ posted	July 2 - 23	
Last day questions will be accepted	July 9	4:00 PM
Last day Q&A or updates to RFQ may be posted	July 16	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	July 23	4:00 PM
Statement of Qualifications Due	July 23	1:00 PM
Post Short-List Consultants & Interview Schedule	July 30	4:00 PM
Interview Discussions	August 5	1:00 PM-3:30 PM
Post Final Selections	August 7	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. 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 will conduct interview discussions via telephone or video conference with the short-listed consultants during the time period specified in the Schedule of Activities.

NDOT will make every effort to post the short-listed consultants and interview discussion 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