



Good Life. Great Journey.

DEPARTMENT OF ROADS

Request for Qualifications

Professional Services for Traffic Engineering Data Collection

November 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 Qualifications (RFQ) for Traffic Engineering Data Collection. Qualified consultants are invited to submit 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 [Standard Professional Services Agreement](#) 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 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 statement of qualifications from consultants who wish to be considered to provide these services.

This RFQ does not commit the NDOR 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. The NDOR 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 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

A. Overview

Consultant selected for this work will be required to provide traffic engineering data collection. Traffic engineering data collection includes intersection turning movement counts, pedestrian and bicycle behavior counts, speed surveys, gap studies,

inventories, and any other studies as defined in the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies. The Nebraska Department of Roads (State) anticipates 20-60 hours per week for data collection activities, depending on factors such as weather, seasonal conditions, etc.

The State will assign data collection tasks and locations within approximately sixty (60) miles of the Lincoln or Omaha city corporate limits. Overnight travel or lodging is not anticipated. The State will provide the Consultant at least two (2) weeks' notice of the site location(s) for data collection. The Consultant must submit all collection data electronically to the State upon the completion of the field work. The Consultant will be required to meet with the State data collection supervisor once a month in-person for safety meetings and to discuss upcoming work and potential scheduling conflicts.

B. Qualifications, Knowledge, and Experience

Consultant shall ensure that all employees have sufficient training and experience in data collection.

Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of publications:

- ITE's Manual of Transportation Engineering Studies
- Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition
- Nebraska's 2011 Supplement to MUTCD
(<http://www.transportation.nebraska.gov/traffeng/mutcd/ne-MUTCD-2009-duplex.pdf>)

C. Software and equipment requirements

Consultant shall use the following software:

- Microsoft Office version 2010 or newer
- PetraPro version 1.6.0 or newer

Consultant shall provide the following equipment:

- Vehicle
- Computer, Laptop, or Tablet
- Speed Radar
- Jamar Counting Board
- Cell Phone
- Ball Bank Indicator
- Measuring Wheel
- Camera
- Personal Protective Equipment

Other equipment, such as video vehicle data collection equipment, portable radar units, or tube counters, are acceptable alternatives.

D. Expectations for the deliverables

Deliverables will be submitted in electronic format (PetraPro data files, Microsoft Office, etc.). All on-site data in paper format must be scanned into electronic format prior to submittal.

Deliverables include, but not limited to:

- Photos and sketches
- Vehicle volume summary sheets
- Speed data summary sheets
- Field notes
- Inventory

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The NDOR reserves the option. The proposed contract will be negotiated annually for up to three (3) years. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

A minimum of two (2) consultants will be short-listed for telephone interviews. The evaluation criteria to be used for the short-listing and final selection is 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 RFQ and on the NDOR'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 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 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 NDOR. 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 to: DOR.PDAnnualCertification@nebraska.gov

Please do not call or write NDOR staff for information regarding the services in this RFQ. 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. Qualifications & Experience (50 pts)
 - a. Qualifications of data collection staff to perform the work.
 - b. Consultant has performed a wide variety of data collection activities for public or private organizations.
 - c. Consultant has provided comparable projects they have been involved with.
2. Understanding & Approach (40 pts)
 - a. Consultant has demonstrated understanding of the nature and scope of project.
 - b. Innovative approaches listed by the Consultant in terms of staff, equipment, or other resources to better obtain data on-site.
 - c. If the Consultant has additional or supplemental equipment or software listed in their response, Consultant has provided sufficient information about equipment, its intended use, and benefits from traditional data collection methods.
3. Past Performance (10 pts)
 - a. NDOR past experience with firm. If firm has no experience with NDOR, review information from Consultant's references for performance with other states, local governments, or appropriate clients.

Final Selection (100 pts)

1. Qualifications & Experience (50 pts)
 - a. Qualifications of data collection staff to perform the work.
 - b. Consultant has performed a wide variety of data collection activities for public or private organizations.
 - c. Consultant has provided comparable projects they have been involved with.
2. Understanding & Approach (30 pts)
 - a. Consultant has demonstrated understanding of the nature and scope of project.
 - b. Innovative approaches listed by the Consultant in terms of staff, equipment, or other resources to better obtain data on-site.
 - c. If the Consultant has additional or supplemental equipment or software listed in their response, Consultant has provided sufficient information about equipment, its intended use, and benefits from traditional data collection methods.
3. Past Performance (10 pts)
 - a. NDOR past experience with firm. If firm has no experience with NDOR, review information from Consultant's references for performance with other states, local governments, or appropriate clients.
4. Quality of Interview (10 pts)
 - a. Consultant's interview was clear and concise.
 - b. Consultant addressed evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFQ Posted	Nov. 16	
Last Day Updates to RFQ may be posted	Nov. 30	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	Dec. 7	5:00 PM
Statement of Qualifications Due	Dec. 7	5:00 PM
Post Short-List Consultants & Interview Schedule	Dec. 14	5:00 PM
Interview	Dec. 19	10:30-12:00 PM
Post Final Selections	Jan. 4	5:00 PM

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 submittal 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 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 three (3) pages.
5. A maximum of two (2) 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 spiral or 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