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DEPARTMENT OF ROADS

Request for Proposals

Professional Services for Statewide On-Call Quality Assurance Inspections of Steel Girder Fabrication

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 On-Call Quality Assurance Inspections of Steel Girder Fabrication. 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 [Master IDIQ Agreement for Professional Services](#), [Task Order](#), 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**A. OVERVIEW OF THE WORK:**

Consultant shall provide Quality Assurance of the inspection procedures for fabrication of steel girders at the plants of bridge girder suppliers. The following services will be provided as a part of the work:

1. Review of applicable welding procedures, welder certification and submitted material test records.
2. Audit review of fabricators' QA/QC procedures.
3. Verify qualified welders are using approved welding procedures according to AASHTO AWS D1.5: 2015.
4. Review fabrication operations for conformance to the project requirements.
5. Monitor welding operations for proper welding procedure parameters. During welding, provide periodic review to insure parameters are being maintained.
6. After welding and prior to materials submittal for nondestructive evaluation, visually review completed weldments for compliance to specific quality requirements.
7. Review all required remedial action and record repair procedures.
8. Ensure correct radiographic procedures are followed and results are reviewed; and x-ray (1) tension joints 100% and (2) compression joints 25% each joint.
9. Inspect and verify given camber allowance in final laydown of girders.
 - a. Final check of all field splices and insure allowable tolerances are met.
 - b. Review material surface preparation and cleanliness for conformance to project specifications.
 - c. Prepare shipping releases and physically identify material released for shipment and tag with NDOR tags.
10. Prepare all project Quality Assurance Documentation for submittal to NDOR for permanent record.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. The services shall be performed by an American Welding Society (AWS) Certified Welding Inspector (CWI). Copies of the AWS-CWI certificates and current eye exam of the inspectors assigned to projects will be provided to NDOR. Applicable Nondestructive testing (NDT) certificates shall also be provided.
2. Inspectors and staff assigned to the project shall have working knowledge of the following documents:
 - a. AASHTO/AWS D1.5: 2015 Bridge Welding Code
 - b. ASNT Recommended Practice NST-TC-1A
 - c. AASHTO LRFD Bridge Design Specifications
 - d. NDOR Standard Specifications for Highway Construction
 - e. ASTM Standards for Structural Steel Fabrication

C. SOFTWARE AND EQUIPMENT REQUIREMENTS:

All equipment required for inspection work will be provided by the Consultant.

D. EXPECTATIONS FOR THE DELIVERABLES:

1. Consultant will prepare shipping releases and physically identify material released for shipment and identify finished material with NDOR provided tags.
2. Consultant will prepare all project quality assurance documentation for submittal to NDOR for permanent record. Weekly reports may be required depending upon the length of time for fabrication. Documentation shall be in accordance with the guidelines set forth in the following publications:
 - a. AWS D1.5: 2015 Bridge Welding Code
 - b. Certification Manual for Welding Inspectors (4th Ed) – AWS
 - c. AWS QC1 – Standard for AWS Certification of Welding Inspectors
3. Work shall be completed in compliance with the requirements of the latest editions of the following documents:
 - a. AASHTO/AWS D1.5: 2015 Bridge Welding Code
 - b. ASNT Recommended Practice NST-TC-1A
 - c. AASHTO LRFD Bridge Design Specifications
 - d. NDOR Standard Specifications for Highway Construction
 - e. ASTM Standards for Structural Steel Fabrication
4. Work will be performed at specified steel fabrication shops throughout the United States.
5. Work will be completed according to schedules set forth in each individual task order.
6. All documentation will be submitted to NDOR for its project files.

DETAILS

It is anticipated that five (5) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed three (3)-year contract term will have a guaranteed contract minimum value of \$500 and a maximum value of up to \$200,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$2,000 to \$20,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

It is anticipated that seven (7) 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)

E. QUALIFICATIONS (45 PTS)

1. Consultant has provided list of cities for which the Consultant has inspectors located in, demonstrating the ability to be in close proximity to the work required.
2. Consultant's individual CWI's experience in providing the services described above.

F. PERFORMANCE DATA (45 PTS)

1. Consultant has provided a client reference list and contacted reference feedback has been positive.
2. NDOR's experience with Consultant on previous work.

G. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (10 PTS)

1. Consultant has demonstrated understanding of key elements of the project.
2. Consultant has provided comparable services they have been involved with.

Final Selection (100 pts)

A. QUALIFICATIONS (40 PTS)

1. Consultant has provided list of cities for which the Consultant has inspectors located in, demonstrating the ability to be in close proximity to the work required.

2. Consultant's individual CWI's experience in providing the services described above.

B. PERFORMANCE DATA (40 PTS)

1. Consultant has provided a client reference list and contacted reference feedback has been positive.
2. NDOR's experience with Consultant on previous work.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (10 PTS)

1. Consultant has demonstrated understanding of key elements of the project.
2. Consultant has provided comparable services they have been involved with.

D. QUALITY OF INTERVIEW (10 PTS)

1. Consultant's interview was clear and concise.
2. Consultant addressed evaluation factors adequately.
3. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFP Posted	Oct. 12	
Last Day Updates to RFP may be posted	Oct. 26	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	Nov. 2	5:00 PM
Proposals Due	Nov. 2	5:00 PM
Post Short-List Consultants & Interview Schedule	Nov. 9	5:00 PM
Interview	Nov. 16	1-3:30 PM
Post Final Selections	Nov. 23	5:00 PM

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the consultant
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform the work in a timely manner
5. To fulfill the minimum guarantee

Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

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 single-sided, 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 3-ring or spiral 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