

**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL CONSULTING SERVICES**  
**For Insert Project No., Control No.**  
**Insert Project Name**  
**For the Insert LPA**

The Insert LPA is seeking an engineering Consultant to provide professional services for the Insert description of service and project name. This project is located Insert project location, project limits and environmental study area.

This is a Federal Aid project and the selected Consultant will be required to follow the "LPA Guidelines Manual for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures.

The basic Scope of Services for the project is outlined in Exhibit "A" as an attachment. Additional information can be found at Insert LPA or project website, if applicable.

- I. The selected Consultant will meet with the Insert LPA 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
- II. All submissions and work product including complete plans shall be submitted in electronic format suitable for archiving by the Insert LPA. Submissions shall include, but are not limited to, drainage calculations, CAD files, reports, environmental audits, studies, quantities/calculations, etc. Consultant will not copyright any work product and work will remain property of the Insert LPA.

This Request for Proposal does not commit the Insert LPA 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 Insert LPA 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 Proposal, if it is in the best interest of the Insert LPA to do so.

## Project Schedule

The following schedule is anticipated for the Insert Project Name project. This schedule is provided as a guide to ensure responding Consultants have staff available to complete the necessary services required. A more detailed schedule of the professional services will be required of the selected Consultant, once negotiations have been concluded.

Schedule of Activities	Date
Proposal Submittal Deadline	Insert Date
Short-List Firms	(Approximately 1-2 weeks after submittal)
Interview Date	(Approximately 2-4 weeks after submittal)
Final Selection	(Approximately 1 week after interviews)
Scoping Meeting with Selected Consultant	(Approximately 1-2 weeks after final selection)
Completed Plan Package to NDOR (for PE Phase)	Insert Date
Anticipated Start of Construction (for CE Phase)	Insert Date

## Protocol

Proposals must be at the Insert LPA's office no later than Insert date, including time of day. No exceptions to this deadline will be given. Please provide Insert number paper copies and 1 electronic copy (PDF format) of your proposal in an envelope clearly marked on the exterior as containing "**Proposal for Professional Services for Insert Project Name, Control No., & Project No.**" to:

Insert mailing address

Firms interested in submitting proposals should contact Insert contact name, title and phone number for any additional questions regarding the project.

The Insert LPA will short-list a minimum of Insert number Consultants for interviews. The Insert LPA will contact those short-listed Consultants to schedule interviews. Interviews are anticipated to be conducted on Insert date at Insert location. Interviews will be Insert time and consist of a Insert time presentation and Insert time for questions and answers. The Insert LPA will contact the selected Consultant by phone after all the interviews have been completed and the Insert LPA has sufficient time to discuss and rank the Consultants.

Firms may present a particular situation to the Insert LPA in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest. The Insert LPA shall document their own analysis of the information presented, and may seek a determination from NDOR as to whether Consultant has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquiries to Insert contact name, title and phone number.

## **Submittal**

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

1. A letter of interest not to exceed Insert pages.
2. Organizational chart of resources not to exceed Insert pages.
3. A narrative responding to the established evaluation factors not to exceed Insert pages. This should include the approach to the project in the given schedule and experience with similar projects.
4. A maximum of Insert pages pages of additional supportive material such as charts, tables, or photos.
5. DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.
6. A Drug-Free Workplace Policy for the prime consultant and any Subconsultant.
7. A Conflict of Interest Disclosure Form for the prime consultant and any subconsultant.
8. Proof of Insurance for the prime consultant and any Subconsultant

Interested firms must be on the NDOR list of certified Consultants for Standard Work Categories prior to the opening date of this advertisement, to be eligible to submit a proposal for this work. Price is not a selection criteria and it is not to be included in the firm's proposal. A cost plus fixed fee, lump sum or other contract will be negotiated after a Consultant has been selected.

## **Selection Criteria**

Proposals will be reviewed, evaluated, and ranked by the Consultant Selection Committee. 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:

Insert the LPA's selection criteria and points assigned to each criterion listed. Sample criteria can be found on the LPD's website and are labeled "Sample Consultant Selection Criteria".

# Exhibit "A"

**Basic Scope of Services  
For Insert Project No., Control No.  
Insert Project Name  
For the Insert LPA**

The Insert LPA has reviewed the Insert Project Name project and the services associated with it. The Standard Work Categories listed below are anticipated on this project and will be used for a Qualification Based Selection (QBS) process to determine the most qualified Consultant. The selected Consultant will meet with the Insert LPA to develop a detailed scope. Additional information on the Standard Work Categories can be found on the NDOR website [www.roads.ne.gov/rfp](http://www.roads.ne.gov/rfp).

**Standard Work Categories anticipated on this project are:**

- Corridor Studies
- NEPA Studies (Insert Type)
- Other Environmental Studies
- Transportation Planning
- Traffic Operation Studies
- Traffic Operation Design
- Highway Design (Rural or Urban)
- Bridge Design
- Railroad Design
- Building Design and Inspection
- Electrical and Mechanical Design
- Railroad Planning
- Intelligent Transportation Systems (ITS)
- Aerial Photography
- Aerial Photogrammetry
- Engineering Surveying
- Geodetic Surveying
- Land Surveying
- Right-of-Way Services (Title Research, ROW Design/Plans, and ROW Cost Estimates)
- Materials Testing
- Bituminous Design (Surfacing or Resurfacing)
- Geological Studies
- Bridge Structural Analysis
- Hydraulic and Hydrologic Studies
- Public Involvement
- Value Engineering
- Construction Inspection (Bridge, Roadway, Traffic Control Devices, or Railroad Construction & Improvement Projects)
- Other

A more detailed scope of services may be provided if already available by the LPA. Any past studies, location maps, or related information may be provided, if available.