



Good Life. Great Journey.

DEPARTMENT OF ROADS

Request for Proposals

Professional Services for Statewide Bridge Inspection & Records Quality Assurance

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 Bridge Inspection & Records Quality Assurance. 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

A. Overview of the work:

The National Bridge Inspection Standards (NBIS) set the requirements for the Nebraska Department of Road's (NDOR) bridge inspection program for three operations (qualifications, inspection frequency, and follow-up). NDOR's Bridge Inspection Program (BIP) Manual specifies procedures that are to be applied in Nebraska to meet the NBIS requirements.

The Consultant will complete Quality Assurance (QA) reviews on various NDOR BIP program operations in accordance with the Quality Assurance Program including any refinements and adjustments based on the QA evaluation of prior inspection cycles. For purposes of this scope, a cycle is defined as one year of inspection data. The objective of the NDOR QA Program is to improve the quality of NBI data and reports. Continual improvement of the program and refinement will likely generate modifications to the QA Program procedures and the scope of work from year to year.

Variations in QA procedures will be discussed between NDOR and the Consultant as QA reviews progress; or will be requested by NDOR and Federal Highway Administration (FHWA). The Consultant will also be updating the BIP Manual based on QA refinements and NBIS program changes. The Consultant will also compile QA review information and add to a developed Microsoft Access database.

Quality Assurance Program services could include, but are not limited to:

1. Performing routine, underwater, special, and fracture critical bridge inspections as a quality assurance check of Nebraska's NBIS certified bridge inspectors.
2. Performing Load Rating QA
3. Hydraulic evaluation of bridges
4. Checking and verifying bridge inventory and inspection data of state and local agencies.
5. Preparing Quality Assurance reports, Participant Reports and supporting documents.
6. Coordination meetings with the NDOR NBI working committee.

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

B. Qualifications, Knowledge and Experience:

Consultant must designate a State of Nebraska certified Team Leader ("Team Leader") to conduct or supervise all bridge inspections on site. The Team leader must be certified in accordance with the Nebraska Bridge Inspection Program (BIP) manual.

1. Load ratings must be evaluated by a Professional Engineer.
2. Consultant must have working knowledge of:
 - a. National Bridge Inventory (NBI) and Elemental Inspections
 - b. Current version of BrM and BrR software.
 - c. Nebraska Bridge Inspection Program (BIP) manual
 - d. Bridge Inspection Reference Manual (BIRM)
 - e. AASHTO Manual for Bridge Evaluation (MBE)
 - f. AASHTO Manual for Bridge Element Inspection
 - g. Programmatic Agreement(s) for Statewide Bridge Inspection between the Federal Highway Administration-Nebraska Division and NDOR.

C. Software and Equipment Requirements:

1. Consultant is required to use the State-owned bridge NBI software identified as BrM. Consultants also to acquire at no cost to the State and use the bridge load rating software identified as BrR.

2. Consultant shall provide its own bridge inspection equipment and vehicle(s) for use in completing the bridge inspection services and load rating field verifications.
3. 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. Expectations for the Deliverables:

1. Final QA Report will be submitted to NDOR and must include an executive summary and individual chapters for each area of study for that specific QA cycle. The report is expected to be approximately 40 pages long.
2. State Engineer's QA Letter: A summary of QA results in memo form will be completed after the final QA Report is submitted. The participant memo will highlight those areas most in need of improvement as well as highlights of QA results.
3. Team Leader Summary: Each Team Leader in the subject QA cycle will receive a summary of each bridge receiving a QA review as well as an overall composite score for that review.
4. Owner Summary: Each Bridge Owner that is selected for an Owner Review will receive an individual memo detailing the findings and recommendations for improvements after the review.
5. State reserves the right, but not the duty, to conduct Quality Assurance (QA) on any bridge inspection performed by Consultant.
6. State shall retain all rights to the deliverables.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The NDOR reserves the option to select a second consultant as an alternate. The proposed contract will be negotiated annually for up to four (4) years. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

It should be noted that the Consultant chosen for the work under this RFP may not also be involved in other bridge inspection work for NDOR. As such, if the chosen firm is currently working on other inspection work (Fracture Critical, Missouri River Above Water Bridges, Missouri River Below Water Bridges), the chosen firm will have their inspection work under these contracts reassigned.

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is 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 (40 pts)
 - a. Qualifications of project manager and key team members to perform the work.
 - b. Consultant's expert knowledge and understanding of all policies, procedures, and requirements of the NBIS Program.
 - c. Consultant's expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual and associated quality assurance and quality control procedures.
 - d. Consultant's expert knowledge of the AASHTO Manual for Bridge Evaluation.
 - e. Consultant's expert knowledge of load rating for bridges.
 - f. Consultant's expert knowledge of bridge hydraulic modeling.
 - g. Consultant's expert knowledge of bridge scour analysis.
2. Experience & Competence (25 pts)
 - a. Applicability and relevance of comparable bridge quality assurance work 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, HECRAS, and other relevant programs.
3. Performance Data (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. Approach (15 pts)
- a. Innovative recommendations to improve the quality assurance program.

Final Selection (100 pts)

1. Qualifications (35 pts)
- a. Qualifications of project manager and key team members to perform the work.
 - b. Consultant's expert knowledge and understanding of all policies, procedures, and requirements of the NBIS Program.
 - c. Consultant's expert knowledge of the current NDOR Bridge Inspection Program (BIP) manual and associated quality assurance and quality control procedures.
 - d. Consultant's expert knowledge of the AASHTO Manual for Bridge Evaluation.
 - e. Consultant's expert knowledge of load rating for bridges.
 - f. Consultant's expert knowledge of bridge hydraulic modeling.
 - g. Consultant's expert knowledge of bridge scour analysis.
2. Experience & Competence (25 pts)
- a. Applicability and relevance of comparable bridge quality assurance work 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, HECRAS, and other relevant programs.
 - c. Consultant has demonstrated understanding of key elements of the work.
3. Approach (10 pts)
- a. Innovative recommendations to improve the quality improvement program.
4. Performance Data (15 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.
5. Quality of Interview (15 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. 21	
Last Day Updates to RFP may be posted	Oct. 5	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	Oct. 12	5:00 PM
Proposals Due	Oct. 12	5:00 PM
Post Short-List Consultants & Interview Schedule	Oct. 25	5:00 PM
Interview	Oct. 31	1:00-4:00 PM
Post Final Selections	Nov. 7	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