



Request for Proposals

Professional Services for

STATEWIDE ON-CALL BRIDGE DESIGN

August 2016

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 Roads (NDOR), is issuing a Request for Proposal (RFP) for On-Call Bridge Design Services. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Master IDIQ Agreement for Professional Services](#), [Task Order](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals 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 RFP, if it is in the best interest of the NDOR to do so.

In accordance with Nebraska Revised Statute [84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOR 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.

SCOPE OF SERVICES

Standard Work Categories: 107A, 107B

Information regarding the [Standard Work Categories](#) can be found on NDOR's website.

A. Overview of the work:

The consultant will provide Bridge related services for NDOR such as:

1. Preliminary Engineering Services including Bridge Data Sheet development and Type, Size, and Location plans (TS&L's)
2. Final Bridge Design
3. Bridge Plan production
4. Independent structural design reviews
5. Support in Value Engineering activities
6. Special design projects including, but not limited to, bridge repair and maintenance projects such as:
 - a. Joint replacements
 - b. Concrete repairs
 - c. Curb repairs
 - d. Bridge rail remodel
 - e. Bridge deck repairs
 - f. Bridge deck overlays
 - g. Superstructure and Substructure repairs
7. Construction phase services including but not limited to:
 - a. Calculating girder shims,
 - b. Shop drawing review
 - c. Providing construction consultation

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 firm shall use engineers experienced with all aspects of bridge design related to the services to be provided.
2. The Consultant's team shall have working knowledge of and follow, when applicable:
 - a. Bridge design industry standards
 - b. The NDOR Bridge Office Policies and Procedures Manual. (BOPP)
 - c. AASHTO LRFD Bridge Design Specifications
 - d. NDOR Standard Specifications for Highway Construction
 - e. NDOR Approved Products List
 - f. Special Provisions and Specifications developed by the Special Projects Unit of NDOR's Bridge Division
 - g. Local, State and federal laws and regulations that pertain to bridge design

C. Software and Equipment Requirements:

1. The Consultant's design files must be compatible with MicroStation V08.11.09.829 or later (the State's drafting software), and must adhere to the State's drafting procedures, guidelines, and file naming convention. The design software must be GEOPAK V08.11.09.872 or later.
2. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

3. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

D. Expectations for the Deliverables:

1. Plans and special provisions shall be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section.
2. Bridge plans for new construction will typically be submitted to NDOR for review and comment and approval at preliminary, 75% completion stage, 90% completion stage, and final. Bridge repair plans for Special Projects shall be submitted to the Special Projects Unit at between 90% and 100% completion for review and comment. Final turn-in for all bridge projects shall include stamped and signed plans, all special provisions, and cost estimates
3. Plans will be completed and submitted in accordance with the schedule set out in the Task Orders. Occasionally, the NDOR may require the plans be completed on a "rush" basis for emergency repairs
4. Consultant's services will be used directly or incorporated into NDOR project plans for use in bidding and constructing projects

DETAILS

It is anticipated that five (5) 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 guaranteed contract minimum value of \$1,000 and a maximum value of up to \$1,000,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$20,000 to \$300,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

A minimum of seven (7) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR 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.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. **Professional qualifications necessary for satisfactory performance (50 pts)**
 - a. Qualifications of project manager and key team members to perform the work categories on the project.
 - b. Consultant's expertise in bridge design.
 - c. Consultant's understanding of NDOR bridge design standards and procedures.

2. **Specialized experience and technical competence in the type of work required (25 pts)**
 - a. Applicability and relevance of comparable bridge designs provided by the Consultant. (Consultant should limit its number of projects to five (5) in their proposal).
 - b. Applicable computer programs, i.e. MicroStation and relevant structural analysis and design software.
 - c. Consultant has demonstrated understanding of key elements of the work.

3. **Past Performance (25 pts)**
 - a. Performance evaluations by NDOR regarding the work of the consultant.
 - b. Project schedule adherence on previous projects with NDOR.
 - c. Cooperated with NDOR staff on previous projects.
 - d. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.

Final Selection (100 pts)

1. **Professional qualifications necessary for satisfactory performance (40 pts)**
 - a. Qualifications of project manager and key team to perform the work categories on the project.

- b. Consultant’s expertise in bridge design.
 - c. Consultant’s understanding of NDOR standards and procedures.
- 2. Specialized experience and technical competence in the type of work required (20 pts)**
- a. Applicability and relevance of comparable bridge designs provided by the Consultant.
 - b. Applicable computer programs, i.e. MicroStation and relevant structural analysis and design software.
 - c. Consultant has demonstrated understanding of key elements of the work
- 3. Past Performance (20 pts)**
- a. Performance evaluations by NDOR regarding the work of the consultant.
 - b. Project schedule adherence on previous projects with NDOR.
 - c. Cooperated with NDOR staff on previous projects.
 - d. If firm has no experience with NDOR, review information obtained from Consultant’s references for Consultant’s performance with other states, local governments, or appropriate clients.
- 4. Quality of Interview (20 pts)**
- a. Presentation was clear and concise.
 - b. Questions were appropriately answered by consultant.

SCHEDULE OF ACTIVITIES	Date	Time
RFP Posted	August 3	
Last Day Updates to RFP may be posted	August 17	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	August 24	5:00 PM
Proposals Due	August 24	5:00 PM
Post Short-List Consultants & Interview Schedule	Sept. 1	5:00 PM
Interviews	Sept. 7	1-5:00 PM
Post Final Selections	Sept. 14	5:00 PM

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOR will consider each selected consultant’s proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

- a. Professional qualifications of the firm
- b. Specialized experience and technical competence in the type of work required
- c. Past performance of similar type of work
- d. Capacity of firm to perform he work in a timely manner
- e. To fulfill the minimum guarantee

Upon selection, NDOR 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:

- a. Detailed scope of work
- b. Detailed description of deliverables

- c. Description of performance/quality measures
- d. Timeline for delivery of services

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to brad.reid@nebraska.gov.

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

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 RFP.
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. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOR's website. Interviews will be capped at 15 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR selection committee will conduct interviews with the short-listed consultants via telephone. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER