

**Request for Proposal**  
**2021 Statewide On-Call**  
**Bridges & Structures Bureau**  
Iowa Department of Transportation

**1. INTRODUCTION**

The Iowa Department of Transportation's Design Bureau (the Iowa DOT) is requesting proposals from interested professional and technical firms (consultants) to provide a broad range of statewide services.

Consultants meeting the requirements shown in this Request for Proposal (RFP) are eligible to respond. Current Bridges & Structures Bureau unlimited on-call consultants (WHKS & Company – selected 2020; HDR Engineering, Inc. – selected 2019, and HNTB Corporation – selected 2019) are not eligible to apply; nor are Bridges & Structures Bureau limited on-call consultants selected April 2020 (Foth Infrastructure & Environment LLC, Parsons Transportation Group, Shuck-Britson, Inc. (as well as Snyder & Associates, Inc.) and Veenstra & Kimm, Inc. (as well as Calhoun-Burns & Associates, Inc.). If your firm is interested in providing the described services, please submit a proposal addressing the requirements.

**2. SCOPE OF SERVICES**

The Iowa DOT will coordinate with the selected firms on a project by project basis to determine the scope of services required for a specific project. The requested services may include:

- Preliminary and/or final design for new or replacement bridges
- Preliminary and/or final design for new or replacement RCB culverts or extensions
- Drainage design
- Concept statements and/or structural and roadway final design for bridge rehabilitation or repairs
- Concept statements and/or structural and roadway final design for bridge deck overlays
- Emergency repairs
- \* Updates to Bridges & Structures Bureau standards
- \* ABC (Accelerated Bridge Construction) projects
- Other miscellaneous bridge discipline related work as shown in the *Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, Appendix A Work Category Descriptions, Minimum Qualification Standards and Administering Offices*

**3. PROPOSAL REQUIREMENTS**

Responses to this RFP are due by 3:00 pm on May 6, 2021. The electronic proposal must be submitted via email to [Jacqui.DiGiacinto@iowadot.us](mailto:Jacqui.DiGiacinto@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.

Questions regarding this RFP must be received by noon on April 29, 2020. All questions regarding this RFP shall be submitted via email to [Jacqui.DiGiacinto@iowadot.us](mailto:Jacqui.DiGiacinto@iowadot.us). Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

At a minimum (UNLIMITED), the prime consultant shall have experience in categories 216 and 217. Additionally, the prime consultant or the sub-consultant(s) must have experience in the following engineering services that may be coupled with the bridge work on a project:

- Preliminary engineering work such as preparation of project concepts, field examinations and preparation of type, size and location (TS&L) drawings (no specific prequalification)
- Geological services - 321 (Geological and Geophysical Studies)
- Land and engineering surveying - 311 (Land Surveying) and 312 (Engineering Surveying)

- [Highway design - 213 \(Highway Design – Major Facility\)](#)

The Consultant selected for **limited** basis work will be expected to perform bridge engineering services as listed in the Introduction for work categories:

- 216 (Non-Standard, Non-Steel Bridge Design)
- 323 (Hydraulic and Hydrologic Studies)

At a minimum (LIMITED), the prime consultant shall have experience in category 216. Additionally, the prime consultant or the sub-consultant(s) must have experience in the following engineering services that may be coupled with the bridge work on a project:

- Preliminary engineering work such as preparation of project concepts, field examinations and preparation of type, size and location (TS&L) drawings (no specific prequalification)
- Geological services - 321 (Geological and Geophysical Studies)
- Land and engineering surveying - 311 (Land Surveying) and 312 (Engineering Surveying)
- Highway design - 213 (Highway Design – Major Facility)
- Bridge construction inspection/observation and roadway construction inspection – 221 (Highway Roadway Construction) and 222 (Bridge Construction)

**The proposal must be submitted as a single electronic PDF**, formatted to print on 8.5” x 11” pages and limited to 7.5 megabytes in size. The proposal is limited to 15 pages in total and ALL pages will be counted including: proposal covers, dividers, appendices, etc.

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

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.

Any proposal not complying with all requirements stated in the RFP may not be accepted. Failure to maintain compliance with any of the requirements during the contract will result in cancellation of any remaining portion of the contract.

#### **4. SELECTION INFORMATION**

The Iowa DOT Selection Committee will evaluate, rank and select the firms. The selection team anticipates selecting two “unlimited” and five “limited” consultant companies. Additional firms may be recommended to provide the necessary capacity to address the expected workload. The Iowa DOT Selection Committee does not anticipate the need for in-person interviews. Include a detailed statement for each evaluation criteria.

