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DEPARTMENT OF TRANSPORTATION

# Request for Qualifications

## Professional Services for On-call Construction Engineering & Inspection (CE&I) for Local Public Agencies (LPAs)

January 10, 2024

**Statements of Qualifications are due Wednesday, January 31, 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 On-call CE&I services for LPA's. 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 Local Public Agencies (LPAs) 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/>.

NDOT is seeking a statement of qualifications from consultants who wish to be considered to provide these services. The selected consultants will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

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.

150 Construction Engineering & Inspection (CE&I)  
151 Material Testing  
210 Engineering Survey

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

The Consultant will perform construction engineering services on various types of transportation improvement projects. Services may include, but are not limited to, the following:

Construction engineering; project management; pre-construction staking; traffic control plans; conducting the preconstruction conference; preparing daily work reports; construction staking and inspection, and materials sampling and testing during project construction; monitoring and enforcing environmental commitments; preparing as-built plans; progress computations; final computations; preparing contractor change orders and work orders; and all project communications, including any necessary communication regarding federal-funding project eligibility questions, issues and concerns.

The required construction engineering services will be further defined in each Task Order Agreement.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The Consultant shall use engineers experienced with all aspects of construction and design responsibilities related to the services to be provided.
2. The Consultant shall review and have a working knowledge of the project plans, special provisions, the current edition of the NDOT Standard Specifications for Highway Construction, change orders and all other project related contract documents for the construction of LPA's Federal-Aid project.
3. Consultant shall review and have a working knowledge of the following authoritative guides and manuals related to highway construction, materials and Federal-Aid reimbursement. These documents are collectively referred to as the "Manuals".
  - a. NDOT Construction Manual, including Construction Directives and Guidance (Current Version)
  - b. NDOT Materials Sampling Guide (Version at time of letting)
  - c. NDOT Standard Specifications for Highway Construction (Current Version)

- d. NDOT Standard Methods of Tests (Version Current at time of Letting)
  - e. LPA Manual – Chapter 12 checklists
  - f. Construction Project Manager Materials Compliance Guide
  - g. The Manual on Uniform Traffic Control Devices (Current version with Revisions)
  - h. The NDOT Supplement to the Manual on Uniform Traffic Control Devices (Current version)
  - i. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
  - j. The ASTM Standards
  - k. 2023 PM Best Practice Guide (or Current Version)
  - l. SWPPPTrack (Replacement for Environmental Compliance Oversight Database ECOD)
  - m. 2021 Final Review Process Manual
4. Consultant shall be qualified to assume the duties of “Inspector”, (also referred to in the NDOT Construction Manual as “Construction Technician”); “Project Manager;” and also “Engineer” (unless the context of use of the term “Engineer” would otherwise require), as those terms are defined and duties set out in the NDOT Standard Specifications for Highway Construction (2017 Edition). Consultant shall assume that it is responsible for all duties of the “Engineer” unless notified otherwise by the

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

- 1. The Consultant is required to use AASHTOWare Project as the construction record-keeping system for services.
- 2. Consultant shall provide its own vehicles, equipment, materials, and supplies necessary to complete the services.
- 3. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
- 4. The Consultant will provide all software and computer equipment required to complete the services.

**D. EXPECTATIONS FOR THE DELIVERABLES**

- 1. Consultant shall perform the services using AASHTOWare Project as the construction record-keeping system. All records shall be kept up-to-date daily. The Consultant may be required to use Sharefile to store and exchange project information.
- 2. The Consultant shall be present at the project site when appropriate for each applicable phase of construction to inspect, observe, monitor, measure, manage, document and report on the progress of the work or as LPA, or State on behalf of LPA, otherwise agree.
- 3. Consultant shall fulfill all project duties in a timely manner and shall communicate regularly (at least weekly) about the progress of the construction with the LPA, or State on behalf of LPA.
- 4. Consultant is not responsible for the Contractor’s means and methods of construction. To the extent the Construction Contract Documents and the Manuals specify sequencing of work, equipment requirements, or other construction methods, the Consultant shall keep

the LPA, or State on behalf of LPA, informed about the progress and quality of the portion of the work and shall advise the LPA, or State on behalf of LPA, about observed or measured deficiencies in the work.

5. Unless required otherwise by the Construction Contract Documents, Consultant shall be responsible for timely completion of all applicable checklists, tests, samples, duties, requirements and provisions of the Manuals. The Manuals will be used to determine what, when, how, the sequence, and other details of the work that must be provided by Consultant, whenever Consultant's duties in these respects are not clearly set out in the Construction Contract Documents.
6. The Consultant will promptly review and approve or reject all construction work on the project, with the right, but not the duty, for the LPA, State or FHWA to review for compliance or funding eligibility.
7. Consultant shall submit every week to the State digital copies of all reports of field tests performed by the Consultant. Consultant will take prompt and appropriate action to reject or cause Contractor to remedy the work or materials that do not conform to the contract documents. Additionally, Consultant shall promptly notify State on behalf of LPA of work that doesn't conform to the contract documents.
8. The sampling and testing type, method and frequency must be completed by Consultant according to the Materials Sampling Guide and the State Standard Methods of Tests and the Construction Contract Documents.

### DETAILS

It is anticipated that eight (8) 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 \$2,000,000 for each consultant selected. 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 \$300,000. The payment method for the individual Task Order Agreements will be Specific Rates of Compensation.

It is anticipated that ten (10) consultants will be short-listed for follow-up interview discussions. 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](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 (100 pts)**

#### **A. Qualifications (50 pts)**

1. Qualifications of the project manager and key team members to perform the work.
2. Level of understanding and experience with AASHTOWare software, construction inspection services, and Federal Aid procedures and requirements for transportation construction projects.
3. Organizational chart of personnel that will be working on the project.

#### **B. Performance Data (20 pts)**

1. Firm has provided a client reference list and contacted reference feedback has been positive.
2. Performance evaluations by NDOT regarding the work of the Consultant.
3. NDOT's experience with firm on previous or related work within the last 5 years.

#### **C. Understanding of the Project (30 pts)**

1. Firm has demonstrated understanding of key elements of federally funded construction engineering projects.
2. Firm has provided comparable services with which they, and current staff, have been involved.
3. The consultant has recognized and identified special circumstances to be considered for the projects.

## **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.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date (2024)</b>	<b>Time (CST)</b>
RFQ posted	Jan 10, 17, 24	
Last day questions will be accepted	Jan 17	4:00 PM
Last day Q&A or updates to RFQ may be posted	Jan 24	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Jan 24	4:00 PM
<b>Statement of Qualifications Due</b>	<b>Jan 31</b>	<b>1:00 PM</b>
Post Short-List Consultants & Interview Schedule	Feb 8	4:00 PM
Interview Discussions	Feb 9 - 13	TBD
Post Final Selections	Feb 16	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 interview discussions 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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