

Request for Proposal
2022 Statewide On-Call
Bridges & Structures Bureau
Iowa Department of Transportation

1. INTRODUCTION

The Iowa Department of Transportation's Bridges & Structures Bureau (BSB) 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.

Those not eligible to apply include current Bridges & Structures Bureau Unlimited on-call consultants: Stanley Consultants, Inc. – selected June 2021; Alfred Benesch & Co. – selected June 2021, and WHKS & Co. – selected June 2020. Additionally, those not eligible include Bridges & Structures Bureau Limited on-call consultants selected June 2021: Burns & McDonnell, HR Green, JEO Consulting Group, Quigg Engineering, and The Schemmer Associates. The "Unlimited" selection designates services typically at a higher complexity than the "Limited" selection.

The selection of statewide on-call consultants is desired to provide flexibility with BSB production schedule needs. If your company 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 or repairs
- ☐ 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
- ☐ Design check services of work designed and detailed by Iowa DOT staff
- ☐ 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 **March 8, 2022**. The electronic proposal must be submitted via email to 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 **March 1, 2022**. All questions regarding this RFP shall be submitted via email to 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>.

For the Unlimited selection, the prime consultant shall have experience in work categories:

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

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)
- ☐ 322 (Complex Hydraulic and Hydrologic Studies)
- ☐ 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)

For the Limited selection, the prime consultant 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)

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 recommend the firms to be selected based on the following criteria and weighted value assigned to each. The Selection Committee

anticipates selecting three (3) “Unlimited” and six (6) “Limited” consultant companies. Consultants should indicate their desire to be selected for the “Unlimited,” “Limited,” or both. 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. A detailed statement should be provided for each evaluation criteria.

Organizational Chart / Roles of Team / Brief Resumes – 15 points

☐ Identify staff who would be designated or available to perform work related to this RFP via an organizational chart. Designate the Project Manager. List credentials with brief resume indicating qualifications.

Prequalification to Perform Work with BSB – 30 points

- ☐ Consultants need not have experience with all the types of projects listed above in “2. Scope of Services” to be considered responsive. The RFP reply should demonstrate the Consultant staffs’ breadth of experience and capabilities with projects.
- ☐ Staff intended to perform the work should be knowledgeable with IA DOT policies and standards, primarily the Bridges & Structures Bridge Design Manual.
- ☐ There will not be any location restriction on consultant companies who wish to respond to this RFP. While not required to be “local” to Iowa or in close proximity, it is considered a benefit to be close to the work being performed for purpose of site visits.

Past Performance with Similar Projects – 20 points

☐ Convey / demonstrate your company’s quality of work for similar projects described in “2. Scope of Services.”

Availability – 10 points

- ☐ Provide examples of the Project Team’s ability to meet accelerated delivery for projects.
- ☐ Describe resources available for BSB projects. Include current workload (major assignments), deadlines, and commitment of key staff.
- ☐ Demonstrate capacity to deliver anticipated contract work.

Microstation CONNECT – 10 points

☐ Describe your company's status with integration of utilizing Microstation CONNECT.

Best Reasons for Selecting Your Company – 10 points

☐ Provide a listing of reasons your company stands out among others in providing these intended services for BSB.

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 BSB’s software on projects.

The Iowa DOT anticipates that the selection process will be completed by early April 2022. 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 (3) years from the date of selection. The selected “Limited” consultants will perform on-call agreements for a period of eighteen (18) months from the date of selection. Annual work quantity for the “Unlimited” selection will be on the order of two and a half times that of the “Limited” designation. 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: [LRFDBridgeDesignManual.pdf \(iowadot.gov\)](#) See Article 1.13 Software.

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. Contract fee amounts for the “Unlimited” basis are expected to be on the order of \$1 million annually and for the “Limited” basis on the order of \$400,000 annually. The Department will not guarantee the amount of work or contract value. The following fee payment methods may be used:

- ☐ Lump sum, in certain instances where costs are limited to \$50,000
- ☐ Fixed overhead, where costs are limited to approximately \$200,000 or of “shorter” duration
- ☐ Cost plus fixed fee with annually adjusted overhead, where parameters exceed the previous fixed overhead entry

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.

See Bridge Specifications section for additional Bridges & Structures Bureau requirements.

As Bridges & Structures Bureau statewide series agreements are typically for minor projects, the Iowa DOT does not intend to reimburse costs of scope and budget proposals directly with lump sum agreements or as a line item within the agreements.

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/>.

