



REQUEST FOR PROPOSAL (RFP) – BID# 7594608

ON-CALL STATEWIDE BRIDGE INSPECTION/LOAD RATING SERVICES - MPA #359

SUBMISSION DEADLINE: Monday, July 23, 2018 at 11:30 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**

YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Buyer Name: Lisa Hill
Title: Assistant Administrator

QUESTIONS Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at <http://www.dot.ri.gov/contracting/bids> by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link as an addendum as appropriate. Phone calls will not be accepted.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: **NO**
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

RFP# 7594608 - ON-CALL STATEWIDE BRIDGE INSPECTION & LOAD RATING

SERVICES – MPA #359

DBE GOAL: 10%

This request for Proposals (RFP) is issued by the State of Rhode Island Department of Administration, Division of Purchases, for the purpose of establishing a list of qualified vendors to perform On-Call Statewide Bridge Inspection and Load Rating Services. This is a Request for Proposals, not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the qualifications presented. There will be no public opening and reading of responses received by the Division of Purchases other than to name those respondents who have submitted Technical Proposals. The State reserves the right to make single or multiple awards.

The State seeks to establish a **THREE (3) YEAR Master Price Agreement** with qualified firms to provide **On-Call Statewide Bridge Inspection & Load Rating Services** and other related tasks as described herein. The State may elect to extend the Price Agreement annually for an additional **TWO (2) YEARS**. The selected firms will work under the direction of the Chief Engineer and the RIDOT Bridge Engineering Section for RIDOT, in conjunction with the Federal Highway Administration (FHWA), applicable municipalities, applicable railroads, and other State and Local Agencies as required.

Personnel to be assigned under this MPA must have experience working with the applicable Departmental, State & Federal Laws and Regulations as defined herein; in addition, assigned personnel must possess the minimum experience, qualifications and/or certifications as defined in the RFP to qualify under these services. ***It is essential that each Respondent provide personnel in ALL INSPECTION & LOAD RATING CATEGORIES cited.*** Services requested under this RFP not provided by the PRIME Respondent may be performed by sub-consultant firm(s) as long as individual sub-proposal(s) are included defining proposed services, personnel, and fees associated. PRIME must cite **"SUB"** next to applicable personnel category on PRICING Sheet to be fulfilled by proposed sub-consultant(s); supporting documentation for proposed sub-consultant fully-inclusive rate must be included in sub-consultant proposal

Responses to this solicitation must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through *the Rhode Island Vendor Information Program (RIVIP)* at:

<http://www.purchasing.ri.gov>

Respondents are advised to review all sections of this request thoroughly and follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- A fully completed, signed ***RIVIP BIDDER CERTIFICATION COVER SHEET*** – All three pages must be included in each Proposal. This document must be downloaded off the RIVIP website. Failure to make a complete submission inclusive of this three-page document may result in disqualification. For assistance in registering and/or downloading documents, call (401) 574-8100 and request the RIVIP HELP DESK for technical assistance. Office Hours are 8:30 AM – 4:00 PM.
- It is intended that a Master Price Agreement will be established pursuant to this solicitation. Award(s) will be made to prime Respondent(s) who by virtue of participating in this solicitation assume full responsibility for all aspects of the services to be provided under the Scope of Work. Joint venture and cooperative proposals will not be considered. Subcontractors, however, will be considered

provided any proposed subcontractor(s) are clearly identified along with a full disclosure as to the type of work to be performed within the Scope of Work.

- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, Respondents are hereby advised that in line with the Federal Acquisition Regulations, any federal contract based on the services requested, may require that the State obtain evidence of E-VERIFY compliance from the successful Respondent.
- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of RIDOT of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all Respondents that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for award.
- The selected Firm and sub-contractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The successful Respondent shall carry out applicable requirements of 49 C.F.R., Part 26, Participation of Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, in the award and administration of DOT-assisted contracts. Failure by the successful Respondent to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate.
- Management and Point of Contact for these services will be under RIDOT'S Bridge Engineering office who will be responsible for approval of all staff assigned to the project. The State must be informed of any changes in personnel at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, the State reserves the right to terminate the contract
- The Consultant will be authorized to proceed with a given Task Order only when written approval is granted by the Project Manager.
- The Consultant firm will be required to demonstrate its Commitment to Affirmative Action by submitting the firm's current Affirmative Action Plan to the State Office of Diversity and Equal Opportunity for approval.
- The Technical Evaluation Committee (TEC) may, at its discretion, contact the top-ranked firm(s) to be called in for interviews. Such interviews will be factored into the final evaluation and ranking of candidates.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The official time clock is in the reception area of Department of Administration (DOA), Division of Purchases, One Capitol Hill, 2nd floor, Providence, Rhode Island.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Bridge Inspection Manual, 2013*, and the *Rhode Island Bridge Load Rating Guidelines, 2017*, which are currently available on-line @ www.dot.ri.gov.
- In accordance with RI Gen. Laws 7-1.2-1401, no **foreign corporation** (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE PROVIDED BY TIME OF CONTRACT AWARD.
- In accordance with RIGL §5-8 individuals or firms practicing architectural and/or engineering services in the State of Rhode Island must possess a proper registration and/or Certificate of Authorization (COA) at the time of submission. A copy of the current Rhode Island COA for the firm *and* current Rhode Island license(s) FOR THE INDIVIDUAL(S) who would perform the specified engineering services, specifically personnel assigned to **PROJECT MANAGER** and **LOAD RATER** categories must be included in Proposal. The State Board for Design Professionals may be contacted as follows: (401) 462-9592 or www.bdp.state.ri.us
- Successful Respondents must procure and maintain all necessary RIDOT insurance requirements inclusive of Railroad Protection Liability insurance for bridge assignments carrying and crossing railroads. Proof of the proper insurance certifications (ACORD 25 Forms) must be included in Proposal submission.

DBE GOAL:

This contract has been assigned a **10% Disadvantaged Business Enterprise (DBE)** Goal. In order to comply with this requirement, a detailed disclosure of RI certified DBE firm(s) and proposed task assignment(s) to be performed must be included on the **Schedule of Participation Form**, along with a copy of current state DBE certification letter(s). DBEs must be certified at the time of proposal submission. Be advised that this requirement will apply for the duration of each Contract. The selected Prime Consultant will be responsible to submit Monthly DBE Utilization Reports utilizing RIDOT's Civil Rights software, currently PRISM.

A list of current Rhode Island State certified DBE firms may be obtained through the State's Office of Diversity, Equity & Opportunity website @ www.odeo.ri.gov.

Questions related to this requirement should be directed to:

**RIDOT Office of Business and Community Resources
Room 110, Two Capitol Hill
Providence, RI 02903
(401) 222-3260**

REQUIRED FORMS:

Besides the *RIVIP Bidder Certification Cover Sheet* -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract documents.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES** - Enter known project information on PAGE 1 (DESCRIPTION etc.); Agency must complete FORM and submit signed by an authorized agent of your Firm and a copy must be submitted along with EACH response.
- **DBE SPECIAL PROVISION** - In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.
- **CONFLICTS DISCLOSURE STATEMENT** - In line with directions stated, completed FORM(s) must be signed and submitted accordingly. A copy must be submitted along with EACH response.
- **TITLE VI FORM** - Signature sheet only must be completed by an authorized agent of your Firm and a copy must be submitted along with EACH response
- **W-9 FORM (ONE (1) "UNBOUND" COPY REQUIRED)** - Must be completed and signed by authorized agent of your Firm. Form may be downloaded @ www.purchasing.ri.gov

ADDITIONALLY, all proposed inspection & load rating staff are required to complete the following attached forms and include as part of the submission:

- **BRIDGE INSPECTION QUALIFICATIONS RECORD (FORM BI-001)** – Must be fully completed by individual bridge inspection staff proposed for each assigned category.
- **CLARIFICATION OF PERSONNEL ASSIGNMENT & MANDATORY QUALIFICATIONS FORM** – Must be completed by Prime and each proposed Sub-Consultant(s) firm citing the required qualifications for the proposed personnel assigned each category

ALL FORMS (Except W-9) ARE ATTACHED TO SOLICITATION AND MUST BE COMPLETED AND COPIES SUBMITTED ALONG WITH EACH PROPOSAL SUBMISSION. ("ORIGINAL" & COPIES). PLEASE NOTE, FOR W-9 FORM ONLY, ONE (1) UNBOUND "ORIGINAL" COPY ONLY IS REQUIRED AT TIME OF SUBMISSION. COPIES OF W-9 NEED NOT BE INCLUDED IN INDIVIDUAL PROPOSAL SUBMISSIONS.

