**REQUEST FOR PROPOSAL**

**March 1, 2018**

**TO PERFORM**

**UNDERWATER BRIDGE INSPECTION**

**FOR PROJECT:**

**BRS-NB18(003), PCN 22197**

**Underwater Bridge Inspection**

**For**

**Twenty two locations**

**Thomas K Sorel**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**STEVE CUNNINGHAM**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**BY**

**12:00 PM Central Time March 22, 2018**

**REQUEST FOR PROPOSAL**

NDDOT intends to execute one cost plus fixed fee contract requiring monthly billings with the chosen firm to complete the Project. NDDOT reserves the right to assign work in phases and have the firm selected perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT), is soliciting qualified bridge inspection firms to provide professional assistance to perform underwater bridge inspections of twenty-two (22) bridges in the state that have submerged foundation components that are in water too deep to be accessed and inspected using waders. The consultant will perform underwater inspections of these bridge elements to document deterioration or damage present between the water line and the mud line. Inspections in deep water will require diving or other appropriate techniques to determine the underwater condition.

The consultant shall supply all equipment, transportation, supplies, labor, licenses, permits, and insurance necessary for completion of the work. A diving platform, such as a boat of sufficient size and power to negotiate the waterway involved, shall be provided by the consultant to access dive sites where shore access is not available.

All diving operations shall be conducted in accordance with requirements of Subpart T, Commercial Diving Operations, published by OSHA, and all local safety standards.

Inspections will be conducted in accordance with the guidelines of the National Bridge Inspection Standards (NBIS), the Manual for Maintenance and Inspection of Bridges (AASHTO), and pertinent Federal Highway Administration regulations, advisories and guidelines.

A certified team leader bridge inspector, certified according to 23 CFR Part 650, shall manage the inspection team and diving operations. Divers performing underwater inspections shall be certified divers. An underwater bridge inspection diver must complete an FHWA approved comprehensive bridge inspection training course or other FHWA approved underwater diver bridge inspection training course. Proof of certifications of all proposed inspectors shall be provided in an appendix to the RFP.

The consultant shall be responsible for traffic control, if required, as described in the Manual for Uniform Traffic Control Devices (MUTCD). A minimum of one (1) lane of traffic shall be maintained at all times. All traffic control must be removed nightly. Coordination with the specific NDDOT District office and the NDHP for permit truck movements with the schedule is required to allow adequate permit route coordination.

Work will be conducted during daylight hours only.

The underwater inspection shall include both visual and tactile inspection of the entire underwater portions of each substructure unit of each bridge. Surfaces on which aquatic growth impedes inspection shall be partially cleaned as recommended in the inspection guidelines. All significant deficiencies shall be noted and any recommendations shall be documented.

The inspections shall include checking all concrete for erosion, wear, abrasion, scaling, spalling, exposure and deterioration, for any exposed reinforcing steel, and all cracking; checking all exposed structural steel or piling for misalignment and loss of section; checking all timber for evidence of decay and for weathering. All timber shall be sounded. The channel bottom around piers or abutments shall be probed and the presence, size and condition of riprap shall be noted. The location and approximate size of scour holes encountered shall be noted.

A report shall be prepared for each bridge inspection. The report shall include the NDDOT Channel Profile SFN 17336 supplied by NDDOT. The underwater inspection report format shall be submitted to the NDDOT for approval prior to inspections beginning. Appropriate condition ratings shall be entered by the consultant. Sketches or copies of original plan sheets shall be used to show locations of deficiencies. The report shall be signed by the certified bridge inspection team leader who was on the site.

Documentation of defects shall require the use of underwater photography, sonographic images or video recordings. The consultant shall have at the site at all times, audio and video communication capabilities with the topside personnel. The consultant shall have the ability to produce clear underwater still photography and video recordings as conditions warrant. The use of a "clear water" box may be necessary.

The consultant shall utilize sector scanning sonar to supplement underwater inspections at bridge sites with swift current or cloudy water.

Meetings

The Consultant will coordinate a pre-job meeting that will include District and Bridge Division personnel to kick of the project. Schedule, access, traffic control and any other items that will impact traffic or the District operations will be discussed prior to beginning the project.

The Consultant will be available to meet with representatives of the NDDOT in Bismarck to discuss the inspection findings and conclusions submitted in the inspection report. The Consultant should anticipate (1) one meeting.

