

**State of Nebraska
Nebraska Public Service Commission
REQUEST FOR QUALIFICATIONS**

RETURN TO:
Nebraska Public Service Commission
1200 The Atrium, Suite 300
Lincoln, NE 68509
Phone: (402) 471-3101

SOLICITATION NUMBER	RELEASE DATE
RFQ 25-1	November 10, 2025
OPENING DATE AND TIME	PROCUREMENT CONTACT
January 5, 2026, 2:00 p.m. Central Time	Steve Kelso

This form is part of the specification package and must be signed in ink and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Nebraska Public Service Commission (Commission), is issuing this Request for Qualifications RFQ 25-1 for the purpose of gathering information to assist the Housing & Recreational Vehicle Director of the Commission identify qualified candidates for appointment as a modular housing, manufactured housing, and/or recreational vehicle plan reviewer/inspector.

Written questions are due no later than December 1, 2025, and should be submitted via e-mail to steven.kelso@nebraska.gov.

Respondent should submit one (1) original of the entire RFQ response. RFQ responses should be submitted by the RFQ due date and time.

Sealed RFQ responses should be received in the offices of the Commission by the date and time of RFQ opening indicated above.

RESPONDENT MUST COMPLETE THE FOLLOWING

By signing this Request For Qualification form, the Respondent guarantees compliance with the provisions stated in this Request for Qualification.

FIRM/NAME: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Nebraska Public Service Commission is issuing this Request for Qualifications, RFQ 25-1 for the purpose of gathering information to assist the Housing & Recreational Vehicle Director of the Commission identify qualified candidates for appointment as a modular housing, manufactured housing, and/or recreational vehicle plan reviewer / inspector

ALL INFORMATION PERTINENT TO THIS REQUEST FOR QUALIFICATIONS CAN BE FOUND ON THE INTERNET AT: <https://psc.nebraska.gov/housing>

A. SCHEDULE OF EVENTS

The Commission expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1	Release Request for Qualifications	November 10, 2025
2	Last day to submit written questions	December 1, 2025
3	Commission responds to written questions through Request for Qualifications "Addendum" and/or "Amendment" to be posted to the internet at: https://psc.nebraska.gov/housing	December 19, 2025
4	RFQ opening Location: Nebraska Public Service Commission Attn: Housing & Recreational Vehicle Director 1200 "N" Street, Suite 300 Lincoln, Nebraska 68508	January 5, 2026 2:00 PM Central Time
5	RFQ Closing Location: Nebraska Public Service Commission Attn: Housing & Recreational Vehicle Director 1200 "N" Street, Suite 300 Lincoln, Nebraska 68508	April 3, 2026 5:00 PM Central Time

II. RFQ RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Qualifications reside with the Commission. The point of contact for the RFQ is as follows:

Name: Steve Kelso
Agency: Nebraska Public Service Commission
Address: 1200 "N" Street
Lincoln, Nebraska 68508

OR

Address: P.O. Box 94927
Lincoln, Nebraska 68508
Telephone: 402-471-3101
E-Mail: steven.kelso@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFQ. There will not be a contract as a result of this RFQ and the Commission is not liable for any cost incurred by respondents in replying to this RFQ. If an RFP is issued, the information provided will assist the Commission in developing the Request for Proposal. This RFQ does not obligate the Commission to reply to the RFQ responses, to issue an RFP, or to include any RFQ provisions or responses provided by respondents in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Qualifications is issued and until RFQ opening (as shown in the Schedule of Events), contact regarding this RFQ between potential respondents and individuals employed by the Commission or State should be restricted to written communication with the staff designated above as the point of contact for this Request for Qualification.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Qualifications;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. Commission-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a respondent's response to the RFQ. No individual member of the Commission/State or employee of the Commission/State is empowered to make binding statements regarding this RFQ. The Commission will issue any clarifications or opinions regarding this RFQ in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a respondent regarding the meaning or interpretation of any Request for Qualifications provision should be submitted in writing to the Commission and clearly marked "RFQ Number 25-1; Nebraska Plan Reviewer/Housing Inspector Questions". It is preferred that questions be sent via e-mail to steven.kelso@nebraska.gov.

It is recommended that respondents submit questions sequentially numbered, include the RFQ reference and page number using the following format.

<u>Question Number</u>	<u>RFQ Section Reference</u>	<u>RFQ Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <https://psc.nebraska.gov/housing> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The Housing & Recreational Vehicle Director reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the Housing & Recreational Vehicle Director.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the respondent and will not be compensated by the Commission or State.

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFQ submission, handling and review by the Commission.

To facilitate the response review process, one (1) original of the entire RFQ response should be submitted. RFQ responses should be submitted by the RFQ due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFQ responses should reference the request for qualifications number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-471-3101 should be used. The Request for Qualifications number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the respondent wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the respondent wishes the Commission to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Respondent may not mark their entire Request for Qualifications as proprietary. Failure of the respondent to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other respondents and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the Commission and State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

H. REQUEST FOR QUALIFICATION OPENING

The sealed responses will be publicly opened and the responding entities announced on the date, time, and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening. Respondents may also contact the state to schedule an appointment for viewing RFQ responses.

