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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for On-call Technical Assistance for Discretionary Grant Applications for Local Public Agencies

June 12, 2024

**Statements of Qualifications are due Wednesday, July 3, 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 On-call Technical Assistance for Discretionary Grant Applications for Local Public Agencies. 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 [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/>.

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.

## 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.

- 102 Transportation Planning
- 105 Railroad Planning
- 115 Other Environmental Studies
- 120 Roadway Design
- 130 Bridge Design
- 140 Traffic Operation Studies & Design
- 211 Public Involvement

These standard work categories have been selected as the selected consultant must have subject matter knowledge to provide or confirm preliminary cost estimates for these types of projects.

## SCOPE OF SERVICES

### A. OVERVIEW OF THE WORK:

1. Assessment and Planning
  - a. Needs Assessment: Conduct a thorough assessment of the local public agency's needs, priorities, and potential projects that align with available federal discretionary grant opportunities.
  - b. Funding Strategy Development: Develop a comprehensive funding strategy that identifies suitable federal discretionary grants, timelines, and key objectives.
  - c. Stakeholder Engagement: Facilitate meetings and discussions with relevant stakeholders, including agency staff, community members, and potential partners, to gather input and build consensus.
2. Grant Research
3. Proposal Development
  - a. Proposal Writing: Lead the writing and development of grant proposals, ensuring they are compelling, clear, and align with the specific requirements of the funding agency.
  - b. Technical Writing: Provide expertise in crafting technical sections of the grant applications, including project descriptions, goals, objectives, methodologies, and evaluation plans.
  - c. Budget Development
  - d. Compliance Assurance
4. Application Management
  - a. Collect, prepare, and organize all required documentation and attachments for grant applications.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Federal Grant Writing Experience – exceptional ability to develop, write and review grant proposal. Including development of required elements of a grant application.
4. Understanding of federal grant regulations, compliance and requirements
5. Strong skills in analyzing needs and data and priorities.
6. Experience working with Nebraska Local Public Agencies
7. Ability to collaborate effectively with government officials, community stakeholder and project partners.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

Consultant may utilize several NDOT document and data management systems to access or upload information depending on the services.

**D. EXPECTATIONS FOR THE DELIVERABLES:**

1. Needs Assessment Report
2. Comprehensive Funding Strategy
3. Completed Grant Proposals
4. Detail Project Budget

**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 \$1,000,000 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 \$5,000 to \$75,000. 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](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)**

#### **A. QUALIFICATIONS (30 PTS)**

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Federal Grant Writing Experience – exceptional ability to develop, write and review grant proposal. Including development of required elements of a grant application.
4. Understanding of federal grant regulations, compliance and requirements
5. Strong skills in analyzing needs and data and priorities.
6. Experience working with Nebraska Local Public Agencies
7. Ability to collaborate effectively with government officials, community stakeholder and project partners.

#### **B. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 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.

#### **C. PERFORMANCE DATA (10 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.

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

#### **D. DISCUSSION OF FOCUS AREA TOPICS (30 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.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2024)</b>	<b>Time (CST)</b>
RFQ posted	June 12, 19, 26	
Last day questions will be accepted	June 19	4:00 PM
Last day Q&A or updates to RFQ may be posted	June 26	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	June 26	4:00 PM
<b>Statement of Qualifications Due</b>	<b>July 3</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	July 17	4:00 PM
Interview	July 23	1:00 PM-3:00 PM
Post Final Selections	July 25	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 via WebEx on the date and time specified in the Schedule of Activities. Interviews will be capped at 15 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*