

Request for Proposals

Professional Services for Statewide On-Call Survey Services

October 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 Statewide On-Call Ground Survey 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

A. OVERVIEW

1. The consultant will provide specified survey services in support of roadway, bridge, drainage, right-of-way and other NDOR projects. Such services, some of

which are described in NDOR's "[Standard Work Categories](#)", may include, but are not limited to, the following:

- a. Engineering Surveys
- b. Topographic Surveys
- c. Geodetic Surveys
- d. Land Surveys
- e. Hydraulic Surveys
- f. Above ground Utility Surveys

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The services shall be provided under the direction of a Nebraska licensed surveyor who is experienced with the specified types of survey work to be performed under this agreement.
2. The consultant shall have working knowledge of and follow, when applicable:
 - a. Survey industry standards
 - b. Local, State and federal laws and regulations pertaining to the practice of surveying
 - c. Nebraska Department of Roads, Roadway Design Division Procedure for Preliminary Surveys
 - d. Nebraska Department of Roads Survey Crew Traffic Control Policy
 - e. Nebraska Department of Roads "Instructions to Flaggers"
 - f. Nebraska Department of Roads Employee Safety Manual
 - g. Nebraska State Plane Coordinate System Datum Adjustment Computations Lambert Conformal System
 - h. Manual on Uniform Traffic Control Devices
3. Before surveying on Railroad Property, the consultant's personnel shall complete a Railroad approved safety course.
4. Before surveying on the project, the consultant's personnel shall possess an NDOR flagger certification card.

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. All equipment and supplies required for the work will be provided by the Consultant. The survey and data gathering equipment used by the consultant must be capable of producing final survey and design files compatible with MicroStation V8.05.02.55 or later (the State's drafting software), and GEOPAK V8.08.02.73 or later (the State's design software) or Power GEOPAK Power V8i (SELECTseries 4) Version 08.11.09.872 or later. Files must also adhere to the State's drafting procedures, guidelines, and file naming conventions. All surveys will be completed using NDOR's feature code library which will be provided to the Consultant by NDOR.

2. When applicable, all surveys shall be made by real time kinematic methods using Global Positioning System (GPS) technologies tied to the Nebraska State Coordinate System, unless prior alternate methods are approved by NDOR. In areas where GPS signals cannot be obtained, conventional methods will be used.

D. EXPECTATIONS FOR THE DELIVERABLES

1. All surveys shall be completed in accordance with the NDOR Roadway Design Division Procedure for Preliminary Surveys and applicable local, state and federal laws and regulations pertaining to the practice of surveying.
2. Electronic and paper copies of all survey data will be provided to NDOR. Copies may include but not necessarily limited to:
 - a. Electronic Files: Data Collector files, Microstation/Geopak files, including topographic drawings.
 - b. Paper copies: Report of Utility Status, Drainage Structures Sheets, Control Point Tie Sheets, Survey notes, etc.
3. NDOR will review all data submitted for conformance to NDOR standards and to the parameters set out in the Task Orders. Necessary revisions based on NDOR review comments will be provided by the Consultant.
4. Work will be performed at the location(s) identified, and within the established schedule, in each Task Order Scope of Services.
5. Survey work will be used to complete designs, construction plans, right of way plans and other documents to be used for NDOR projects.

DETAILS

It is anticipated that at least three (3) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed three-year contract term will have a guaranteed contract minimum value of \$500 and a maximum value of \$700,000. 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 \$150,000. 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 five (5) 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. Qualifications of project manager and key team members to perform the work categories on the project.
 - b. Consultant’s knowledge of surveying and its related integration to design projects and other uses.
2. Performance Data (25 pts)
 - a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Project schedule adherence on previous projects with NDOR.
 - c. Cooperation 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.
3. Experience & Competence (25 pts)
 - a. Applicability and relevance of comparable survey projects provided by the Consultant. (Consultant should limit its number of projects to five (5) in their proposal.)
 - b. Consultant has demonstrated understanding of key elements of the work.
 - c. Resources available that will be used including survey equipment, software, and automated technology and its compatibility with equipment and technology used by the NDOR.

Final Selection (100 pts)

1. Qualifications (40 pts)

- a. Qualifications of project manager and key team members to perform the work categories on the project.
 - b. Consultant’s knowledge of surveying and its related integration to design projects and other uses.
2. Performance Data (25 pts)
- a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Project schedule adherence on previous projects with NDOR.
 - c. Cooperation 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.
3. Experience & Competence (25 pts)
- a. Applicability and relevance of comparable survey projects provided by the Consultant.
 - b. Consultant has demonstrated understanding of key elements of the work.
 - c. Resources available that will be used including survey equipment, software, and automated technology and its compatibility with equipment and technology used by the NDOR.
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
RFP Posted	Sept. 14	
Last Day Updates to RFP may be posted	Sept. 28	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	Oct. 5	5:00 PM
Proposals Due	Oct. 5	5:00 PM
Post Short-List Consultants & Interview Schedule	Oct. 15	5:00 PM
Interview	Oct. 21	2-4 PM
Post Final Selections	Oct. 27	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 single-sided.
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 single-sided, 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 or spiral 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