CONTRACT TERMS AND CONDITIONS:

The Price Agreement that will be established as a result of this solicitation will be for **THREE (3) YEARS** with an option to extend annually for an additional **TWO (2) YEARS**. *Should the MPA be extended, at The States discretion, additional YEARS 4 and 5 hourly rates may be increased a maximum 3% over the previous YEAR'S documented rates.* Be advised that placement on the approved MPA list is no guarantee of annual income under this project. Services will be authorized using individual requests against the Price Agreement and will be subject to the State's General Conditions of Purchase which is available from the RIVIP website, and any other specific conditions set forth in the Price Agreement.

Successful Respondents' prices for **fully inclusive hourly rates** to compensate for the productive hours actually worked for the various proposed classes of inspection & load rating services personnel and

eligible reimbursement items will form the basis for the Price Agreement. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

It is anticipated that payment for services rendered will be monthly for periods when the Price Agreement is in active use. Invoices are to be fully itemized for hourly charges, -i.e., productive hours only, by individual inspector or load rating assignment and authorized reimbursement requests for eligible direct expenses. Invoices are to be submitted to the responsible RIDOT unit for review, acceptance and processing for payment.

Negotiation of Fees: "Post" contract award, the State will assign specific bridges to the selected MPA firm; at that time the selected firm will negotiate proposed hours/fees for services requested by RIDOT Bridge Engineering. Proposed work items and associated costs will be documented through the development of a ***COST PROPOSAL/WORK ORDER*** (Refer to *Rhode Island Bridge Inspection Manual for Example*).

Reimbursable Expenses (Direct Expenses): Procurement of all specialized inspection vehicles; traffic control devices and protection; non-destructive testing services (excluding dye penetrant testing); special access equipment; printing related to load rating reports, plans, or other reports; underwater inspection equipment and personnel; RR Protective Liability Insurance; light towers; traffic counts; special cleaning contractor, and other related direct expenses relating to the NBIS and pre-approved by RIDOT. These expenses will be considered the only eligible reimbursable costs under this Price Agreement. Supporting documentation for all transactions must be presented to RIDOT along with invoice voucher.

Non-Reimbursable Expenses: Travel expenses (including mileage); overtime; small equipment; railroad safety training; staff training; computer software, and leasing or rental of vehicles to store everyday equipment.

Right to Audit: The State retains the right to audit all costs charged under this Agreement during the initial and any extended contract term. All supporting documents for costs charged under this Agreement are to be retained three (3) years after final payment or until three (3) years after settlement of any disputes or litigation associated with the Contract.

INSTRUCTIONS:

Respondents are to simultaneously submit separately sealed PROPOSALS and PRICING documents in response to this RFP defined as follows:

PRICING:

Each Respondent's proposed annual **PRICING** assigned each job classification must be submitted in the required format provided and must include pricing for each inspection & load rating category cited. Proposed PRICING shall be submitted in a sealed envelope along with the sealed Proposal submission. **PRICING shall NOT be a factor in determining final selection recommendations.** The PRICE Proposals received shall remain sealed at the RIDOA/Division of Purchases until final selection recommendation(s) have been determined by RIDOT. At that point, RIDOT will request the release of the PRICING submitted by only the recommended final selected firms for inclusion in the approval request documents to be submitted for presentation to the State's Architectural and Engineering Consultant Services Selection Committee for final selection approval. Pricing Proposals of firms not selected shall remain sealed at the Division of Purchases. Upon approval and acceptance by the State Purchasing Agent, the accepted maximum PRICING of each of the final selected firms will form the basis of the individual Master Price Agreement award for each firm.

