



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Traffic Incident Management (TIM) Services

February 12, 2025

Statement of Qualifications are due **Wednesday, March 5, 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 Traffic Incident Management 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 [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.

140 Traffic Operation Studies & Design

SCOPE OF SERVICES

The purpose of this project is to establish a statewide program with the goal of improving mobility and safety on all Nebraska roadways, with an emphasis on the freeway and interstate corridor through Traffic Incident Management (TIM). The project will provide a 5-year statewide view by establishing and maintaining several District-based Coalitions. The scope includes collaboration with stakeholders through meetings and deliverables listed.

1.0 Project Management

This task includes activities to initiate and monitor schedules, workload assignments, and internal cost controls for a 60-month period (May 2025-April 2030). Also included are efforts to prepare and process invoices and monthly progress reports; prepare correspondence with NDOT & team; and maintain records.

2.0 District TIM Coalitions

The purpose of this effort is to facilitate meetings with multiple stakeholders to improve TIM efforts in the State of Nebraska with emphasis along interstate and freeway corridors. Action items will be identified by stakeholders and the consultant will work with the group to identify priorities and complete action items. The following tasks describe the anticipated efforts.

2.1 Group Management

- Coordinate with NDOT staff to maintain contact/distribution lists to include but not limited to the following:
 - State, county, and local representatives
 - Department of Transportation
 - County Engineer(s)
 - Public Works
 - Law Enforcement
 - Fire / EMS
 - EMA
 - 911 / Communications / Dispatch
 - Towing Professionals
 - Universities and Colleges
 - Railroad

- Coordinate with NDOT staff and other key stakeholders to identify meeting dates and content.
- Make phone calls to attendees to increase awareness of the importance of the TIM effort.
- Assist in developing and updating project materials (agency training summary).
- Assist in updating memorandums of understanding using existing MOUs.

Assumptions

- District 1 – Southeast Area includes Butler, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, Saline, Saunders, and Seward Counties as well as liaison to the Kansas DOT.
- District 2 - The Omaha Area includes Douglas, Sarpy, Dodge, Cass and Washington Counties as well as liaison to the Omaha MAPA region and Iowa DOT.
- District 3 – Northeast Area includes Antelope, Boone, Burt, Cedar, Colfax, Cuming, Dakota, Dixon, Knox, Madison, Pierce, Platte, Stanton, Thurston, and Wayne Counties as well as liaison to the Iowa and South Dakota DOT's.
- District 4 – Central Area Nebraska includes Adams, Buffalo, Clay, Fillmore, Greeley, Hall, Hamilton, Howard, Merrick, Nance, Nuckolls, Polk, Sherman, Thayer, York, Valley, and Webster Counties as well as liaison to the Kansas DOT.
- District 5 – Panhandle Area includes Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux Counties as well as liaison to the Wyoming and Colorado DOT's.
- District 6 – West Central Area includes Arthur, Blaine, Custer, Dawson, Grant, Hooker, Keith, Lincoln, Logan, McPherson, and Thomas Counties as well as liaison to the Colorado DOT.
- District 7 – Southwest Area includes Chase, Dundy, Franklin, Frontier, Furnas, Gosper, Harlan, Hayes, Hitchcock, Kearney, Perkins, Phelps, and Red Willow Counties as well as liaison to the Colorado and Kansas DOT's.
- District 8 – North Central Area includes Boyd, Brown, Cherry, Garfield, Holt, Keya Paha, Loup, Rock, and Wheeler Counties as well as liaison to the South Dakota DOT.

2.2 Traffic Incident Management Coalition Meetings

2.2.1 Conduct meetings, up to two hours, with stakeholders (Up to 16 meetings/year)

- Facilitate one planning committee conference call prior to the meeting, to develop meeting content.
- Develop agenda, sign-in sheets, and other meeting materials/supplies as needed to support NDOT efforts.
- Contact group members to verify attendance as needed.
- Debrief major traffic incidents and develop lists of Best Practices and Opportunities for Improvement, with an emphasis along interstate and freeway corridors.
- Discuss upcoming construction activities around the area, if applicable
- Document meeting minutes summarizing decisions and action items discussed during the meetings.

- Up to three Consultant attendees per meeting, as approved by NDOT.

2.2.2 Conduct small group meetings (Up to 50 meetings/year)

- Small group meetings will be held with individual agencies/stakeholders. The purpose of these meetings is to address specific action items identified during previous meetings.
- One small group meeting per established coalition shall be dedicated to an Annual FHWA Traffic Incident Management Capability Maturity Self-Assessment process.
- Consultant may facilitate National TIM Training sessions at the request of NDOT.
- Up to two Consultant attendees per meeting, as approved by NDOT.

Assumptions

- NDOT, or a representative of NDOT, will provide updates for construction activities impacting traffic in the area, if applicable.
- Meetings are estimated biannually in each district between May 2025 and April 2030
- Consultant will secure and expense meeting facilities; if needed

Deliverables

- Meeting agendas.
- Supporting materials to facilitate the TIM meetings including research, phone calls, and general coordination. Reports/memorandums exceeding two pages have not been included in this scope of work. It is anticipated that no more than five reports/memorandums/letters, including meeting notes/documentation, will be prepared.
- Meeting minutes that summarize decisions and action items discussed during the meetings.
- FHWA TIM Capability Maturity Matrix Self Assessments to NDOT and FHWA for measurement.

2.3 Nebraska Statewide Conference Support for TIM

The purpose of this effort is to support conferences, as requested, where TIM is to be presented to increase knowledge and education about the program statewide.

Assumptions:

- Consultant will assist NDOT in securing speakers, panel representatives, and subject matter experts. Consultant will provide support for coordination with presenters to communicate conference details, schedule, and any presentation materials.
- Consultant will support in the research and creation of a database of invitees to include email addresses with NDOT direction. Consultant support for the sending of emails of all invitations and event reminders. Consultant support in managing RSVPs for all conference attendees.
- NDOT will provide Communications Division Staff to represent NDOT, send press releases, and be available for media requests. This representative will be available on-site the day of the conference. NDOT will provide additional support personnel as needed to assist with conference check-in and other miscellaneous day-of-event tasks.

- Consultant will support NDOT for all content development, design, printing, and distribution of promotional and conference materials. NDOT will provide the printing
- Attend up to five planning meetings, with up to two in-person meetings with up to two consultants attending.

Deliverables:

- Support conferences by assisting with PowerPoint, agendas, nametags/lanyards, etc.
- Conference Meeting Plan to include roles and responsibilities, event logistics, materials, supplies, and detailed conference schedule.
- Support in the development of promotional materials.
- Support in the development of conference materials for attendees, including handouts, folders, etc.
- Support for the development of conference press releases.

2.4 Traffic Incident Management Exercise (TIMEX) Events

The purpose of this effort is to provide support for TIMEX events as requested. It is anticipated that exercises will take place in different TIM Districts. Planning for these exercises will be supported by the consultant with assigned members of NDOT and the specific region.

Assumptions:

- Consultant will provide support to NDOT in securing exercise event location.
- Each exercise event will be held on a single day and will be held for up to 8 hours.
- Attend up to four planning meetings, with up to two in-person meetings with no more than two consultants attending, and up to four call-in meetings.
- Consultant will assist NDOT in securing attendees within the exercise.
- Consultant will research and provide 1 database of invitees to include email addresses (if available) with NDOT direction. Consultant can support by emailing invitations and event reminders. Consultant will manage RSVPs for all attendees.
- NDOT can provide Communications Division Staff to represent NDOT, send press releases, and be available for media requests. This representative can be available on-site if requested for the event.
- Consultant will support NDOT on content development, design, printing, and distribution of promotional and event materials. NDOT will provide printing.

Deliverables: (Per event)

- One suite of event templates (PowerPoint, agendas, nametags/lanyards, etc.)
- One TIMEX Plan to include roles and responsibilities, event logistics, materials, supplies, and detailed schedule.

DETAILS

It is anticipated that three (3) consultants will be shortlisted 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 is 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

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 (40 PTS)

1. Qualifications of the project manager and key team members to perform the services described in the Scope of Services, including National Traffic Incident Management trainer certification.
2. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
3. Knowledge of applicable federal regulations, and State and Federal procedures related to providing this service.
4. Qualifications and capability of key subconsultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (10 PTS)

1. Cooperation, communication, and timeliness of deliverables with NDOT on previous projects. If the consultant’s team has no experience with NDOT, the consultant should include three (3) references in their response, including contact information, that have directly been involved with similar services.

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

1. Consultant has demonstrated understanding of the key elements of the work
2. Consultant has provided description of similar projects for which they provided services for in the past (5) years.

Final Selection (30 pts)

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 showed expertise in the subject matter.
2. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2025)	Time (CST)
RFQ posted	Feb 12, 19, 26	
Last day questions will be accepted	Feb 19	4:00 PM
Last day Q&A or updates to RFQ may be posted	Feb 26	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	March 5	4:00 PM
Statement of Qualifications Due	March 5	1:00 PM
Post Short-List Consultants & Interview Schedule	March 14	4:00 PM
Interview	March 21	1:00-3:30 PM
Post Final Selections	March 25	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'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 20 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

EQUAL OPPORTUNITY EMPLOYER