



Good Life. Great Journey.

DEPARTMENT OF ROADS

Request for Proposals

Professional Services for Statewide On-Call Value Engineering

September 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 Value Engineering (VE) 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](#).

NOTE: If the Certified Value Engineer is serving solely as the facilitator of the VE study, it is not mandatory that the facilitator's firm carry professional liability insurance. If the Value Engineer's firm provides personnel serving on the VE study team, then professional liability insurance as stipulated in the standard agreement will be required. It is most typical that the CVE firm serves only as the facilitator and that the VE team members are made up of NDOR and Design Consultant personnel.

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 anticipated on this project are:

212 Value Engineering

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

1. Overview of the work:

- A. This work involves providing a team leader and necessary administrative support for completing value engineering studies of specific State projects intended to improve project quality, reduce project costs, foster innovation, eliminate unnecessary and costly design elements, and ensure efficient investments. Value engineering is defined in 23 CFR §627.3. Consultant's value engineering study must be completed in compliance with the requirements of federal law, including 23 CFR Part 627.
- B. The Value Engineering (VE) Analysis is a systematic process of reviewing and assessing a project by a multidisciplinary team not directly involved in the planning and development phases of that project that follows the VE Job Plan and is conducted to provide recommendations for:
 - (1) Providing the needed functions, considering community and environmental commitments, safety, reliability, efficiency, and overall life-cycle cost (as defined in 23 U.S.C. 106(f)(2));
 - (2) Improving the value and quality of the project; and
 - (3) Reducing the time to develop and deliver the project.
- C. The Consultant's VE Job Plan shall include and document the following seven phases:
 - (1) Information Phase: Gather project information including project commitments and constraints.
 - (2) Function Analysis Phase: Analyze the project to understand the required functions.
 - (3) Creative Phase: Generate ideas on ways to accomplish the required functions which improve the project's performance, enhance its quality, and lower project costs.
 - (4) Evaluation Phase: Evaluate and select feasible ideas for development.
 - (5) Development Phase: Develop the selected alternatives into fully supported recommendations.
 - (6) Presentation Phase: Present the VE recommendation to the project stakeholders.
 - (7) Resolution Phase: Evaluate, resolve, document and implement all approved recommendations.

2. Qualifications, Knowledge and Experience:

Consultants shall provide a team leader who is qualified as a Certified Value Specialist as defined by the Society of Value Engineers (SAVE). Consultant's team leader is not required to be a licensed professional engineer, but must have experience in conducting VE services on highway, bridge, and transportation projects.

3. Software and Equipment Requirements:

Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

4. Expectations for the Deliverables:

A. Consultant shall submit to the State a formal written report outlining, at a minimum:

- (1) Project information, including Purpose & Need, Project Description, Location Map, and an overview of geographic features;
- (2) Identification of the VE analysis team;
- (3) Background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operations, constructability);
- (4) Documentation of the stages of the VE Job Plan which would include documentation of the life-cycle costs that were analyzed;
- (5) Summarization of the analysis conducted;
- (6) Documentation of the proposed recommendations and approvals received at the time the report is finalized; and
- (7) The formal written report shall be retained for at least 3 years after the completion of the project (as specified in 49 CFR 18.42).

B. For bridge projects, in addition to the other requirements set out above, Consultant's final report shall:

- (1) Include bridge substructure and superstructure requirements that consider alternative construction materials; and
- (2) Be conducted based on:
 - (a) An engineering and economic assessment, taking into consideration acceptable designs for bridges; and
 - (b) An analysis of life-cycle costs and duration of project construction

DETAILS

It is anticipated that two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed four-year contract term will have a guaranteed contract minimum value of \$500 and a maximum value of \$500,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$25,000 to \$50,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

It is anticipated that four (4) 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. Qualifications (50 pts)
 - a. Project manager and key team members are qualified to perform the services necessary.
 - b. Team leader who is qualified as a Certified Value Engineer.
 - c. Support staff of the Team leader are available is necessary.
2. Performance Data (25 pts)
 - a. Performance evaluations for the firm and the study team with NDOR.
 - b. Has the Consultant met project schedule on previous projects with NDOR?
 - c. Has the Consultant cooperated with NDOR staff on previous projects?
 - d. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?
3. Experience & Competence (25 pts)
 - a. Consultant has provided comparable projects they have been involved with. Consultant has limited its number of projects to five (5) in their proposal.
 - b. Consultant has demonstrated understanding of key elements of the work.

Final Selection (100 pts)

1. Qualifications (40 pts)
 - a. Project manager and key team members are qualified to perform the services necessary.
 - b. Team leader who is qualified as a Certified Value Engineer.

- c. Support staff of the Team leader are available is necessary.
- 2. Experience & Competence (25 pts)
 - a. Consultant has provided comparable projects they have been involved with. Consultant has limited its number of projects to five (5) in their proposal.
 - b. Consultant has demonstrated understanding of key elements of the work.
- 3. Performance Data (15 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. 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
RFP Posted	Aug. 31	
Last Day Updates to RFP may be posted	Sept. 14	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	Sept. 21	5:00 PM
Proposals Due	Sept. 21	5:00 PM
Post Short-List Consultants & Interview Schedule	Sept. 26	5:00 PM
Interview	Sept. 29	8-11am
Post Final Selections	Oct. 5	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 the 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, video conference, or in person at the Department of Roads, Central Complex, 1500 highway 2, Lincoln, Nebraska. 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