

Request for Proposal 2020 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 (HDR Engineering, Inc. – selected 2019, HNTB Corporation – selected 2019, and Stanley Consultants, Inc. – selected 2018) are not eligible to apply; nor are Bridges & Structures Bureau limited on-call consultants selected April 2019 (HR Green, Inc. and The Schemmer 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 14, 2020. The electronic proposal must be submitted in the "submit proposal" button at the Consultant Utilization website <https://apps.iowadot.gov/rfp>. An email will be sent confirming receipt of the proposal. 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 May 7, 2020. Any technical questions or questions regarding this RFP shall be submitted at to <https://apps.iowadot.gov/rfp>. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

The proposal submitted will be the completed attached standardized proposal. See the attached example when filling in all necessary and relevant information.

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 **one “unlimited” and four “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.

The Iowa DOT anticipates that the selection process will be completed by mid-June 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 <http://www.iowadot.gov/projectdev/manual.html>

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 http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm. A list of TSB firms may be found at <https://dia.iowa.gov/tsb/>.

7. REFERENCES

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (http://www.prof-tech-consultant.dot.state.ia.us/uploads/300_04.pdf)
PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services (http://www.prof-tech-consultant.dot.state.ia.us/uploads/300_12.pdf)