- **Experience with Iowa DOT Projects**
- **Prequalification to perform work with Iowa DOT – 5 points**
  - Applicants should indicate if they wish to be considered for "Unlimited" category. "Unlimited" should possess the capacity "locally" to produce at least \$1 million of work for BSB in a period of 12 months. Should applicants indicate "YES" for "Unlimited" and not be selected, they will be considered for "Limited."
  - A consultant need not have experience with all the type of projects to be considered responsive. RFP replies should reflect consultant’s experience and capabilities. “Locally” was meant to cover the consultant staff in Iowa or those who are in close proximity that have been designated to perform Iowa DOT work. It is further meant to distinguish that those who are intended to perform the work are fluent with IA DOT policies and standards.
- **Classification – 5 points**
  - We are interested in having consultants identify staff who would be available /

designated to perform work related to this RFP. We do not need entries from the whole company but would expect this to extend beyond the org chart.

- **Organizational chart – 5 points**
- **Qualifications – PM and Team – 30 points**
  - Applicants should indicate number of projects signed for in past 5 years.
  - In order to enter into Agreement with the IA DOT, the expectation is that those signing for the plans will already have secured the necessary Iowa PE licensure(s).
  - The “IA plans signed for” should designate work completed as the Engineer of Record. The “# of projects” may be for work completed in another role (i.e. checker), not as Engineer of Record.
- **Similar project experience – 20 points**
- **Availability – 10 points**
  - *Availability by Outstanding Work*
    - Indicate dollar amount paid by IA DOT BSB for work currently under contract \*
    - Indicate dollar amount paid for ALL IA DOT work currently under contract \*

\* Final Invoice not yet submitted
  - *Utilization in Recent Years*
    - Indicate dollar amount paid by IA DOT BSB for completed work over past five years \*\*
    - Indicate dollar amount paid by IA DOT for ALL completed work over Past Five Years \*\*

\*\* Final Invoice submitted
- **Microstation Connection – 10 points**
  - In less than 125 words, describe your company's plan and identify where it is on the path to full integration of utilizing Microstation Connect.
  - Note: while all work for this selection may not need to conform to our latest Microstation version, we desire to understand the Consultant's adaptability to using it going forward.
- **Essay question – 10 points**
  - *In less than 250 words, what does your company / team offer, regarding efficiencies or cost-saving strategies that the selection team should consider?*
- **Certifications – 5 points**
  - *Conflict of Interest*
    - Prime and Subconsultants have no known conflict of interest that would impact efforts to serve Iowa DOT on this on-call contract.
  - *Software, Equipment & Technology*
    - Prime and Subconsultants use software that is compatible with the Iowa DOT's Bridges & Structures Bureau, and the current version of CADD software being used is Microstation Connect Edition. The Iowa DOT may implement Bentley Systems Connect software on projects and is prepared to fully implement when Iowa DOT requires.

**100 Total available points**

The Iowa DOT anticipates that the selection process will be completed by late-May 2020. Negotiation with the top selected consultants will begin upon notice that the selection process is completed. The selected “unlimited” consultants will perform on-call agreements for a period of three years and for “limited,” eighteen months. Selected firms will be eligible for and potentially tasked with projects that are suited to their strengths. When projects are identified, the consultant will be allowed to employ sub consultants that fit the project need.

All consultants (Prime and Subs) performing work under this contract are required to meet the Minimum Qualification Standards (MQS) for the requested Work Categories. MQS's are shown in the

*Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, Appendix A.*

The selected firms are required to use the software as specified and periodically updated in accordance with the Department's specifications in the Design Manual. The current specifications can be found at: <https://iowadot.gov/design/design-manual>.

The contract types and payment methods are defined in the *Iowa DOT's Policy and Procedure Manual, Policy No. 300.12, Appendix A*. This RFP does not establish a fixed amount of work or a contract value for these services. Expenditures will vary dependent upon the number and magnitude of work orders over the contract period.

## **5. 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.

## **6. 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 515-239-1693. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at 515-239-1921. TTY/TDD: 515-239-1514.

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 may 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://secure.iowadot.gov/DBE/Home/Index/>. A list of TSB firms may be found at <https://www.iowaeda.com/small-business/targeted-small-business/>.