

3 Year On-Call Steel Fabrication Inspection Services

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's Construction and Materials Bureau is interested in Certified Welding Inspection Service Consultants to provide Certified Welding Inspectors (CWI) with Non- Destructive Testing (NDT) welding experience, experience in paint inspection and the ability to review and approve weld procedure specifications (WPS) for work on multiple fabrication projects at various locations throughout the United States. 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 Iowa Department of Transportation Construction and Materials Bureau is seeking the professional services of a consultant to assist in the steel fabrication inspection of various projects in support of our construction program. The fabrication inspector shall be able to physically perform structural steel inspection within the confines of a steel fabrication facility. Inspectors must have and maintain a Certified Welding Inspection certificate and become familiar with the Iowa DOT Standard Specifications, Supplemental Specifications, Instructional Memorandums (IM) and the AWS D 1.5 Welding Code. The CWI must also be able to provide Certified Welding Inspection services, monitor welding, welders, weld procedures and review non-destructive testing (NDT) reports. Reviewing and approving weld procedure specifications (WPS) is also a requirement. The Inspector will monitor the work associated with the cutting, drilling, prepping, welding, bolting, heating (cambering), NDT testing, assembly, blasting, painting (if applicable), handling and loading of the steel. The inspector will perform inspection in accordance to the AWS D1.5 and the Iowa DOT contract documents.

Project Scope

The consultant shall provide the names, CWI certificate, NDT qualifications and availability of at least three CWI's for consideration for this contract. While we would expect some conflicts with individual schedules, we would like to ensure that we maintain assurance that we can utilize fully certified inspectors with at least two years of full-time experience providing quality assurance that can perform the following duties:

- 1- Perform the inspection work in accordance with the Iowa DOT contract documents.
- 2- The inspections can be scheduled following contractual agreement and coordination with the fabricator. CWI will inspect on a mutually agreed upon schedule. (may involve second shift)

- 3- The inspector will be outfitted with his own personal protective equipment including hard hat, eye protection, ear protection, safety glasses and safety shoes or other equipment required by the fabricator.
- 4- Perform quality assurance (QA) inspections to confirm that the shop is fabricating material in accordance with the Iowa DOT contract documents, and that the fabricator's quality control (QC) is effectively controlling the work to the standard of their approved quality control plan.
- 5- The inspector will write a daily inspection report to document the activities and findings as witnessed during his presence at the job site.
- 6- The Iowa DOT expects the fabrication shops to maintain proper and safe access to the items to be inspected by the CWI and its IOWA DOT inspectors.
- 7- The CWI is considered the lead Inspector on the fabrication process, all problems, issues, non-conformances MUST BE BROUGHT TO THE ATTENTION OF THE Structural Fabrication Section of the Iowa DOT, so that we can ensure that corrective action is taken promptly in accordance with the Iowa DOT requirements.
- 8- Communicate, either written or verbal, with the Iowa DOT- Structural Fabrication Section a minimum of twice per week. Brief the DOT on potential or pending issues. Make and be able to implement corrective actions with minimal supervision, but with full communication.
- 9- Record all heat numbers, widths and thicknesses of all structural steel incorporated into the project.
- 10- Check fit-ups, burning and/or cutting.
- 11- Review fabricator welder certifications, CWI certifications and NDT certifications
- 12- Obtain and review material test reports (MTRs) for conformance with project specifications. Document traceability of main member materials.
- 13- Coordinate with the Iowa DOT Resident Construction Engineer (RCE) for the prepayment of material.
- 14- NDT proficiency should not be less than level II certification. Witness, monitor and review reports for all of the required Non-Destructive Testing (UT, RT, VT, PT, & MT).
- 15- Radiographs film interpretation (RT), view and interpret all X-Rays. Provide comments, accept and/or reject if films are not readable or clear and discuss with IA DOT, fill out Form 193 and send it to AMES – Construction and Materials Office. Monitor the X-Ray technicians.
- 16- Perform coatings inspection services.
- 17- Perform periodic and final visual inspection. 18- Stamp members after acceptance.
- 19- Use Iowa DOT form 193 for sampling of bolts, radiographs, main members, etc. 20- Audit final package from the fabricator. Make final report as required in IM 565. 21- Submit three electronic copies of the final report within one week of completion.
- 22- Submit reports and documentation on Doc Express in a timely manner.
- 23- Review and approve WPS's and PQR's as needed.
- 24- Perform audits for Iowa DOT shop approval requests (paper and on-site).
- 25- Review and comment on Requests for Information (RFI) and Non-conformance Reports (NCR) from fabricators pertaining to material acceptance, fabrication, painting/coatings, etc.

The consultant's CWI shall be able to travel as necessary. Costs associated directly as a result of this contract will be reimbursable.

Contract Information

The Department anticipates that the selection process will be completed by the end of May, 2025. Negotiation with the top selected consultant will commence shortly thereafter. The selected consultant will perform on-call assignments for three years. It is anticipated that a Cost plus Fixed Fee payment method will be utilized.

There is no specific allocated dollar amount dedicated or assigned to this work, and expenditures will vary dependent upon the number and magnitude of work assignments over the three year duration. 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 at the time of contract execution, and for the duration of the contract. 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.

Personnel Qualifications (30%)

1. Provide a brief resume for the CWI's available for performing the inspections at the fabrication shops. Resume should include past and present experience.
2. CWI Certification and Certification Number.

3. NDT knowledge and experience. This may include the following: UT, RT, VT, PT & MT. List any ASNT certifications.
4. Radiography Film Interpretation (RT-radiographic testing)

Staff Experience (30%)

1. Experience with structural steel fabrication inspections.
2. Experience reviewing and approving WPS/PQR's.
3. Experience performing shop audits for State approval.
4. Experience performing coating/painting inspections.
5. Experience working with state DOT agencies.
6. Must be familiar, or able to become familiar within two weeks, with the IDOT specifications and IM requirements dealing with steel fabrication.
7. Experience with AWS D1.5.

Communication (20%)

1. Must be able to maintain daily and weekly diary.
2. Work closely with the IDOT inspectors, with the Iowa DOT inspector being the lead authority on the fabrication process.
3. Must be able to describe / communicate and implement / enforce corrective actions for non-compliant fabrication.

Mobility / Availability (20%)

1. The fabrication inspector shall be able to physically perform structural steel inspection within the confines of a steel fabrication facility.
2. The firm must be able to work on multiple fabrication projects at various locations throughout the United States.
3. The firm may be required to provide inspection for a short period of time and/or on short notice.

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 **"3 Year On-Call Steel Fabrication Inspection Services"** along with the replying firm and an email for the point of contact for the firm.
2. 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.

3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. 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.
5. The location of the office where the majority of work will be performed.
6. 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.
7. Inclusion of promotional literature of a general nature will not be considered in the selection process.
8. 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 7.5 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 May 14th, 2025.

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 May 7th, 2025. 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

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. 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>)