The Consultant will conduct regular telephone conference calls to discuss any aspect of the work as required during the project duration and to update the NDDOT Bridge Division of the progress of the project.

During the course of the field inspection, the Inspection team leader will be available to meet and discuss the project with the NDDOT at the request of the Department.

**BRIDGES REQUIRING UNDERWATER INSPECTION**

**County Structures**:

38-119-27.0 This Renville County structure crosses Lake Darling 1 mile west of Grano. This is a 3 span structure. Approx 32' depth

49-106-26.0 This single span structure crosses the Elm River in Trail County 2 miles east and 2 miles south of Galesburg. Approx 6' depth

Bridges located on the State or Federal Highway System:

They can be located by their bridge numbers. For example, bridge 2-144.205 L, is on US 2 at reference point 144.205 on the north (westbound) roadway. The exception to this rule is Structure 94-920.914. This bridge is on the I-94 business route between Bismarck and Mandan.

11-096.356 This 3 span structure crosses the James River on Highway 11 in Dickey County 1 mile west of Ludden. Approx 10' depth

14-141.343 This 4 span structure crosses the Mouse River in Bottineau County 4 miles south of Kramer. Approx 10' depth

19-143.037 This 2 span structure in Benson County crosses Mauvais Coulee 5 miles east of US Highway 281. Approx 22' depth

19-148.200 This 3 span structure in Ramsey County crosses Six Mile Bay 7 miles West of US Highway 2. Approx 35' depth

20-068.668 This 3 span structure crosses the Sheyenne River in Eddy County 1 mile south of ND Highway 15. Approx 10' depth

20-096.753 This 2 span structure crosses Devils Lake Narrows in Ramsey County 7 miles southwest of Devils Lake. Approx 22' depth

23-046.203 This 15 span structure between McKenzie and Mountrail Counties crosses the Missouri River/Sakakawea Reservoir 3 miles west of ND Highway 1804. Approx 60-70' depth

26-012.634 This 3 span structure in Barnes County crosses Lake Ashtubula 9 miles west of ND Highway 26. Approx 14-17' depth

32-036.894 This 3 span structure in Ransom County crosses the Sheyenne River within the City of Lisbon. Approx 18' depth

52-168.801 This 3 span structure in Wells County crosses the Sheyenne River 1 mile northwest of ND Highway 3. Approx 10' depth

57-012.469 This 2 span structure crosses Devils Lake Narrows in Benson County 1 mile south of ND Highway 20. Approx 25' depth

58-008.514 This 9 span structure crosses the Missouri River in Williams County 1 mile west and 1 mile south of Buford. Approx 15' depth

85-181.526 This new 6 span structure crosses the Missouri River and the Burlington Northern Railroad in McKenzie County 2 miles south of US Highway 2. Approx 16-34' depth. Some construction/demolition activities may occur on the adjacent structure during the summer of 2018. Coordinate with the NDDOT and contractor for safe access at this site.

94-156.609 This 7 span structure crosses the Missouri River between Burleigh and Morton Counties 3 miles west of US Highway 83 North. Approx 20' depth

94-920.914 This 7 span structure crosses the Missouri River between Burleigh and Morton Counties between Bismarck and Mandan. Approx 15-25' depth

200-003.465 This 8 span structure crosses the Yellowstone River in McKenzie County 3.5 miles east of the Montana State Line. Approx 15' depth

200-924.623 This 7 span structure crosses the Missouri River between Oliver and McLean Counties 1 mile west of US Highway 83. Approx 15-25' depth

810-000.846 This 11 span structure crosses the Missouri River between Burleigh and Morton Counties 1 mile west of Washington Street on Bismarck Expressway. Approx 1 0-25' depth

1804-316.923 This 3 span structure crosses the Little Muddy River in Williams County 2 miles east of US Highway 2. Approx 6-8' depth

VC02 This is a 3 span Prestressed concrete beam structure in the Sheyenne river and is located within Valley City. Approx 10-15' depth

**PROJECT SCHEDULE**

All inspections shall be completed by August 31, 2018 with final reports completed by November 1, 2018.

