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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

Professional Services for Blair North Bypass  
Preliminary Engineering (PE), Project No.  
DPS-89 (34), CN 22923

September 20, 2023

**Statements of Qualifications are due Wednesday, October 11, 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 Blair North Bypass Preliminary Engineering. 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 [Standard PE Agreement \(LPA\)](#), [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
- 112 NEPA Studies – Level 2 Environmental Assessments (EA)
- 113 NEPA Studies – Level 3 Environmental Impact Statements (EIS)
- 120 Roadway Design
- 140 Traffic Operation Studies & Design
- 145 Intelligent Transportation Systems (ITS)
- 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
- 220 Pavement Design
- 230 Hydraulic and Hydrologic Studies

## SCOPE OF SERVICES

### A. OVERVIEW OF THE WORK:

Services included with the preparation of an Environmental Assessment includes preparing, conducting, and participating in informational public meetings and hearings with the property owners and community.

The Environmental Study Area is generally considered to be the area within the proposed Right-of-Way and adjacent to the existing roadway; however, for some resources, the Environmental Study Area may expand to consider potential impacts due to proximity. The anticipated level of documentation is an Environmental Assessment (EA) with the possibility of the need for an Environmental Impact Statement (EIS). If an EIS is required, the agreement will be supplemented. To be considered for these services, the consultant must be certified to perform NEPA Studies – Level 2 Environmental Assessments (EA) and NEPA Studies – Level 3 Environmental Impact Statements (EIS). The consultant's knowledge of **HAZMAT, Public Involvement, Socioeconomic Impacts, and Environmental Justice** are also important qualifications to perform this work.

The selected consultant will coordinate their efforts with City and NDOT staff performing preliminary engineering work for this project.

### B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The consultant firm shall use engineers experienced with all aspects of roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
  - a. A Policy on Geometric Design of Highways and Streets 2018 (AASHTO)
  - b. Access Control Policy to the State Highway System, 2006 (or latest) (NDOT)
  - c. Americans with Disabilities Act Accessibility Guidelines
  - d. Design Process Outline (NDOT)

- e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
  - f. Highway Capacity Manual 2010 (HCM2010), Transportation Research Board
  - g. Local, State and federal laws and regulations that pertain to roadway design
  - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition
  - i. MUTCD - Nebraska 2011 Supplement to the MUTCD
  - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2010 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
  - k. National Environmental Protection Act (NEPA) process
  - l. Preliminary Survey Manual (NDOT)
  - m. Roadside Design Guide, 2011 (AASHTO)
  - n. Roadway Design Manual, 2010 (or latest) (NDOT)
  - o. Standard and Special Plans Manual (NDOT)
  - p. Standard Specifications for Highway Construction 2007 (or latest edition) (NDOT)
  - q. Traffic Control Devices Handbook, 2001 (or latest) (ITE)
  - r. United States Access Board Guidelines, Standards, and Publications
  - s. BNSF and UPRR Grade Separation Manual
3. Certification as a NEPA consultant for Standard Work Categories 112 and 113 is required for these services

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. The Consultant's design and drafting software and design files must be compatible with NDOT's current design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <https://dot.nebraska.gov/business-center/design-consultant/>.
2. The Consultant's design must be accomplished using the design software GEOPAK version SS4 or later but no later than that in use by NDOT. The consultant's design must follow NDOT's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Consultant's use of an earlier version of GEOPAK OpenRoads may be approved for specific activities with written permission of NDOT and at NDOT's sole discretion.
3. The project may require a 3D model be generated using GEOPAK OpenRoads technology.
4. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
5. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

**D. SCHEDULE:**

Once the NEPA Start Request letter is approved by FHWA, the goal is to complete Environmental Assessment in 12 months or an Environmental Impact Statement in 24 months.

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

It is anticipated that three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is outlined below.

***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. PROFESSIONAL QUALIFICATIONS NECESSARY FOR SATISFACTORY PERFORMANCE (20 PTS)**

- a. Project manager and key team members are qualified to perform the work categories on the project.
- b. Consultant's knowledge of FHWA, NDOT, & other cooperating agencies' standards and procedures.
- c. Environmental Staff's knowledge of HAZMAT, Public Involvement, Socioeconomic Impacts, Environmental Justice, and any other related environmental tasks that may be associated with this project.

#### **B. SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE IN THE TYPE OF WORK REQUIRED (15 PTS)**

- a. Consultant has provided comparable projects or services for which they have been involved.

#### **C. PAST PERFORMANCE ON CONTRACTS WITH GOVERNMENT AGENCIES AND PRIVATE INDUSTRY (15 PTS)**

- a. Past performance evaluations.

- b. References, if no past work has been performed by this consultant.

**D. THE CAPACITY TO ACCOMPLISH THE WORK IN THE REQUIRED TIME (10 PTS)**

- a. Consultant has adequate staff for this project.
- b. Current workload of the consultant.
- c. Consultant has proposed a schedule to complete this work. Consultants should address how they propose to meet the environmental schedule in their response to this RFQ.

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

**E. DISCUSSION OF FOCUS AREA TOPICS (20 pts)**

- a. Presentation was clear and concise.
- b. Evaluation criteria were addressed during presentation.

**F. COMMITTEE Q&A SESSION (20 pts)**

- a. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2023)</b>	<b>Time (CST)</b>
RFQ posted	Sep 20, 27, Oct 4	
Last day questions will be accepted	Sep 27	4:00 PM
Last day Q&A or updates to RFQ may be posted	Sep 27	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Oct 4	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Oct 11</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	Oct 19	4:00 PM
Interview	Oct 26	10 AM – Noon
Post Final Selections	Oct 30	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 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 and interview schedule on NDOT's website prior to the deadline identified in the Schedule of Activities. Interviews will be capped at 15 minutes, followed by up to 10 minutes of Q&A.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. A link will be sent to the shortlisted firms the day before the interview. Consultant may contact the Procurement Engineer to make any special arrangements.

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*