

**Non-Destructive Testing (NDT) Acoustic Based  
Bridge Inspection  
Request for Proposal  
Iowa Department of Transportation**

**Introduction**

The Iowa DOT is interested in selecting a consultant to perform bridge deck inspections. The inspections are to be performed from the top of the deck. This work is expected to be performed using non-destructive testing (NDT) methods with acoustic based technology. Ground penetrating radar (GPR) or infrared thermography systems will not be acceptable. Visual methods are only acceptable when coupled with an acoustic system. The system used shall be able to identify delaminations in a Portland cement (PC) concrete deck with or without a dense PC overlay and provide a graphical presentation of the results with the delaminations identified on a plot of the deck and approximate areas accompanied with data files for incorporating results in project plans.

**Project Scope**

The work is to be performed in such a manner as to use traffic control appropriate for a slow moving operation rather than lane closures. The work is expected to be performed at night or other times of low traffic volume as directed by the Department. The proposal should include details on the NDT system and evidence of successful experience using the system.

**Contract Information**

The Bridges and Structures Bureau is proposing one new contract for using non-destructive testing (NDT) methods with acoustic based technology. The contracts will be a three year on-call contract. Each project assignment under the contract will require submittal of a scope and budget for the work.

**General Requirements**

The consultant and their subconsultants are required to be qualified as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Failure to remain qualified 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. 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. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Directory/Index/>. A list of TSB firms may be found at <https://iowaeda.microsoftportals.com/tsb-search/>.

### **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.

Past experience with similar work – 35%

- Past experience performing similar work

Testing methods – 35%

- Testing methods that provide necessary information while limiting impacts to traffic

Experience/expertise – 30%

- Staff experience and expertise consistent with project needs

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

Contacting any selection team member other than the RFP contact person is inappropriate.

### **Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, 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.
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 this individual. 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. 5. 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.
6. The location of the office where the majority of work will be performed.
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.

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.

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, etc. The maximum size limit of a **proposal is 7 megabytes**.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

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.

Proposals are due by 3:00 pm on February 8, 2022.

Any technical questions or questions regarding this RFP shall be submitted via email to [jacqui.digiacinto@iowadot.us](mailto:jacqui.digiacinto@iowadot.us). Any questions about this RFP must be received by noon February 1, 2022. 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 Department of Transportation's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.