

**NEVADA DEPARTMENT OF TRANSPORTATION
PREQUALIFICATION/ON-CALL SOLICITATION NOTICE**

The Nevada Department of Transportation (NDOT) is requesting Prequalification submittals from consulting firms and is also requesting submittals for the 2007-2008 On-Call Program. For the purpose of soliciting proposals in accordance with 23CFR172, entitled "Administration of Related Service Contracts", the NDOT maintains lists of responsible prequalified firms that possess the ability to successfully perform needed services.

PREQUALIFICATION PROGRAM

The annual solicitation for Prequalification has no cutoff date for submissions. The NDOT is always open to receipt of Prequalification statements from interested firms. **If you are currently prequalified, you MUST renew at this time. The current Prequalification period expires on December 31, 2006.** This must be accomplished even if you are under a current agreement that requires work beyond December 31, 2006.

Submittal(s) for Prequalification should be addressed to the NDOT exactly as follows:

Nevada Department of Transportation
Agreement Services
1263 South Stewart Street, Room 101
Carson City, NV 89712

Consultants should submit for EACH discipline in which the consultant wishes to be considered. The Prequalification submittal should include general information on the firm, the firm's brochure experience and resumes of key individuals expected to be available for assignment on contracts with NDOT as provided in Standard Form 330. Non-Engineering consultants should contact the NDOT for the applicable Statement of Prequalification Form. Prequalification submittals may be combined into one package for each NDOT Division. Should you choose to submit a combined package for each NDOT Division, please indicate each of the disciplines in that respective Division for which you seek Prequalification, separating each discipline with a tab. Any questions regarding this solicitation should be directed to the NDOT Agreement Services Section at the address noted above or by calling (775) 888-7070 or FAX (775) 888-7101 or visit our website at www.nevadadot.com.

Personnel in responsible charge of any engineering work, including Construction Engineering (Full Administration) work, are required to possess and maintain a valid Nevada Professional Engineer's License or in the case of right-of-way engineering and surveying a Nevada Professional Land Surveyors License. Those in charge of architectural work are required to possess and maintain a Nevada Professional Architect License. All licenses are required at the time of Prequalification. Professional consulting services expected to be required by the NDOT include, but are not limited to the following:

Prequalification Disciplines (Engineering):

<u>Division</u>	<u>Discipline</u>
Architecture	Building Architecture; Building Inspection; Civil Engineering (Building Site); Electrical Engineering; Mechanical Engineering; Structural Engineering (Building)
Bridge	Bridge Inventory and Inspection; Structural Design (Bridge); Structural Steel Fabrication Inspection; Underwater Bridge Inspection

Construction	Constructability Evaluation; Construction Claims Support; Construction Engineering Highways/Structures (Full Administration); Construction Engineering Highways/Structures (Augmentation of NDOT Construction Crews); Construction Scheduling; Dispute Analysis Team Member
Design	Design Partnering Facilitator; Feasibility Studies (Roadways); Landscape Architect (Highway); Quality Control/Quality Assurance; Railroad Design; Roadway Design (Freeway); Roadway Design (Non-Freeway); Utility Design
Environmental Services	Air Quality Studies; Architectural History; Asbestos Studies; Cultural Anthropology/Ethnography; Hazardous Materials/ Wastes; Industrial Hygiene; National Historic Preservation Act Processing; NEPA Processing; Noise Studies; Prehistoric/Historic Archaeology; Social/Economic Studies; Threatened and Endangered Species; Toxicology; Water Quality Studies; Wetland Studies
Hydraulics	Bridge Hydraulics and River Mechanics; Drainage Support Services; Erosion Control/Water Quality; Roadway Drainage Facilities
Legal	General Engineering (Expert Witness); Traffic Engineering (Expert Witness)
Location	Geographic Information Systems (GIS); Surveys (Topographic/Land/Construction/Photogrammetry)
Materials	Crosshole Sonic Logging (CSL); Geotechnical Engineering; Materials Sampling and Testing
Operations Analysis	Value Analysis
Program Development	Corridor Study
Right-of-Way	Right-of-Way Engineering; Subsurface Utility Engineering (SUE); Utility Coordinator
Traffic and Safety	Intelligent Transportation Systems (ITS) Design and Planning; Signal and Lighting Design; Signing, Striping and Traffic Control Design; Traffic Operational Analysis Investigation and Studies; Safety Engineering

Prequalification Disciplines (Non-Engineering):

