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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for RFQ-2511 Hebron Scale Building Replacement

May 21, 2025

**Statements of Qualifications are due Wednesday, June 11, 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 . Hebron Scale Building Replacement. 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.

- 150 Construction Engineering & Inspection (CE&I)
- 180 Building Design & Inspection (Architectural)
- 181 Electrical & Mechanical Design

**SCOPE OF SERVICES****A. OVERVIEW**

## 1. Project Information:

Project Number AFE I-074  
 Hebron Scales  
 South Hwy 81  
 Hebron, NE

2. The Consultant shall prepare architectural plans and bidding documents for one scale officer building (approx. 1,200 sq. ft) to include: offices, troop room, restrooms, duty station, storage/mechanical room. It is anticipated this building will be similar function to the buildings on I-80 near Greenwood. Design to also include new 10'x60' truck scale, scale pit and associated equipment. These needs will be further defined during the conceptual design process.

- 1) Design Policies and Procedures
  - a) *Capital Facilities Procedures Manual*
- 2) Capital Facilities activities including, but not limited to, the following tasks:
  - a) *Phase 1 - Project evaluation and Conceptual Design (10% Design)*
    - i) Civil Design
    - ii) Architectural Design
  - b) *Phase 2 - Construction Documentation and Bidding*
    - i) Civil Design
    - ii) Architectural Design
    - iii) Structural Design
    - iv) Mechanical Design
    - v) Electrical Design
    - vi) Plumbing Design
  - c) *Phase 3 - Construction Administration and Project Close-out*
    - i) Civil
    - ii) Architectural
    - iii) Structural
    - iv) Mechanical
    - v) Electrical
    - vi) Plumbing

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional architect or engineer. The consultant firm shall use architects or engineers experienced with each aspect of the services to be provided.

**C. EXPECTATIONS FOR THE DELIVERABLES**

1. The consultant shall provide to NDOT acceptable deliverables based on the scope of services. The deliverables may include but not limited to plans, specifications, project manuals. The Consultant shall seal and sign applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act.

2. Deliverables must be submitted in hard copy and electronic form both as PDF and AutoDesk files.

3. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.

***Phase 1: Conceptual Project Evaluation and Development***

**A. Project Documentation Requirements:**

*Tasks include data collection, review, and evaluation of all necessary information to complete the entirety of Phase 1 requirements. Including, but not limited to, meetings with Capital Facilities staff, District staff and State Patrol staff to document the existing facility issues and the functional, space, equipment and special needs requirements for the project. Tasks shall also include conceptual plan, site planning, and specification documentation, project justification, local site coordination, site surveys, comprehensive plan review, funding, and project timelines.*

**B. Deliverables:**

- a. *Conceptual Design*
  - i. *11x17 drawings*
  - ii. *8 ½ x 11 specifications*
- b. *Required Meetings for Phase 1:*
  - i. *Two (2) Scoping/Progress Meetings (1 on-site, 1 in Lincoln)*
  - ii. *One (1) Review Meeting (1 in Lincoln)*

**Phase 1: Conceptual Project Evaluation and Development Included**

- 1.101 *Attend Design Meetings (1 Lincoln min., 1 On-Site min.)*
- 1.102 *Define Scope and Type of project*
- 1.103 *Determine and Define Scope of Services by Discipline or Specialty*
- 1.104 *Assist in Development of Schedule in conjunction with NDOT*
- 1.105 *Assist in Determining Drawing/Document Standards*
- 1.106 *Prepare Detailed Written Statement of Probable Construction Cost*

**End of Phase 1 - Conceptual Project Evaluation and Development**

**Phase 2: Schematic Design, Construction Documentation and Bidding**

Upon approval and authorization by the NDOT Facilities Engineering Manager Phase 2 initiates all necessary construction documents to bid the project. The following tasks outline the development of all plans, elevations, details, and specifications to prepare final plans and bidding documents for this project.

The Consultant shall provide all necessary project management throughout to complete this Phase. Tasks include all project correspondence (agendas, meeting minutes, invoicing, etc.) to complete Phase 2 of the project.

**A. Deliverables:**

- i. **Preliminary Design – 35%**
  - a. Complete survey and soils report
  - b. Choose construction materials and methods
  - c. Schematic plans
  - d. Preliminary elevations
  - e. Preliminary specifications
  - f. Outline specifications, including a listing of specification sections to be in the construction documents.
  - g. Structural, Mechanical, Electrical, Plumbing systems identified.

- h. Review, meetings, corrections, and modifications as required throughout the process to complete the SD.
  - i. It will likely be beneficial to make site visits to the facility during the SD design. Site visits are included in the fees based upon the number of trips noted below.
  - j. At the completion of the SD phase, Consultant will provide a preliminary opinion of construction costs.
  - k. At the completion of the SD phase, Consultant will provide an SD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. No major changes should be made to the schematic design after 35% drawing package approval.
  - l. Preliminary opinion of probable construction costs
  - m. On-site preliminary design meeting
- ii. Schematic Design (SD) – 65%
  - a. Plans
  - b. Elevations
  - c. Details
  - d. Specifications
  - e. Foundation systems and methods.
  - f. Construction materials and methods.
  - g. Preliminary opinion of construction cost and value engineering.
  - h. Structural, Mechanical, Electrical, Plumbing systems are further developed, and duct and piping runs are developed.
  - i. Site design is developed. Grading, drainage, landscaping, paving, sidewalks.
  - j. Review, meetings, corrections, and modifications as required throughout the process to complete the DD.
  - k. It will likely be beneficial to make site visits to the facility during the DD design. Site visits are included in the fees based upon the number of trips noted below.
  - l. At the completion of the DD phase, Consultant will provide an updated opinion of construction costs.
  - m. At the completion of the DD phase, Consultant will provide a DD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. No major changes should be made to the design documents after 65% package approval.
  - n. Opinion of Probable Construction Costs
  - o. On-site Schematic Design Meeting
- iii. Construction Documents (DD) – 95%
  - a. Plans
  - b. Elevations
  - c. Details
  - d. Specifications
  - e. Structural, Mechanical, Electrical, Plumbing systems 95% completed and detailed.
  - f. Site design 95% completed and detailed.

- g. Review, meetings, corrections, and modifications as required throughout the process to complete the CD.
  - h. It is beneficial to make site visits to the facility during the CD design phase. Site visits are included in the fees based upon the number of trips noted below.
  - i. At the completion of the 95% CD phase, Consultant will provide a cost estimate of the project construction costs.
  - j. At the completion of the 95% CD phase, Consultant will provide a CD drawing package to the NDOT for review and sign off. This will serve as a milestone in the design process. Other than resolution of detailing errors, there should be no changes directed by NDOT after submission of 95% plans for review.
  - k. Opinion of Probable Construction Costs
  - l. On-site Construction Document Meeting
- iv. Bid Documents (BID) – 100%
- a. Plans
  - b. Elevations
  - c. Details
  - d. Specifications
  - e. Opinion of Probable Construction Costs
  - f. 100% CD Documents with professional seal and signatures are include. Plans are ready for bid. Provide NDOT with a copy of all electronic bid documents in AutoCAD/REVIT and Microsoft Word and a pdf copy.
  - g. Provide Plan Room Services, additional cost of Plan Room Services can be billed directly to NDOT Capital Facilities
  - h. Address questions during bidding, issuing addenda as necessary.
  - i. Attend a pre-bid meeting on site to enable bidders to review existing conditions.
  - j. Attend bid opening in Lincoln at Operations, 5001 S. 14<sup>th</sup> Street.
  - k. Provide the NDOT with a written recommendation regarding the preferred bidder, based upon bids received.

**Phase 2: Preliminary Design, Schematic Design, Construction Documentation and Bid Documents and Bidding Included:**

- 2.100 – 35%Preliminary Design
  - 2.101 Attend Meeting(s)
  - 2.102 Execute Site Survey
  - 2.103 Prepare Existing Facilities Survey, (i.e. facility space usage, equipment)
  - 2.104 Establish A/S/M/E/C Design Criteria
  - 2.105 Define/Verify M/E/P Site Specific Requirements/Options
  - 2.106 Establish/Prepare A/S/M/E/C Options
  - 2.107 Execute Geotechnical Survey/Report (Preliminary/Basic)
  - 2.108 Prepare List/Data of NDOT required equipment
  - 2.109 Assemble, Review and Summary, List All Necessary Legal Requirements (IECC, NSFM, NEC, Life Safety, ADA, and OSHA)

**2.110 Prepare/Provide Preliminary BIM Models (Sketchup/Revit)****2.200 – 65% Schematic Design**

- 2.201 Attend Meeting(s)
- 2.202 Prepare Schematic A/E/C Drawings/Documents
- 2.203 Prepare Schematic A/E/C Elevations and Perspectives
- 2.204 Prepare Schematic Structural Design Calculations and Drawings
- 2.205 Provide Structural Criteria for Geotechnical Consultant
- 2.206 Prepare Environmental Studies and Reports (i.e., SWPPP)
- 2.207 Prepare Schematic Typical Detail Sheets
- 2.208 Secure Copy of Specification Division 1 from NDOT
- 2.209 Prepare Schematic Draft of the Project Manual2.110 Develop and forward to the Consultants a checklist of Required Systems
- 2.210 Determine the Scope of the Drawings, including a list of Required Drawings, their sequence, and the information to appear on each sheet
- 2.211 Determine which elements of the Project will be Supplied by NDOT

**2.300 – 95% Construction Documents**

- 2.301 Attend Meeting(s)
- 2.302 Prepare Construction A/E/C Drawings/Documents
- 2.303 Prepare Construction A/E/C Elevations and Perspectives
- 2.304 Prepare Construction Structural Design Calculations and Drawings
- 2.305 Provide Structural Criteria for Geotechnical Consultant
- 2.306 Prepare Environmental Studies and Reports (i.e., SWPPP)
- 2.307 Prepare Schematic Typical Detail Sheets
- 2.308 Secure Copy of Specification Division 1 from NDOT
- 2.309 Prepare Schematic Draft of the Project Manual
- 2.310 Develop and forward to the Consultants a checklist of Required Systems
- 2.311 Determine the Scope of the Drawings, including a list of Required Drawings, their sequence, and the information to appear on each sheet
- 2.312 Determine and Document Alternates, if any
- 2.313 Prepare and Assemble Project Manual Concurrently with Preparation of Drawings. Obtain assistance from Engineers and Consultants where appropriate

**2.400 – 100% Bid Documents**

- 2.401 Attend Meeting(s)
- 2.402 Prepare Sealed Construction Drawings
- 2.403 Prepare Sealed Construction Project Manual
- 2.404 Submit Sealed Construction Document Review of Electrical, Life Safety, IECC, ADA, NSFM, and OSHA
- 2.405 Prepare Final Statement of Probable Construction Cost
- 2.406 Bidding and Award
  - a. Assist Evaluating Bidder's Qualifications
  - b. Coordinate and Attend Pre-Bid Meeting
  - c. Provide Addenda and Clarifications
  - d. Assist in Bid Evaluation
- 2.407 Prepare and Submit Award Recommendation Letter

**End of Phase 2 – Preliminary Design, Schematic Design, Construction Documentation and Bid Documents and Bidding Included****Phase 3: Construction Administration and Project Close-out**

Upon approval and authorization by the NDOT Facilities Engineering Manager Phase 3 initiates all necessary construction administration for the project and for the Consultant to provide the appropriate level of support to NDOT. This includes progress meetings, RFI, ASI, RFP's and change orders CO. This phase includes shop drawing review, O& M documentation, and As-Built plans.

**Construction Administration**

Tasks include managing and execution of all Shop Drawing reviews, RFI ASI and Change Orders. Consultants shall process and manage all requests and provide plan production and design to prepare 35%, 65%, 95% and Final site layouts, detailed design plans, schedules, details, cost estimates, and specifications for the project. This includes, but is not limited to, all project coordination, utility mitigation, material selection and color boards.

**Anticipated TBD months of Construction****3.100 – Pre-Construction Services**

- 3.101 Coordinate and Attend Pre-Construction Meeting
- 3.102 Assist in Establishing Communications Procedures
- 3.103 Assist in Establishing Procedures for Testing and Inspections

**3.200 – Site Visits**

- 3.201 Make Site Visits at Intervals Appropriate to the Stage of Construction
- 3.202 Prepare and Distribute Site Visit Reports

**3.300 Materials Testing and Inspections**

- 3.301 Review Testing and Inspection Reports
- 3.302 Testing and Inspection Report Response Actions

**3.400 Construction Administration Services**

- 3.401 Supplemental Instructions
- 3.402 Change Orders
- 3.403 Change Directives
- 3.404 Shop Drawing and Submittal Review
- 3.405 Contractor Payment Certification Review

**3.500 Project Close-Out**

- 3.501 Operation and Maintenance Manual Review
- 3.502 Pre-final Punch List Site Visit (Substantial Completion)
- 3.503 Final Punch List Site Visit
- 3.504 As-Built Drawing Review
- 3.505 As-Built Electronic Drawing Documentation

**3.600 11-Month Warranty Site Visit and Walk Through**

## End of Phase 3 – Construction Administration and Close-out

### DETAILS

It is anticipated that three (3) consultants will be short-listed for interviews, with one (1) consultant will be awarded the contract for the work. The evaluation criteria to be used for the short-listing and final selection are outlined below. The payment method for the contract may be Lump Sum, Cost Plus Fixed Fee, 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 (70 pts)**

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

1. Qualifications of the project manager and key team members to perform the work.
2. Firm's demonstrated capacity to manage project teams with multiple consultants.
3. Qualifications and capability of key subconsultants.
4. Applicability and relevance of comparable projects provided by the Consultant.



**B. PERFORMANCE DATA (20 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.

**C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 PTS)**

1. Consultant demonstrated they understand nature and scope of the project to be assigned under this 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.

**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.

| <b>SCHEDULE OF ACTIVITIES</b>                              | <b>Date<br/>(2025)</b> | <b>Time (CST)</b>  |
|--|------------------------|--------------------|
| RFQ posted   | May 21 – June 11       |                    |
| Last day questions will be accepted                        | May 28                 | 4:00 PM            |
| Last day Q&A or updates to RFQ may be posted               | June 4                 | 4:00 PM            |
| NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT | June 10                | 4:00 PM            |
| <b>Statement of Qualifications Due</b>                     | <b>June 11</b>         | <b>1:00 PM</b>     |
| Post Short-List Consultants & Interview Schedule           | June 18                | 4:00 PM            |
| Interview  | July 8                 | 1:00 PM to 3:00 PM |
| Post Final Selections                                      | July 11                | 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. 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'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 25 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

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