I. LATE REQUEST FOR QUALIFICATIONS RESPONSES

RFQ responses received after the time and date of the RFQ opening will be considered late responses. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. The Commission is not responsible for responses that are late or lost due to mail service inadequacies, traffic or any other reason(s).

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The Housing & Recreational Vehicle Director of the Commission is seeking to identify qualified modular housing, manufactured housing, and/or recreational vehicle plan reviewers/inspectors to engage with the Commission as independent contractors. Following the review of the responses received to this Request for Qualifications the Housing & Recreational Vehicle Director may issue a Request for Proposal or interview selected respondents.

Respondents should provide the following information in response to this Request for Qualifications.

A. PURPOSE AND BACKGROUND

The Commission regulates modular housing, manufactured housing, and recreational vehicles pursuant to its statutory authority under the Nebraska Uniform Standards for Modular Housing Units Act (Neb. Rev. Stat. §§ 71-1555 to 71-1568.01), the Uniform Standard Code for Manufactured Home and Recreational Vehicles (Neb. Rev. Stat. §§ 71-4601 to 71-4620.01), and Commission rules at 291 Neb. Admin. Code, Chapters 12, 13, and 14. In addition, the Commission's manufactured housing program operates in coordination with the U.S. Department of Housing and Urban Development (HUD) and requires awareness of HUD's Manufactured Home Construction and Safety Standards and related regulations. Inspectors play a key role in ensuring that homes and vehicles subject to the Commission's authority are designed, constructed, installed, and maintained in compliance with state and federal requirements. Plan Reviewers/Inspectors will be contracted by the Commission and serve under the direction of the Commission's Housing & Recreational Vehicle Director.

B. CURRENT ENVIRONMENT

The Commission's Housing and Recreational Vehicle Department administers the modular housing, manufactured housing, and recreational vehicle programs to ensure compliance with state and federal requirements.

The Commission relies on a small pool of highly experienced inspectors, many of whom are nearing retirement or have already transitioned to part-time service. To maintain effective oversight into the future, the Commission is seeking to identify a new generation of inspectors with the technical skills and industry specific knowledge necessary to carry out these responsibilities. Respondent(s) selected through this process will be expected to enter into an independent contractor agreement with the Commission.

C. SCOPE OF WORK

The Commission is seeking Independent Contractors to perform one or more of the following three roles, which include the duties described below:

1. Recreational Vehicle Plan reviews and inspections
 - a. Review plans/prints to appropriate code/standards
 - b. Conduct inspections of recreational vehicles at retail outlets and manufacturing facilities to determine compliance with Commission regulations and adopted construction standards.
 - c. Complete and submit all inspection reports and documentation required by the Commission and, where applicable, by the jurisdiction receiving the home or vehicle.
 - d. Provide written reports of deviations within seven (7) working days of each inspection.

2. Modular Housing Plan Reviews and Inspections
 - a. Perform modular housing unit plan review and analysis to determine design sufficiency in accordance with Commission's Administrative Rules and Regulations, and where such regulation is not specific, in accordance with generally accepted engineering standards and practices.
 - b. Conduct full-line or partial-line inspections of modular housing unit factories to determine compliance with:
 - i. Commission rules and regulations
 - ii. Commission-approved quality assurance manuals and designs; and
 - iii. Construction standards in effect at the time of inspection, including receiving jurisdiction's approved plans, specifications, and calculations where applicable.
 - c. Complete and submit all inspection reports and documentation required by the Commission and, where applicable, by the jurisdiction receiving the home or vehicle.
 - d. Provide written reports of deviations within seven (7) working days of each inspection.
3. Manufactured Housing Plan Reviews and Inspections
 - a. Perform manufactured home plan review and analysis to determine design sufficiency in accordance with Commission's Administrative Rules and Regulations, and where such regulation is not specific, in accordance with generally accepted engineering and/or architectural standards and practices.
 - b. Conduct full-line or partial-line inspections of manufactured home factories to determine compliance with:
 - i. Commission rules and regulations;
 - ii. HUD's Manufactured Home Construction and Safety Standards and related regulations;
 - iii. Approved quality assurance manuals and designs.
 - c. Complete and submit all inspection reports and documentation required by the Commission and, where applicable, by the jurisdiction receiving the home or vehicle.
 - d. Provide written reports of deviations within seven (7) working days of each inspection.

D. RESPONSE DELIVERABLES

Individuals responding to this RFQ should provide the following:

1. Resume or Statement of Qualifications – including employment and/or educational experience related to housing or recreational vehicle design, inspection, construction, or review.
2. Attach copies or other evidence of relevant licenses, certifications, or professional credentials.

Form A

Respondent Contact Sheet

Request for Qualifications Number 25-1

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the Commission with information on the respondent's name and address, and the specific persons who are responsible for preparation of the respondent's response.

Preparation of Response Contact Information	
Respondent Name:	
Respondent Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Each respondent shall also designate a specific contact person who will be responsible for responding to the Commission if any clarifications of the respondent's response should become necessary. This will also be the person who the Commission will contact to set up a presentation/demonstration, if required.

Communication with the Commission Contact Information	
Respondent Name:	
Respondent Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	