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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for On-call Enhanced Bridge Evaluation and Preservation

May 14, 2025

Statements of Qualifications are due Wednesday, June 4, 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 Enhanced Bridge Inspection and Preservation 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.

- 130 Bridge Design
- 131 Bridge Inspection

SCOPE OF SERVICES**A. OVERVIEW OF THE WORK**

The Consultant shall provide on call bridge inspection and/or load rating services of NDOT bridges statewide, in accordance with the Nebraska Bridge Inspection Program (BIP) manual, for the following inspection types: routine (element-level), NSTM, Special, and In-Depth. Bridges included within this work include large river crossings (Missouri River), those with complex features, and those which benefit from an in-depth inspection and preservation strategy. It is expected that the total number of bridges associated with this agreement include the 9 Missouri River bridges, 3-4 complex bridges, and other structures identified by NDOT as needing enhanced evaluation services.

Enhanced evaluation includes inspection, load rating, non-destructive evaluation, preservation recommendations, repair plans if requested, and additional coordination with the owner(s) beyond a typical inspection.

Consultant shall document all inspection findings in the current version of AASHTOWare Bridge Management (BrM) software. Consultant shall identify, photograph, and effectively describe the type, size, and location for all defects in BrM. The State's Bridge Program Manager (PM) will assign bridges for inspection, provide initial recommendations for scope of necessary work, and set schedules for deliverables, which the Consultant must adhere to.

Should bridge condition changes, or at the request of NDOT, the Consultant shall provide load rating services. AASHTOWare Bridge Rating (BrR) software shall be utilized for this and a load rating summary sheet which is signed by a professional engineer shall be provided, along with a calculation package of any supporting material, should it be necessary. Load rating procedures shall comply with the BIP and NDOT policies, which require PE to provide a load rating summary sheet (LRSS).

At the request of NDOT, the Consultant will be required to provide hydraulic cross-sections, perform scour condition rating assessments and scour vulnerability appraisals, including calculations and evaluations as part of inspection services. Any functions related to scour assessment that require professional judgement or certification, such as determining scour vulnerability or recommending mitigation, must be performed under the supervision of a licensed Professional Engineer (PE).

Additionally, as part of NDOT's ongoing bridge inspection program, at the request of NDOT, the Consultant will be required to conduct an in-depth inspection of bridge elements where visual inspection indicates the potential for internal flaws of critical bridge members. As part of these services, qualified consultants may be asked to provide non-destructive testing conducted by a certified technician as part of an in-depth inspection, including but not limited to ultra-sonic testing, magnetic particle testing, or ground penetrating radar, among other methods.

Although not required, the use of unmanned aerial systems (UAS) to supplement bridge inspection services is encouraged for capturing improved photo documentation of the bridge

site (including channel conditions) and to alleviate potential inspection access issues. Services scoping and use is still subject to approval of NDOT during development of consultant agreements. All UAS activities must comply with NDOT and federal requirements, including proximity standards for NSTM members.

At the request of NDOT, the Consultant will provide plans for preservation work or support long-term bridge preservation strategies. Plans and necessary calculations will be sealed by a Professional Engineer in the State of Nebraska.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The Consultant must designate a State of Nebraska Certified NSTM Team Leader ("Team Leader") that is also a Professional Engineer in the state of Nebraska ("PE").
2. For scour vulnerability appraisals, the Consultant must designate a PE to certify and file the necessary Scour Vulnerability reports.
3. Load ratings must be evaluated and signed by a Professional Engineer licensed in Nebraska.
4. The Team Leader will have working knowledge of the NDOT Bridge Inspection Program requirements including, but not limited to:
 - Use of AASHTOWare BrM
 - Use of AASHTOWare BrR 7.5.1
 - Knowledge of Nebraska Bridge Inspection Program (BIP) processes and procedures
 - Knowledge of Bridge Inspection Reference Manual (BIRM)
 - Knowledge of Manual for Bridge Evaluation
 - AASHTO Manual for Bridge Element Inspection
 - Knowledge of Specifications for the National Bridge Inventory (SNBI)
5. Non-Destructive Evaluation (NDE) technicians performing services under the Nebraska Bridge Inspection Program must hold a minimum of ASNT Level II certification in the relevant testing methods. Technicians shall have documented experience with bridge materials and components and operate under the supervision of a Level III technician or a licensed Professional Engineer (PE) for tasks requiring advanced evaluation or judgement. Calibration records and testing procedures must comply with NDOT standards, and results shall be documented within an in-depth inspection report and BrM.
6. Preservation strategy and repair recommendations and plans shall be developed by a PE.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. Consultant is required to use the State-owned bridge inspection software identified as BrM, and to acquire, at no cost to the State

2. For load ratings, the Consultant shall use the bridge load rating software AASTHware BrR version 7.5.1 and provide a model. The cost to acquire and use is at no cost to the state.
3. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services and load rating field verifications.
4. Consultant is required to provide a two-person crew for each bridge inspection; at least one of the crew members shall be a certified Team Leader.
5. Reports and documents must be submitted in Microsoft Word, Excel, PDF or other formats as directed by State.

D. EXPECTATIONS FOR DELIVERABLES

1. On time and comprehensive bridge inspection data entered within BrM along with documentation required per the BIP manual, including updating missing or transitional SNBI data items.
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)
 - Fracture Critical Form (BR293)
3. BrM input of identified repairs and critical findings in BrM as work candidates (DR form 321 and 27)
4. When necessary, a load rating BrR file which considers bridge element conditions, a signed load rating summary sheet (LRSS), along with a signed supplementary calculation package should it be necessary.
5. Should NDE be requested, the consultant shall provide an in-depth inspection report of scope of work, evaluation findings, and assessment, which includes a recommendation from a professional engineer with expertise necessary to interpret the findings of the evaluation.
6. Consultant shall perform Quality Control (QC) procedures on all completed bridge inspections.
7. 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.
8. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by consultant.
9. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that five (5) consultants will be shortlisted for interviews, with three (3) 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 four-year contract term will have a maximum value of \$900,000 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 \$200,000. 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 project manager and key team members to perform the work categories on the project.
2. Consultant's expert knowledge (knowledge and understanding of all policies, procedures, and requirements) of the NBIS Inspection program.

3. Consultant's expert knowledge of the current NDOT Bridge Inspection Program (BIP) manual.
4. Consultant's expert knowledge of the AASHTO MBE.
5. Consultant's expert knowledge of load rating for bridges.
6. Consultant's expert knowledge of design for bridge repairs.
7. Consultant's expert knowledge of bridge element inspection.
8. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (20 PTS)

1. Performance evaluations by NDOT regarding the work of the Consultant.
2. Project schedule adherence on previous projects with NDOT.
3. Cooperation with NDOT staff on previous projects.
4. 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. Consultant should list a minimum of two (2) references in their proposal.

C. EXPERIENCE & COMPETENCE (30 PTS)

1. Applicability and relevance of comparable bridge inspections provided by the Consultant. (Consultant shall limit its number of projects to five (5) in their proposal).
2. Consultant's demonstrated understanding of key elements of the work including bridge inspections, load ratings and design and plan preparation for bridge repairs.

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 (2025)	Time (CST)
RFQ posted	May 14, 21, 28	
Last day questions will be accepted	May 21	4:00 PM
Last day Q&A or updates to RFQ may be posted	May 28	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	June 3	4:00 PM
Statement of Qualifications Due	June 4	1:00 PM
Post Short-List Consultants & Interview Schedule	June 11	4:00 PM
Interview Discussions	June 17	1:00 PM to 2:30 PM
Post Final Selections	June 19	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 WebEx 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