



Request for Proposals

Professional Services for Statewide Fracture Critical Bridge Inspection and Load Rating

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 Fracture Critical Bridge Inspection and Load Rating. 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 [Standard Professional Services Agreement](#) 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

Standard Work Categories anticipated on this project are:

- 208 Bridge
 - A. NBIS Bridge Inspections

B. Load Rating

Information regarding the [Standard Work Categories](#) can be found on NDOR's website.

1. OVERVIEW

Consultant shall provide Routine, Special and Fracture Critical Bridge Inspections and load rating services of State of Nebraska, Department of Roads ("State") and local bridges in accordance with the Nebraska Bridge Inspection Program (BIP) manual.

Consultant shall document the findings of the bridge inspection, including identifying and photographing all defects, using the current version of Bridge Management Software (BrM). Consultant shall document load ratings using the current version of Bridge Rating Software (BrR).

State's Bridge Program Manager (PM) will select the bridges for inspection services and the required month of inspection. Consultant must schedule services and coordinate with State and Local officials to ensure timely and efficient completion of the services, including the submittal of all required deliverables on the schedule set by State. Consultant shall perform Quality Control (QC) on all completed bridge inspections and load ratings.

2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- a. Consultant must designate a State of Nebraska certified Fracture Critical Team Leader ("Team Leader") to conduct or supervise all bridge inspections on site.
- b. The Team leader must be certified in accordance with the Nebraska Bridge Inspection Program (BIP) manual.
- c. Load ratings must be evaluated and signed by a Professional Engineer licensed in Nebraska.
- d. Consultant must have working knowledge of:
 - (1) National Bridge Inventory (NBI) and Elemental Inspections
 - (2) Use of the current version of BrM and BrR software.
 - (3) Nebraska Bridge Inspection Program (BIP) manual
 - (4) Bridge Inspection Reference Manual (BIRM)
 - (5) AASHTO Manual for Bridge Evaluation (MBE)
 - (6) AASHTO Manual for Bridge Element Inspection
 - (7) Programmatic Agreement(s) for Statewide Bridge Inspection between the Federal Highway Administration-Nebraska Division and State.

3. SOFTWARE AND EQUIPMENT REQUIREMENTS

- a. Consultant is required to use the State-owned bridge inspection software identified as BrM, and to acquire at no cost to the State and use the bridge load rating software identified as BrR.
- b. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services and load rating field verifications.

- c. Consultant is required to provide a two-person crew for each bridge inspection; at least one of the crew members shall be a certified Team Leader.
- d. Reports and documents must be submitted in Microsoft Word, Excel, PDF or other formats as directed by State.

4. EXPECTATIONS FOR THE DELIVERABLES

- a. Completed bridge inspection information reported in BrM shall include, but is not limited to, the following:
 - (1) Notes of defects
 - (2) Condition ratings
 - (3) Defects identified and photographed documenting the condition of the bridges
- b. Completed bridge inspection forms (when applicable) shall include, but are not limited to, the following:
 - (1) Repair Report (DR Form 321)
 - (2) Maintenance Report (DR Form 27)
 - (3) Critical finding Report (DR Form 320)
 - (4) Fracture Critical Form (BR293)
 - (5) Channel cross section plot and data.
- c. Consultant's Quality Control (QC) procedures, prior to notice to proceed.
- d. Completed Load Rating documents and files:
 - (1) Load Rating Summary Sheets (LRSS) (BR465)
 - (2) BrR file
 - (3) Additional field measurements
- e. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by Consultant.
- f. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that eight (8) consultant will be awarded the contract for this work. Contracts will be negotiated annually for up to four (4) years. The payment method for the contracts may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

A minimum of ten (10) 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 expert knowledge (knowledge and understanding of all policies, procedures, and requirements) of the NBIS Inspection program.
 - c. Consultant's expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual.
 - d. Consultant's expert knowledge of the AASHTO MBE.
 - e. Consultant's expert knowledge of load rating for bridges.
2. Performance Data (25 pts)
 - a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Consultant's performance as documented in the Statewide NDOR Inspection and Records Quality Assurance Program.
 - c. Project schedule adherence on previous projects with NDOR.
 - d. Cooperation with NDOR staff on previous projects.
 - e. 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 and Understanding (25 pts)
 - a. Applicability and relevance of comparable bridge inspections provided by the Consultant. (Consultant should limit its number of projects/programs to five (5) in their proposal).
 - b. Applicable Computer programs, i.e. BrM, BrR and other relevant programs.
 - c. Consultant has demonstrated understanding of key elements of the work.

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 expert knowledge (knowledge and understanding of all policies, procedures, and requirements) of the NBIS Inspection program.
 - c. Consultant’s expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual.
 - d. Consultant’s expert knowledge of the AASHTO MBE.
 - e. Consultant’s expert knowledge of load rating for bridges.
2. Experience and Understanding (20 pts)
 - a. Applicability and relevance of comparable bridge inspections provided by the Consultant.
 - b. Applicable Computer programs, i.e. BrM, BrR and other relevant programs.
 - c. Consultant has demonstrated understanding of key elements of the work.
3. Performance (20 pts)
 - a. Performance evaluations by NDOR regarding the work of the Consultant.
 - b. Consultant’s performance as documented in the Statewide NDOR Inspection and Records Quality Assurance Program.
 - c. Project schedule adherence on previous projects with NDOR.
 - d. Cooperation with NDOR staff on previous projects.
 - e. 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.
4. Quality of Interview (20 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. 19	5:00 PM
Interview	Oct. 25	1-5:00 PM
Post Final Selections	Nov. 2	5:00 PM

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.
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 on one (1) side, 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 spiral or 3-ring 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