

2026 Full Service Geotechnical Engineering On-Call RFP

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's (Iowa DOT) Design Bureau is interested in entering into a professional services contract with a minimum of four (4) consultants to provide a full range of geotechnical services for work on various projects. 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

A minimum of four (4) "full service" consultants will be selected to provide a full range of geotechnical services including drilling, laboratory testing, geotechnical analysis, geotechnical design, geotechnical plan sheet preparation and general consultation regarding geotechnical issues. The "full service" consultant may also be required to provide geotechnical support during construction including, but not limited to contractor submittal review, review of value engineering submittals related to geotechnical design, installation and monitoring of geotechnical instrumentation and construction supervision of geotechnical related construction. Note that plan sheet deliverables that are needed shall be prepared and delivered in Open Roads Designer CONNECT format. In general, the "full service" work can be characterized as providing complete geotechnical services on various projects, including those associated with bridges, drainage structures, grade separation structures, highways and emergency response/repair efforts. The magnitude of service that might be expected of the "full service" consultant could include a large-scale project involving multiple miles of grading for a two-lane or multi-lane roadway. Note, however, that this characterization may not be typical; the "full-service" consultant will be called on to provide varying magnitudes of service on a variety of projects.

Project Scope

The anticipated projects under these selections may include roadway (on existing and new alignments), bridges, emergency type responses and a variety of other types of work. The chosen consultants must be able to react quickly to assigned projects, including those that have been advanced in the DOT production schedule or have short-term deadlines.

The "full service" scope includes involvement in all phases of geotechnical and geological investigation, testing, analysis and design services from conceptual through final design and construction of transportation facilities. Anticipated activities include, but are not limited to:

- Site investigation and characterization
- Drilling
- Sampling of soil and rock

- Geotechnical laboratory testing
- Evaluation of site materials
- Determination of construction and cost effectiveness
- Subgrade and drainage design
- Stability, settlement and foundation design
- Construction-related geotechnical services
- Preparation of plan documents in Open Roads Designer CONNECT format
- Coordination with other design disciplines or parties
- Installation and reading of geotechnical instrumentation
- General consultation

In general, the Department will work with the selected firms on a project-by-project basis to determine the types of services required on a project. The work will be performed in general accordance with the provisions of Chapter 200 – Geotechnical Design of the Design Manual.

Contract Information

The Department anticipates that the selection process will be completed by February 2026. Negotiations with the top selected consultants will commence upon notice that the selection process is completed. The selection is intended to cover on-call geotechnical services for a three (3) year period.

There is a no specific allocated dollar amount dedicated or assigned to this work and expenditures will vary dependent on the number and magnitude of work orders over the contract period. The Department will not guarantee a set amount of work or contract value for these services.

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. Work under this contract will require the consultant team to meet the requirements of work category 321 – Geological & Geophysical Studies. 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. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at <https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program>. A list of TSB firms may be found at <https://www.iowa.gov/tsb>.

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.

1. Staffing expertise and demonstrated experience with all types of highway projects including those large-scale projects encompassing a comprehensive or complete scope of geotechnical services. (Determination of constructability and cost effectiveness, subgrade and drainage design, stability and settlement analyses, foundation design and plan preparation to be addressed under these criteria.) – **40 points.**
2. Consultant resources available and proposal describing how to use on projects of all sizes, including drilling and laboratory equipment – **30 points.**
3. Ability to meet schedules, including those associated with emergency type responses and the level of availability by key staff personnel – **30 points.**

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 are 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 Full Service Geotechnical Engineering On-Call 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. The location of the office(s) where the majority of work will be performed or from which the majority of resources will be mobilized.
7. 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.
8. Inclusion of promotional literature of a general nature will not be considered in the selection process.
9. 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 twenty-five (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 15 megabytes**.

The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on Wednesday, January 28, 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, January 21, 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>)