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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for State Safety Oversight (SSO) Program Standards and Procedures

June 21, 2023 / **July 13, 2023 R1**

Statements of Qualifications are due Wednesday, July 12 26, 2023, 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 State Safety Oversight (SSO) Program Standards and Procedures. 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.

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

SCOPE OF SERVICES

A. OVERVIEW OF THE WORK:

1. The consultant shall provide professional services to implement the State Safety Oversight Program (SSO) Standard and Procedures in compliance with Federal Transit Administration Requirements for State Safety Oversight of Fixed Guideway Public Transportation System. Program requirement and guidance, [State Safety Oversight \(SSO\) Program | FTA \(dot.gov\)](#)
2. Services to be provided include but shall not be limited to:
 - a. Assist NDOT SSO Program with achieving FTA SSO Certification
 - b. Develop and implementation of NDOT's SSO Program Standard and Procedures in compliance with Federal Transit Administration (FTA) regulations 49 Code of Federal regulations Part 674 and guidance with regard to safety and security of fixed guideway public transportation. 49 CFR Part 674 Certification Toolkit [49 CFR Part 674 Certification Toolkit \(dot.gov\)](#)
 - c. Assist in completing Certification Application
 - d. Program and Policy Manual to include:
 - 1) Program Management Authority, Policies, Reporting and Coordination
 - 2) Program Standard Development and Management Process
 - 3) Oversight of Public Transportation Agency Safety Plans and Internal Safety Reviews
 - 4) Accident notification
 - 5) Corrective Action

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Experience standing up a State Safety Oversight Program (SSO), completing the certification process and manual development

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

Microsoft Office products, desktop publishing software.

D. EXPECTATIONS FOR THE DELIVERABLES:

Standard Program Manual and Certification of NDOT's SSO Program

DETAILS

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

A minimum of 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

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 (70 pts)

A. QUALIFICATIONS (30 pts)

1. Qualifications of the project manager and key team members to perform the work.
2. Qualifications and capability of key subconsultants.
3. Expertise in the area of SSO and FTA Certification Process
4. Applicability and relevance of comparable projects provided by the Consultant.

B. PERFORMANCE DATA (20 pts)

1. 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 (20 pts)

1. Consultant demonstrated they understand nature and scope of the projects to be assigned.
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 (30 pts, 100 pts total)**D. DISCUSSION OF FOCUS AREA TOPICS (20 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.

SCHEDULE OF ACTIVITIES	Date (2023)	Time (CST)
RFQ posted	June 21, 28, and July 5, 12, 19	
Last day questions will be accepted	June 28	4:00 PM
Last day Q&A or updates to RFQ may be posted	July 6	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	July 6	4:00 PM
Statement of Qualifications Due	July 12 26	1:00 PM
Post Short-List Consultants & Interview Schedule	July 2 Aug 3	4:00 PM
Interview	Aug 2 Aug 10	10:00am-Noon
Post Final Selections	August 12	4:00 PM

REVISED DATES SHOWN IN RED

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. Interview will be capped at 20 minutes, followed by up to 10 minutes of Q&A.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. 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