All design and project data will become the property of NDDOT upon completion of the final submittal. All project information will be **generated** in the following formats and standards:

* + - * MS Word and MS Excel
      * MircoStation SS4 (8.11.09.832)
      * Geopak SS4 (8.11.09.878)
      * Microsoft “Project”
      * NDDOT CADD Manual
      * NDDOT Consultant Services Manual Chapter 19
      * NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20
      * NDDOT CADD Editing Manual Chapter 21
      * NDDOT Data Collection Codes and Procedures
      * NDDOT Drafting Standards
      * NDDOT Design Manual Plan Preparation Guide Website

**PROPOSED SUB CONSULTANT REQUEST**

Sub Consultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal.  This form is used for informational purposes only.  See NDDOT web site for form SFN 60232. (http://www.dot.nd.gov/dotnet/forms/forms.aspx)

**PRIME CONSULTANT REQUEST TO SUBLET**

The successful firm will be required to include the attached ‘Prime Consultant Request to Sublet’ form for each Sub consultant listed on the contract prior to execution of the contract.  The form assures that the contract between the Prime consultant and all Sub consultants contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). See NDDOT web site for form SFN 60233.

(http://www.dot.nd.gov/dotnet/forms/forms.aspx)

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant  shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts.  Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. **For information regarding the DBE Program, see the 2016 DBE Program Manual at** [**http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf**](http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf)

**TITLE VI/NON-DISCRIMINATION AND ADA**

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department.  For information regarding Title VI, see the **2016 Title VI/Nondiscrimination and ADA Program at** [**http://www.dot.nd.gov/divisions/civilrights/docs/titlevi/NDDOT-Title-VI-ADA-2016.pdf**](http://www.dot.nd.gov/divisions/civilrights/docs/titlevi/NDDOT-Title-VI-ADA-2016.pdf)

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant’s, or sub consultant’s responsibility to include the two above paragraphs in every subcontract.

**EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work must submit 4 hard copies of their proposal and one electronic copy in PDF format. Both the hard copies and electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Any late proposals will not be considered.

**Proposals shall be submitted to:**

Steve Cunningham

Environmental and Transportation Services Division

NDDOT

608 East Boulevard Avenue

Bismarck, ND 58505

[scunning@nd.gov](mailto:scunning@nd.gov)

* Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.
* The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.
* The consultant’s proposal shall include an appendix. The appendix may include updated Federal form 330 if you do not have one on file with CAS. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

**Appendix A**

* + A staffing plan identifying the key project personnel (including titles, education, certifications and work experience) and the respective roles and responsibilities for the project.

**Appendix B**

* + A General QC/QA Plan which covers the firm’s process for ensuring checks and reviews are being conducted to ensure quality and standards are being met.

**Appendix C**

* + Sub-consultants and associated activities to be completed by the sub-consultants. Attach sublet forms for each sub at the end of this section.

Each proposal will be evaluated by a selection committee consisting of NDDOT staff members and/or representatives. NDDOT reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following weighted criteria:

Weight

* \_\_10%\_\_\_ i. Past performance
* \_\_10%\_\_\_ ii. Ability of professional personnel
* \_\_10%\_\_\_ iii. Willingness to meet time and budget requirements
* \_\_10%\_\_\_ iv. Location
* \_\_10%\_\_\_ v. Recent, current, and projected workloads of the persons and/or firms
* \_\_10%\_\_\_ vi. Related experience on similar projects
* \_\_10%\_\_\_ vii. Recent and current work for the agency
* \_\_30%\_\_\_ viii. Project understanding, issues, and approach
* \_\_5%\_ ix. DBE: Up to 5 points may be awarded for good faith efforts to utilize DBE’s in case of tied scores

Weights for each criteria are assigned independently for each specific project by CAS and the Project Technical Representative. Maximum total weight is 100 points. 5 additional points may be awarded for good faith efforts to utilize DBE’s in the event of a tie.

Consultants are strongly encouraged to use DBE sub consultant services where applicable. The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for sub-consulting. Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration during the negotiation stage of each contract.

**RIGHT OF REJECTION**

The North Dakota Department of Transportation reserves the right to reject any or all proposals.

**DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of all proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

**RISK MANAGEMENT FOR PROFESSIONAL SERVICES**

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant.

**AUDIT**

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm’s Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Out of state firms can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to firms that do not have a compliant rate.

**CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving RFP's via email