Administrative Services	Technical Publication and Manual Writing
Contract Compliance	DBE Supportive Services; On-the-Job Training
Construction	Partnering Facilitator
Human Resources	Controlled Substance Testing
Information Services	800 MHz Radio System Support; Applications (Programming) Support; Network Support; Systems (Server) Support

Intermodal Planning	Feasibility Studies (Aviation, Rail or Transit); Magnetic Levitation Train Technology; Monorail Safety Oversight; Public Involvement and Facilitation; Public Outreach/Participation Process; Small Urban and Regional Plans; Statewide Bicycle and Pedestrian Facilities; Statewide Transportation Planning, Transit Technical Assistance and Training; Travel Demand Modeling
Internal Audit	Government Auditing
Legal	Accident Reconstruction; Casino/Hotel Development Feasibility; Commercial Development Feasibility; Condemnation; Construction/Reconstruction Cost Estimation for Residential, Commercial and Industrial; Economic Analysis for Interest Rate on Investment or Economic Loss
Maintenance and Operations	Intelligent Transportation System (ITS) Inspection and Maintenance
PIO	Logo Sign Program Management; Public Information Consultant
Right-of-Way	Acquisition and Relocation; Appraisal; Appraisal Review; Engineering Management Information Systems; Manhole/Valve Cover Identification, Count and Ownership; Outdoor Advertising Management; Property Management; Right-of-Way Stewardship
Traffic and Safety	Incident Management; Safety Management System (SMS) Design

ON-CALL PROGRAM

If a firm is interested for consideration in the 2007-2008 On-Call Program all submittals are due to the NDOT at the above address **no later than 5:00 pm, Tuesday, July 25, 2006**. Proposals received after the specified deadline or submitted to the wrong location will not be considered and will be returned to the Consultant. Proposals will first be reviewed to determine Prequalification status. Any proposals submitted that do not meet the Prequalification requirements will be returned to the Consultant without further review. Those proposals that do meet Prequalification requirements will be evaluated using the attached Consultant Criteria Evaluation Form by an Evaluation Committee which is comprised of NDOT staff who shall remain anonymous. The evaluators shall use the information submitted to arrive at a numerical ranking of each firm within a given discipline. The highest ranking firms will enter into an "On-Call" agreement for the upcoming biennium (2007-2008) and may be offered a Task Order if a project becomes available within an identified discipline. The Task Order shall establish the scope of work, the amount of compensation and method of payment, the schedule, approval of subconsultants (see Evaluation Form) and the Disadvantaged Business Enterprise (DBE) goals, if any. The "On-Call" Program is not meant to be interpreted as a promise of work. It is a program to facilitate the acquisition process should the need arise to use consultant services which fall within one of the designated disciplines.

On-Call Disciplines (Engineering):

<u>Division</u>	<u>Discipline</u>
Architecture	Building Architecture; Building Inspection; Civil Engineering (Building Site); Electrical Engineering; Mechanical Engineering; Structural Engineering (Building)
Bridge	Structural Design (Bridge); Structural Steel Fabrication Inspection; Underwater Bridge Inspection
Construction	Constructability Evaluation; Construction Claims Support; Construction Scheduling
Design	Design Partnering Facilitator; Feasibility Studies (Roadways); Landscape Architect (Highway); Quality Control/Quality Assurance; **Roadway Design/Freeway (Major); **Roadway Design/Freeway (Minor); **Roadway Design/Non-Freeway (Major); **Roadway Design/Non-Freeway (Minor); Utility Design

****NOTE:** NDOT will determine which on-call discipline list will be used on a project-by-project basis. The complexity of the overall project and the nature of the design services to be provided will be the key factors considered in our decision to use the Major or Minor list. Some examples of what may constitute a Major project include: projects involving multiple disciplines (i.e. right-of-way, environmental, bridge), projects requiring complex traffic control during construction, or projects that necessitate coordination with many different stakeholders. The decision will not necessarily include the project cost and schedule.

The consultant will **not** be allowed to submit proposals for both the Major and Minor lists. A firm must choose Major or Minor. A firm cannot propose as a sub-consultant on one list and as a prime consultant on the other list of the same discipline.