- **Hourly Rates:** For each job title or job class of personnel applicable to the Respondent's team of inspectors available to RIDOT, rates are requested for straight time hours only for all inspection & load rating personnel staff assigned. ***Overtime rates will not be permitted under this Agreement.***

Hourly rates are to be *fully inclusive* of all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses. Prices are requested to be fully disclosed for each of the three (3) years in the required format provided. If one price is offered, that price will remain firm and fixed for the maximum three-year contract term.

PROPOSALS:

To be considered responsive proposals must include the following for the State's review and subsequent selection recommendation(s):

- **Proposal Format:** Proposal submission must be bound or contained in a single volume. All documentation submitted with the proposal must be contained in that single volume. Proposal must be prepared on 8 1/2" x 11" letter sized white paper printed on both sides sequentially numbered and limited in length to a total of **25 PAGES** – exclusive of exhibits, which must be tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAX will be removed. Proposal must contain a Table of Contents that cross-references each requirement with specific pages in the proposal.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient relevant information to evaluate the firm's qualifications and technical approach to the project.

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Proof of Professional Certifications:** Scope of Work cites the **PROJECT MANAGER** and **LOAD RATER** must possess and maintain a Rhode Island Professional Engineer's license in Civil or Structural Engineering. Proof of P.E. license certification for assigned personnel must be submitted in Proposal.
- **Relevant Experience:** Respondents are to include a comprehensive listing of similar current and past projects and/or clients served within the last TEN (10) YEARS providing services related to this Scope of Work. Names, addresses, and telephone numbers of at least **THREE (3)** previous clients who are familiar with the services provided by your firm must be included. This information is required not only for the Respondent but also for any key sub-consultants to be assigned to project. By so listing, specific permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of services provided. Respondent acknowledges that RIDOT is granted specific permission to discuss past performance of Respondent and any of its proposed team members on any projects.
- **Proof of Insurance:** Respondents are to provide official certification (ACORD 25 FORM) from insurance source(s) licensed to do business in Rhode Island of the required levels of insurance protection inclusive of Workers' Compensation, Professional Services Liability insurance for errors and omissions (min.\$1,000,000) and Valuable Papers insurance (min \$150,000). Also, Railroad Protective Liability insurance will be required for bridges carrying and crossing railroads but will not be required until warranted by project assignment.

ORGANIZATION AND STAFFING:

Standard Federal Form 330 must be completed by the PRIME Respondent only and included in each Proposal. Access to this current form may be downloaded at: <https://www.gsa.gov/forms-library/architect-engineer-qualifications>

- **Staff Qualifications:** Respondents are to include an overview of key personnel to be assigned including resumes, curricula vitae or statements of prior experience and/or qualifications. Respondents must demonstrate proof of a minimum of **TWO (2)** qualified bridge inspection teams to be made available at all times to RIDOT. Each inspection team shall consist of at least a **TEAM LEADER** and **STAFF INSPECTOR**. Specific qualifications and level of experience for each required inspection & load rating category are defined as follows:

