

2026 Sign Inspections RFP

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's (Iowa DOT) Bridges and Structures Bureau is interested in entering into a professional services contract with up to two consultant firms to provide sign structure inspection services for the 2026 Sign Inspections project. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The state has an inventory of approximately 740 overhead sign structures, 100 long mast arm structures and 250 bridge mounted sign supports that would be inspected as part of this contract. These structures were last inspected in 2021. Periodic inspection of the support structures is necessary to identify maintenance needs and structural condition. The sign inventory information is stored in the Department's SIIMS database that utilizes AssetWise software. Two consultants will be selected with each responsible inspecting three of the six Districts. The selected consultants will be provided necessary access to the database.

Project Scope

The consultant would be responsible for providing a close-up inspection of all above ground portions of the structures supplemented with non-destructive testing as necessary and ultrasonic testing of anchor bolts on overhead sign structures. In order to reduce the impacts to the traveling public, climbing techniques will be used where possible to minimize traffic control. The consultants selected shall be responsible for all portions of the inspection, including recording inspection findings in SIIMS.

Qualified candidates should demonstrate a thorough knowledge of sign structures and in-service safety inspections, with experience inspecting similar structures.

The consultant is responsible for all equipment, training and any other items necessary to perform the inspection. The inspection shall be performed in accordance with the appropriate FHWA and AASHTO guidelines.

The consultants will be responsible for providing all traffic control and access equipment. Preference will be given to consultants who demonstrate inspection methods that will minimize traffic restrictions. All traffic control will be accordance with the Manual for Uniform Traffic

Control and Iowa DOT Standard Road Plans for Traffic Control. Restrictions on time and days for lane closure may be in place.

Contract Information

The inspections are anticipated to be completed by the end of May 2027. Reports are to be completed 45 calendar days following the completion of the inspections. It is anticipated that work for these selections will be authorized to begin July 1, 2026, on a cost-plus basis.

General Requirements

The consultant and their subconsultants are required to meet the requirements of specified work categories as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, at the time of contract execution, and for the duration of the contract. Qualifications will be assessed during review of proposals; no prequalification submissions are necessary. Work under this contract will require the consultant team to meet the minimum qualifications standards of work category: 325 (Bridge Inspection & Analysis). Failure to meet the requirements during the contract will result in cancellation of any remaining portion of the contract.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. No DBE goal (0%) is established at this time. Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

A. Staffing:

1. Specific qualifications of project manager - 20%
2. Specific qualifications of team - 15%

B. Past performance with similar types of work - 40%

The evaluation will primarily consider past experience of the identified project manager and staff that will comprise the project team.

C. Inspection methods - 15%

The evaluation will consider the use of inspection methods that will limit traffic restrictions.

D. Ability to meet schedules - 10%

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate. Marketing meetings with the Iowa DOT while this RFP is active is also considered inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. All responders must provide adequate information on the response's cover page to clearly identify the submittal is for the **2026 Sign Inspection RFP** along with the replying firm and an email for the point of contact for the firm.
2. Include your firm's approach to addressing the identified tasks, your eligibility to meet the requirements of the "Required Work Categories" for the work you intend to perform, your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
3. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by these individuals. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
4. Include experience and qualifications as related to the "Required Work Categories" for any sub-consultants to be used and work they will perform.
5. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
6. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
7. The location of the office where the majority of work will be performed or from which a majority of resources will be dispatched.
8. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

9. Inclusion of promotional literature of a general nature will not be considered in the selection process.
10. If applicable, include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal, and if submitted, will not be considered. Inclusion of promotional literature of a general nature will also not be considered in the selection process.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a **proposal is 25 megabytes.**

The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal by 3:30 p.m. on the submittal deadline date.

Proposals are due by 3:00 pm on Wednesday, March 18, 2026.

Any technical questions or questions regarding this RFP shall be submitted via email to DOT.ConsultantProposals@iowadot.us. Any questions about this RFP must be received by noon on Wednesday, March 4, 2026. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

Federal and state laws prohibit employment and/or public accommodation. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 800-262-0003. If you need accommodations

because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at 515-239-1427. TTY/TDD: 515-239-1514

References

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (<https://iowadot.gov/projectdev/300.04.PDF>)

PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services (<https://iowadot.gov/projectdev/300.12.pdf>)