Environmental Services	Air Quality Studies; Architectural History; Asbestos Studies; Cultural Anthropology/Ethnography; Hazardous Materials/ Wastes; Industrial Hygiene; National Historic Preservation Act Processing; NEPA Processing; Noise Studies; Prehistoric/Historic Archaeology; Social/Economic Studies; Threatened and Endangered Species; Toxicology; Water Quality Studies; Wetland Studies
Hydraulics	Bridge Hydraulics and River Mechanics; Drainage Support Services; Erosion Control/Water Quality; Roadway Drainage Facilities
Location	Geographic Information Systems (GIS); Surveys (Topographic/Land/Construction/Photogrammetry)
Materials	Geotechnical Engineering; Materials Sampling and Testing
Operations Analysis	Value Analysis
Right-of-Way	Right-of-Way Engineering; Subsurface Utility Engineering (SUE); Utility Coordinator
Traffic and Safety	Intelligent Transportation Systems (ITS) Design and Planning; Signal and Lighting Design; Signing, Striping and Traffic Control Design; Traffic Operational Analysis Investigation and Studies; Safety Engineering

Prequalification Disciplines (Non-Engineering):

Administrative Services	Technical Publications and Manual Writing
Information Services	800 MHz Radio System Support; Applications (Programming) Support; Network Support; Systems (Server) Support
Intermodal Planning	Feasibility Studies (Aviation, Rail or Transit); Public Involvement and Facilitation; Public Outreach/Participation Process; Small Urban and Regional Plans; Statewide Bicycle and Pedestrian Facilities; Statewide Transportation Planning, Travel Demand Modeling
Internal Audit	Government Auditing
Legal	Condemnation
Maintenance and Operations	Intelligent Transportation System (ITS) Inspection and Maintenance
PIO	Public Information Consultant
Right-of-Way	Appraisal; Appraisal Review; Manhole/Valve Cover Identification, Count and Ownership; Outdoor Advertising Management; Property Management; Right-of-Way Stewardship
Traffic and Safety	Safety Management System (SMS) Design

A submittal is required for **EACH** On-Call Discipline in which the consultant wishes to participate and must comply with the following requirements:

- A limit of twenty (20) single-sided, spiral bound, double-spaced 8 1/2" x 11" pages, is established for all sections identified in paragraphs 1 - 6 below.
- An **original plus five (5) copies** for a **total of six (6) copies** of each submittal is required.

Submittal(s) for **EACH** discipline shall follow the following formats and be presented in the order listed:

1. Professional Excellence - Provide a description of the firm's specialized experience to perform work in the discipline identified.
2. Capacity - Describe the firm's staffing capability, current workload and an assessment of the firm's ability to complete assigned work.
3. Project Team - Identify key personnel to be assigned, both prime and any subconsultants, to include education and experience in performing work within the discipline identified. Also include a team organizational chart.
4. Past Performance - Address the firm's compliance with previous project schedules and the relevance of work completed with regard to the discipline identified.
5. Location - Identify the firm's knowledge of Nevada and the location(s) where consultant services (i.e. design, etc.) will most likely be performed.
6. Project Approach - Describe the firm's approach to and familiarity with each discipline for which there is an identified interest. Please be explicit as to how a project would be accomplished should a Task Order be received.
7. Standard Form 330 (engineering disciplines only) or a completed "NDOT Statement of Qualification" form (required for the non-engineering disciplines). Standard Form 330 is a federal form that the NDOT does not provide. The Statement of Qualification form for non-engineering disciplines may be obtained by contacting NDOT Agreement Services at (775) 888-7070 or visiting the website. (These forms are not included in the page limitation.)

2007-2008 ON-CALL PROGRAM CRITERIA EVALUATION FORM

ON-CALL DISCIPLINE: _____

CONSULTANT: _____

SUB-CONSULTANT(S): _____

<i>EVALUATION ITEMS</i>	<i>MAX SCORE</i>	<i>SCORE</i>
1. Professional Excellence: Demonstrated competence in the service to be provided and specialized experience of the prime consultant and subconsultant(s).	11	
2. Capacity: Staffing capability, workload and ability to meet schedules, including an assessment of the consultant's ability to handle the NDOT's work in view of the consultant's current workload. Availability of consultant staff.	14	
3. Project Team: Principals to be assigned, education and experience of the Project Manager and other key personnel to be assigned, and the estimated effectiveness of the team's proposed organization and coordination process.	20	
4. Past Performance: Past performance in terms of cost control (i.e. budget), quality of work, compliance with project schedule and relevance of work completed within the last five years.	20	
5. Location of Project Team: Location in the geographical area and knowledge of the locality of the project.	10	
6. Project Approach: Consultant's approach to identifying and implementing the project requirements as delineated in the Scope of Services.	25	
<i>TOTAL</i>	100	