INSPECTION CATEGORY	REQUIRED MINIMUM QUALIFICATIONS
PROJECT MANAGER	<ul style="list-style-type: none"> • Registered Rhode Island Professional Engineer in Civil or Structural Engineering AND • FIVE (5) years experience in bridge structures (inspection and/or design) AND • Successful completion of FHWA approved comprehensive bridge inspection training course AND • Successful completion of an FHWA approved bridge inspection refresher training course once every FOUR (4) years.
TEAM LEADER	<p>As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-National Bridge Inspections Standards, Section 650.309 (b) (Qualifications of Personnel), there are FIVE [5] ways to qualify as a TEAM LEADER. Respondents shall provide, at a minimum, evidence of at least ONE of the following qualification criteria for proposed personnel under this inspection category:</p> <ol style="list-style-type: none"> 1. Be a registered Professional Engineer, OR have TEN (10) YEARS bridge inspection experience and successfully complete a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course; or 2. Have FIVE [5] YEARS bridge inspection experience AND have successfully completed an FHWA approved comprehensive bridge inspection training course; or 3. Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Certification in Engineering Technologies (NICET) AND have successfully completed an FHWA approved comprehensive bridge inspection training course; or 4. Have ALL of the following: <ul style="list-style-type: none"> • A Bachelor's Degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology; • Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination; • TWO [2] YEARS of bridge inspection experience; and • Successfully completed an FHWA approved comprehensive bridge inspection training course; or 5. Have ALL of the following: <ul style="list-style-type: none"> • An Associate's Degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology; • FOUR [4] YEARS of bridge inspection experience; and • Successfully completed an FHWA approved comprehensive bridge inspection training course. <p><i>In addition, successful completion of an FHWA approved bridge inspection refresher training course once every FOUR (4) YEARS will apply to ALL FIVE (5) TEAM LEADER qualification criteria cited above.</i></p>
STAFF INSPECTOR	<ul style="list-style-type: none"> • Minimum of THREE (3) YEARS of bridge inspection experience OR have a College Degree in Civil or Structural Engineering
LOAD RATER	<p>As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-National Bridge Inspections Standards, Section 650.309 (c) (Qualifications of Personnel):</p> <ul style="list-style-type: none"> • The individual charged with the overall responsibility for load rating bridges must be a registered Rhode Island Professional Engineer.
STAFF ENGINEER	<ul style="list-style-type: none"> • A Bachelor's Degree in structural or civil engineering from an accredited college or university;
	As cited in the "Code of Federal Regulations", Title 23-Highways, Part 650, Subpart C-

UNDERWATER INSPECTOR	National Bridge Inspections Standards, Section 650.309 (d) (Qualifications of Personnel): <ul style="list-style-type: none"> An underwater bridge inspection diver must complete an FHWA approved comprehensive bridge inspection training course or other FHWA approved underwater diver bridge inspection training course.
TECHNICIAN/ DRAFTSPERSON	<ul style="list-style-type: none"> High School Graduate Responsible for performing assignments assisting technical staff in the performance of their duties

- **Sub-Consultant(s):** If used, the Respondent must disclose a company introduction for the sub-consultant firm(s) including the sub-consultants(s)' organizational structure, business background and the type of work they will perform in response to this solicitation. As applicable, proof of professional certifications and relevant qualifications for personnel to be assigned each proposed inspection & load rating category experience, and proof of insurance must also be provided. Sub-consultant firm(s) providing inspection services is subject to same requirements as PRIME and must also demonstrate proof of TWO (2) qualified field inspection teams available for this project.

WORK PLAN:

- **Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Scope of Work requested by the State including any technical issues that will or may be confronted. The State will take into consideration proposals demonstrating an innovative project approach when making their selection process.
- **DBE Participation:** Identification of bridge inspection & load rating tasks/services to be performed by proposed DBE Firm(s). Disadvantaged Business Enterprise (DBE) utilization will be taken into consideration in the selection process. Include copy of RI DBE Certification(s), along with the DBE Letter of Intent.
- **QA/QC:** Provide a comprehensive description of proposed quality assurance/quality control procedures to be utilized for bridge inspection & load rating services.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this solicitation may be posted at RIDOT'S "Bidding Opportunities" web page accessible at: <http://www.dot.ri.gov/contracting/bids> and follow the link to "?" to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu. The Q & A Forum will disable 9 FULL CALENDAR DAYS prior to the due date for this project. **Therefore, questions will not be accepted after Midnight on July 13, 2018**

PROPOSAL ("Original" plus SIX (6) COPIES) and a separately sealed PRICE PROPOSAL (THREE (3) COPIES) are to be submitted simultaneously. It is requested that the Proposal be submitted not only in hard copy form but also on **CD-ROM**. Clearly labeled CD ROM should be attached to the **inside cover of each Technical Proposal submission**. The electronic version of said Proposals be submitted in **Adobe PDF format**.