Bridge Specifications

The Consultant shall provide the State with:

1. A copy of the Consultant's Quality Control / Quality Assurance (QC/QA) Plan; QC/QA interview and minutes; QC/QA record for projects involving final bridge designs.
2. Upon receipt of NTP, the Consultant shall complete "Design Criteria for Typical Bridges" document within Bridge Design Manual and submit to the Engineer for approval.
3. The Consultant is expected to use Bentley System's ProjectWise software to maintain project files. Refer to <https://iowadot.gov/design/dmanual/21F-01.pdf> for further information.
4. Layout plans and appropriate detail design drawings of the structures and their component parts which shall consist of all plans, elevations, section, and other drawings, except structural metalwork shop drawings, necessary for letting purposes. Plans shall be prepared in English units. The 100% unapproved submittal shall be made via ProjectWise. All final drawings shall be submitted in electronic (pdf) format, via ProjectWise, with signature of licensed engineer provided. Final CADD files shall be submitted via ProjectWise.
5. Submittal of application for approval to Iowa Department of Natural Resources pertaining to regulations concerning construction in floodplains of Iowa rivers and streams as needed.
6. All work shall be in conformity with the standards of the Iowa Department of Transportation. All superstructure and substructure design shall be in accordance with the 8th Edition of the AASHTO LRFD Specifications, except as noted, and utilize HL-93 loading. The Consultant shall alert the Bridges & Structures Bureau when changes associated with the Specifications create inconsistency with current bureau policies and bridge standard CADD sheets. The Consultant shall furnish one copy of design calculations, which may be properly titled and annotated reproductions of computer output data.

7. Complete specifications covering the work to be constructed, consisting of Special Provisions and Developmental Specifications to be issued in connection with the "Standard Specifications for Highway and Bridge Construction", Series of 2015, Iowa Department of Transportation, and the current Supplemental Specifications for Construction projects.
8. Consultation during the course of design and attendance at conferences with the State and reviewing agencies.
9. Monthly progress reports and charts which shall indicate the percentage of work on the various items completed to the date of such report, together with a description of the status of work in progress. Such progress report may be used as a basis for monthly statements for partial payments to the Consultant.
10. Meetings to discuss progress will be held as requested by the Engineer.
11. 100% unapproved and final CADD files for "bridge" plans that contain all of the layout plans and appropriate detail design drawings of the structure on CD-ROM in Bentley MicroStation CONNECT. Leveling, line weights, colors, and font library shall be same as used by the Bridges & Structures Bureau. Microstation and Geopak are required for compatibility with the Design Bureau's electronic file information. The Department may provide the project .gpk, .dgn, .shp, standard roadway cross-sections and any other necessary Geopak support files. The Consultant is expected to utilize this Geopak file information to verify project plan, profile, and pavement cross slope information with minimal assistance from the Design Bureau staff.
12. Representative CADD files of preliminary detailing work which the Bridges & Structures Bureau will review for adherence to department's detailing guidelines.
13. Documents as required using the following software, which are compatible with the Bridges & Structures Bureau for the Department's storage and future use: Microsoft Word for text documents, Microsoft Excel for spreadsheets, and MathCad for calculation templates.
14. Preliminary pile and drilled shaft design assumptions for substructures prior to initiating final substructure design.
15. Review of preliminary framing plan for structural steel bridges and tapered prestressed beam bridges.
16. Bid items application submittal at the time of 50% plans and final plan turn in.
17. LARS Rating file
18. Notification of direct contractor/fabricator contacts in relation to this project in writing. The Consultant is reminded that requests for information (RFIs) and alterations to the intent of the design plans submitted directly from contractor or their subcontractors are to be considered as extra work and must receive approval prior to time being charged to this project. Protocol to request changes and/or clarifications is as follows:

Contractor RCE → Construction & Materials Bureau → Bridges & Structures Bureau → Consultant

Responses from the Consultant are communicated in reverse order. Some questions are resolved internally at the Iowa DOT, at various bureau levels, while others take the full route to keep the consultant apprised of and involved in the decision-making process.

It is expected that interaction with construction issues to be handled in a timely manner.

19. Verification of geometric parameters and critical clearances of the TS&L in conjunction with the most current information from the Design Bureau before beginning the final design effort. Confirmation, if applicable, of abutment and pier footing types shown on the TS&L as part of the final design effort. Coordination of utility issues, if applicable, with the Design Bureau relative to constructability, coordination, or design.
20. Construction shop drawing review; construction "Requests for Information" (RFIs) and plan clarification; and construction advisement.