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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-Call Bridge Elemental Inspection Services

August 23, 2023

Statements of Qualifications are due Wednesday, September 13, 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 Bridge Elemental Inspection 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.

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.

131 Bridge Inspection

Overview of the work

Consultant shall provide on call bridge elemental inspection services of NDOT bridges in accordance with the Nebraska Bridge Inspection Program (BIP) manual. Consultant shall document the findings of the routine bridge inspection using the current version of Bridge Management Software (BrM). Consultant shall identify, photograph, and enter all defects in BrM. State's Bridge Program Manager (PM) will select the bridges for inspection services. Consultant must complete the bridge inspections and submit all required deliverables on the schedule set by the PM and provided to consultant.

A. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. Consultant must designate a State of Nebraska certified Team Leader ("Team Leader") to conduct or supervise all Bridge inspections on site.
2. The Team leader must be certified in accordance with the Nebraska Bridge Inspection Program (BIP) manual.
3. The Team Leader will have working knowledge of Elemental Inspection:
 - Use of BrM 6.6.0 or newer
 - Knowledge of Nebraska Bridge Inspection Program (BIP) manual
 - Knowledge of Bridge Inspection Reference Manual (BIRM)
 - Knowledge of Manual for Bridge Evaluation
 - AASHTO Manual for Bridge Element Inspection
 - Some knowledge of the SNBI

B. SOFTWARE, EQUIPMENT AND CREW REQUIREMENTS

1. Consultant will be required to use the State-owned bridge inspection software identified as BrM, current version is 6.6.0.
2. Consultant shall provide its own equipment necessary to access BrM and enter data from the bridge inspection sites when internet access is reasonably available.
3. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services.
4. Consultant is required to provide a two-person crew for each bridge inspection; at least one of the crew members shall be a Team Leader.

C. EXPECTATIONS FOR THE DELIVERABLES

1. Completed bridge inspection information reported in BrM shall include, but is not limited to, the following:
 - Notes of defects
 - Condition ratings
 - Defects identified and photographed documenting the condition of the bridges
2. Completed bridge inspection forms (when applicable) shall include, but are not limited to, the following:
 - Repair Report (DR Form 321)

- Maintenance Report (DR Form 27)
 - Critical finding Report (DR Form 320)
3. Consultant shall perform Quality Control (QC) procedures on all completed bridge inspections.
 4. Consideration to distance traveled to bridges, weather and condition of bridges along with other factors should be accounted for in scheduling. State will make a reasonable effort to provide Consultant at least a two-week notice to commence the bridge inspection.
 5. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by consultant.
 6. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a maximum value of \$200,000. 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 \$10,000 to \$50,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Four (4) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are 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

A. QUALIFICATIONS (50 PTS)

1. Qualifications of the Consultant’s key team members.
2. Firm has provided list of agencies for which the firm has inspected bridges, demonstrating the ability.
3. Firm organizational chart of personnel that will be working on the project.

B. Understanding of the Services (30 PTS)

1. Firm has demonstrated understanding of the nature and key elements of the work.
2. Firm has provided comparable services they have been directly involved with.

C. PERFORMANCE DATA (20 PTS)

1. Firm has provided a client reference list and contacted reference feedback has been positive.
2. State’s experience with firm on previous or related work.

Final Selection

The Department may 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 (2023)	Time (CST)
RFQ posted	Aug 23, 30, & Sep 6	
Last day questions will be accepted	Aug 30	4:00 PM
Last day Q&A or updates to RFQ may be posted	Sep 6	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Sep 6	4:00 PM
Statement of Qualifications Due	Sep 13	1:00 PM
Post Short-List Consultants & Interview Schedule	Sep 18	4:00 PM
Interview Discussions with Short-List Firms	Sep 18-22	varies
Post Final Selections	Sep 28	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 will contact each short-listed firm to schedule a Webex or telephone call to discuss the evaluation criteria and responses. Interview discussions will typically last no more than 15 minutes. These discussions will occur at a mutually agreed time during the dates listed 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 thereafter.

Vicki Kramer, Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER