



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for MS4 Permit Compliance Assistance

February 7, 2024

**Statements of Qualifications are due Wednesday, February 28, 2024, 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 MS4 Permit Compliance Assistance. 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.

### Required Title VI Non-discrimination General Assurance

The Nebraska Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders/offerors that it will affirmatively insure {ensure} that any contract entered into pursuant to this advertisement, disadvantaged business enterprises

will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **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.

115 Other Environmental Studies

### **SCOPE OF SERVICES**

#### **A. OVERVIEW OF THE WORK:**

The primary objective is to provide the Nebraska Department of Transportation (NDOT) assistance in managing, communicating, investigating, and documenting the MS4 (Municipal Separate Storm Sewer Systems) program. This project is to provide NDOT assistance in reducing its water quality and environmental risks by protecting and maintaining the quality and integrity of surface and groundwater systems within its MS4 boundaries. Applicable documents relating to these services can be found on NDOT's Stormwater page located at <https://dot.nebraska.gov/projects/environment/stormwater/>

The following eight project tasks are essential components to NDOT's permit and Storm Water Management Plan (SWMP) compliance initiatives:

#### **Task 1 – Education and Outreach**

- a. Assist NDOT in the implementation of the Education and Outreach components of the SWMP. Prepare materials and participate in conferences, meetings and presentations where storm water information is being presented to NDOT staff and other audiences.
- b. Prepare materials and participate in trainings as they relate to the programs and initiatives outlined in NDOT's MS4 permit and Stormwater Management Plan.
- c. Develop, revise and provide resources to assist with NDOT's MS4 program, such as Construction Stormwater Best Management Practices Pocket Guide, educational
- d. Review and recommend changes to NDOT's environmental webpage <https://dot.nebraska.gov/projects/environment/>.

#### **Task 2 – Public Participation and Involvement**

- a. Attend and participate in Administration meetings and prepare meeting minutes
- b. Participate in workgroup meetings regarding MS4 permit activities

#### **Task 3 – Illicit Discharge Detection and Elimination (IDDE)**

- a. Review and refine NDOT's existing IDDE Plan as needed.
- b. Assist NDOT with mapping drainage outfalls within designated MS4 locations

#### **Task 4 – Construction Stormwater**

- a. Review and prepare any revision documents associated with NDOT's Construction Stormwater Program.
- b. Assist with providing project oversight audits as needed.

**Task 5 – Post-Construction Stormwater Control**

- a. Review and update Chapter 3 of the Drainage and Erosion Control Manual. This includes researching, developing or finalizing protocols related to stormwater mitigation alternatives that can be presented to NDOT, NDEE and the LPAs.
- b. Research and develop Stormwater Treatment Best Management Practices (BMPs) suitable for use on NDOT projects
- c. Develop standard plans and specifications necessary for the construction of Stormwater Treatment BMPs

**Task 6 – Pollution Prevention and Good Housekeeping**

- a. Review and update protocol for Facility Runoff Control Plan (FRCP) inspections for NDOT maintenance facilities in MS4 locations
- b. Research and assist with the interpretation of other environmental programs that are tied to the MS4 program, such as Spill Prevention, Control and Countermeasure (SPCC), hazardous materials and hazardous waste management
- c. Conduct FRCP audits and SPCC inspections as needed for NDOT maintenance facilities in MS4 locations

**Task 7 – Regulatory Compliance Support**

- a. Research and respond to National Pollution Discharge Elimination Systems (NPDES) compliance issues
- b. Assist NDOT in completing Annual Reports to NDEE and EPA, updating the SWMP, and preparing permits for NDEE approval.
- c. Interpret NPDES permit requirements and regulatory notices
- d. Update NDOT's SWMP to reflect regulatory changes after they become effective
- e. Participate in the review of MS4 procedures for inclusion in NDOT's electronic inspection software.

**Task 8 – GIS Assistance**

- a. Provide maps reflecting current information related to the programs of Illicit Discharge Detection and Elimination, Post Construction, and Good Housekeeping

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

Consultant's key personnel have successfully completed the following NDOT training:

- a. Erosion and Sediment Control Installer and Inspector Classes
- b. MS4 Post Construction Training

Consultant's key personnel must have substantial experience:

- a. Related to MS4 Programs within the State of Nebraska, local municipalities, or other State DOTs
- b. Related to industrial environmental programs, such as spill prevention control and countermeasure (SPCC), hazardous materials and hazardous waste management

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

Consultant shall have experience and expertise in Microsoft Office Suite, MicroStation, Dreamweaver CS6, and GIS capabilities, such as ESRI products.

**D. EXPECTATIONS FOR THE DELIVERABLES**

Consultant shall provide deliverables defined in the tasks in formats agreed upon in advance with NDOT.

**DETAILS**

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

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](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 OF THE PROJECT MANAGER AND KEY TEAM MEMBERS TO PERFORM THE WORK.

1. Qualifications of the project manager and key team members to perform the work.
2. Key team members have a transportation related background and knowledge of Municipal Separate Storm Sewer System (MS4) programs.
3. Knowledge of NDOT's MS4 Permit, Stormwater Management Plan and associated Minimum Control measures (MCMs)
4. Qualifications and capability of key subconsultants.
5. Applicability and relevance of comparable projects provided by the Consultant.
6. Knowledge of NDOT Roadway Design Manual, Drainage and Erosion Control Manual, and Construction Manual
7. Knowledge of NDOT's Construction Stormwater program, and Erosion & Sediment Control training initiative
8. Knowledge of Nebraska and EPA's Construction Stormwater Permits
9. Computer capability of the firm; GEOPAK OpenRoads technology for design, MicroStation CAD platform Arc Pro GIS, and document publishing software.
10. Knowledge of Spill Prevention and Control Measure (SPCC) plans, hazardous materials and hazardous waste

#### 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 project 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 (15 pts)

1. Consultant demonstrated they understand nature and scope of the projects to be assigned under this on-call 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 (2024)</b>	<b>Time (CST)</b>
RFQ posted on web	February 7	
Last day questions will be accepted	February 14	4:00 PM
Last day Q&A or updates to RFQ may be posted	February 21	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	February 21	4:00 PM
<b>Statement of Qualifications Due</b>	<b>February 28</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	March 11	4:00 PM
Interviews	March 22	9:30 AM to Noon
Post Final Selections	March 26	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 presentation with up to 5 minutes of Q&A with the selection committee members.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx at the time shown in the schedule of activities. 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*