

REQUEST FOR QUALIFICATIONS

FOR PROFESSIONAL CONSULTING SERVICES

For New Transit Facility at 56251 Highway 84, Hartington NE
Cedar County, Nebraska

Cedar County Transit is seeking an engineering/architectural Consultant to provide professional services for the design and construction oversight of a new facility for office and vehicle storage for Cedar County Transit. The project will be located at 56251 Highway 84, Hartington Nebraska.

This is a Federal Aid project administered by the Nebraska Department of Transportation (NDOT). The selected Consultant will be required to follow the all applicable Federal, State, and Local requirements and procedures.

The basic Scope of Services for the project is the following tasks:

- Project Management
 - Periodic Progress meetings
 - Preliminary Design
 - Final Design
 - Plans Specifications & Estimates (PS&E) Submittal and Assistance to the Transit Agency
 - Develop and Release Request for Proposal for Facility Construction
 - Pre-construction Meeting
 - Construction Inspection
 - Environmental Inspections
 - Design Assistance during Construction, if necessary
 - Final Inspection & Project Closeout
1. The selected consultant will meet with the Cedar County Commissioners and Transit Manager to develop a detailed work plan. The work plan consists of a detailed scope of services along with a staffing plan. The staffing plan should identify the categories of personnel whom will be working on this project, along with their associated labor rates.
 2. Copies of all work products shall be submitted to the Cedar County Clerk's office. Consultant will not copyright any work product and work will remain property of Cedar County.
 3. A copy of the approved Categorical Exclusion (CE), Environmental Site Assessment (ESA), Facility Planning Basis Information Sheet, related Federal clauses and additional information on the project can be downloaded at <https://co.cedar.ne.us/>.

This Request for Qualifications does not commit Cedar County 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. Cedar County 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 firm or to modify or cancel in part or in its entirety the Request for Qualifications, if it is in the best interest of Cedar County to do so.

Estimated Schedule of Activities

Proposal Submittal Deadline	May 26, 2020
Short-List Firms	May 27, 2020
Interview Date	June 8, 2020
Final Selection	June 9, 2020
Scoping Meeting with Selected Consultant	Negotiable
Anticipated Start of Design	Negotiable
Completed Plan Package	Negotiable
Advertise for Construction Contractor	Negotiable
Award Bid	Negotiable
Anticipated Start of Construction	Negotiable
Finalize and Occupy Building	Negotiable

Protocol

Proposals must be at the Cedar County Clerk's office no later than 4:30 p.m. on June 10, 2020. Please provide two (2) copies of your proposal in an envelope clearly marked on the exterior as containing "**Proposal for Professional Services for Cedar County Transit Facility**" to: County Clerk, 101 S. Broadway Ave., Hartington NE 68739.

Firms interested in submitting proposals should contact Nikki Pinkelman, Cedar County Transit Manager, for any additional questions regarding the project.

Proposals shall remain firm for a period of sixty (60) days after proposal due date. The County reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of Cedar County, at its sole discretion.

- Cedar County will short-list a minimum of three (3) Consultants for interviews.
- Cedar County will contact those short-listed Consultants to schedule interviews.
- Interviews are anticipated to be conducted on June 30, 2020 in person.
- Consultants should allow 20-30 minutes for interview. Cedar County will contact the selected Consultant after all the interviews have been completed and the County has sufficient time to discuss and rank the Consultants.

Firms may present a particular situation to the Cedar County Commissioners in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest. The Commissioners shall document their own analysis of the information presented, and may seek a determination from NDOT as to whether Consultant has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquiries to David Dowling, Cedar County Clerk.

Submittal

In order to facilitate review of the project proposals, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed one (1) page.
2. Organizational chart of resources not to exceed one (1) page.
3. A narrative responding to the established evaluation factors not to exceed six (6) pages. This should include the approach to the project in the given schedule and experience with similar projects.
4. A maximum of four (4) pages of additional supportive material such as charts, tables, or photos.
5. A Drug-Free Workplace Policy for the prime consultant and any Sub- consultant. A sample policy is located at <https://dot.nebraska.gov/media/6079/drugpol.pdf>
6. Proof of Insurance for the prime consultant and any Sub-consultant.

Interested firms must be on the NDOT list of Certified Consultants for Standard Work Category (Building Design & Inspection) prior to the opening date of this advertisement, to be eligible submit a proposal for this work. Instructions for new firms currently not certified can be found <https://dot.nebraska.gov/business-center/consultant/certification/>. Price is not a selection criteria and it is not to be included in the firm's proposal. A cost plus fixed fee contract will be negotiated after a Consultant has been selected.

Selection Criteria

Proposals will be reviewed, evaluated and ranked. Price is not a selection criteria and it is not to be included in the firm's proposal. The selection criteria including their relative importance are:

Short List

Professional qualifications necessary for satisfactory performance (25 points).

- Project manager and key team members are qualified to perform the work categories on the project. □ Consultant's knowledge of standards and procedures.

Specialized experience and technical competence in the type of work required (25 points).

- Consultant has provided comparable projects they have been involved with.

3

Past performance on contracts with government agencies and private industry (10 points).

- Past performance evaluations.
- References, if no past work has been performed by this consultant.

The capacity to accomplish the work in the required time (20 points).

- Consultant has adequate staff for this project.
- Current workload of the consultant.

Knowledge of the project (20 points)

- Consultant has demonstrated understanding of key elements of the project.
- Consultant has provided comparable projects they have been involved with.

Final Selection

Professional qualifications necessary for satisfactory performance (25 points).

- Project manager and key team members are qualified to perform the work categories on the project.
- Consultant's knowledge of standards and procedures.

Past performance on contracts with government agencies and private industry (25 points).

- Past performance evaluations.
- References, if no past work has been performed by this consultant.

- **The capacity to accomplish the work in the required time (20 points).**
- Consultant has adequate staff for this project.
- Current workload of the consultant. **Quality of the interview (20 points).**
- Interview was clear and concise.
- Questions were appropriately answered by consultant.

Location of the project and knowledge of the area (10 points).

- Familiarity of area, County procedures and County personnel.
- Proximity of Consultant's office and access to County.