Requested documentation is to be either mailed or hand delivered in a sealed enveloped marked:
RFP 7594608 ON-CALL BRIDGE INSPECTION & LOAD RATING SERVICES BY July 23, 2018 no later than 11:30 am to:

BY COURIER OR MAIL:
RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

EVALUATION AND SELECTION:

Submittals will be evaluated by a committee through the standard Consultant Selection Process. A Technical Evaluation Committee (TEC) will provide a written evaluation and ranking of each proposal will be prepared by the TEC incorporating factors based on the following using the three (3) criteria listed below. It is anticipated there will be multiple awards: all responsible offers receiving a score of **80 or greater** will be included in the Price Agreement. Prices must be fully disclosed in the required format. The resulting Price Agreement will reflect accepted prices; the State's utilization of any given firm will be dependent upon expertise and price.

- **Firm's Capability, Capacity, And Qualifications** **40 POINTS**
 - as evidenced by firm's relevant experience in providing bridge inspection & load rating services, and other related tasks as cited herein
 - as evidenced by firm's apparent ability to supply sufficient qualified staff upon short notice for a range of assignments and/or simultaneously

- **Qualifications of Available Staff** **30 POINTS**
 - as evidenced by resumes/certifications and specific required experience of proposed staff members that will work on this task to provide bridge inspection & load ratings, and other related tasks as cited in the Project RFP

- **Work Plan** **30 POINTS**
 - as evidenced by firm's technical approach to services requested
 - as evidenced by firm's ability to perform services on time and on budget
 - as evidenced by firm's comprehensive QA/QC procedures to maintain a high degree of accuracy and consistency with the inspection & load rating program as defined within this Scope of Work

Total: 100 POINTS

Minimum Acceptable: 80 POINTS

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all proposal submissions, the TEC may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The TEC's final selection recommendations will then be submitted to DOA / Division of Purchases for consideration and approval. With the support of the Director of Transportation, the final selection

recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon Final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made

At any point during the review process, any proposal found to be substantially non-responsive may be dropped from further consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, proposals, and to act in its best interest.

The State reserves the right to make an award or multiple awards or to reject any or all offers based on what it considers to be in its best interest.

**SCOPE OF WORK
FOR
ON-CALL BRIDGE INSPECTION & LOAD RATING SERVICES**

INTRODUCTION:

The State of Rhode Island has approximately 1,200 structures classified as either NBI or NON-NBI per the *Code of Federal Regulations*, Title 23, Part 650, Subpart C (National Bridge Inspection Standards- "NBIS"). All inspections and load ratings are to be performed in accordance with the NBIS, the *RI Bridge Inspection Manual*, the *RI Bridge Load Rating Guidelines*, and all other applicable Federal and State Regulations. Bridges will be assigned to the On-Call Bridge Consultant for inspection and load ratings on an "on-call/as needed" basis. As part of this Contract, the On-Call Bridge Consultant may also be required to perform non-destructive testing, ADT counts at bridge locations, emergency/high priority repair details and bid documents related to bridge critical findings, and other services mutually agreed upon to assist RIDOT in meeting FHWA requirements pertaining to the NBIS. The general scope of work for this contract is outlined below. Consultants shall refer to the *RI Bridge Inspection Manual* and the *RI Bridge Load Rating Guidelines* for detailed requirements for this contract. These guidelines can be found on our website at: <http://www.dot.ri.gov/business/contractorsandconsultants.php>.

BRIDGE INSPECTION & LOAD RATING CONSULTANT (AND SUBCONSULTANT) AGREES:

1. To act as the On-Call Bridge Inspection and Load Rating Consultant ("Consultant") for the Statewide Bridge Inspection & Load Rating Program at the direction of the Chief Engineer and the Managing Engineer of the Bridge Engineering Section within RIDOT and in conjunction with the Federal Highway Administration (FHWA), applicable municipalities, applicable railroads, and other State and Local Agencies as required.
2. To perform all bridge inspections and load ratings for both NBI & NON-NBI bridges in accordance with the NBIS, the *RI Bridge Inspection Manual*, the *RI Bridge Load Rating Guidelines*, and all other applicable Federal and State Regulations.
3. To provide qualified personnel in accordance with specific requirements designated for each inspection category cited. Proof of applicable license/certifications must be submitted in the Respondent's Letter of Interest. Additionally, all proposed bridge inspection staff are required to complete the *Bridge Inspection Qualifications Record (Form BI-001)* as part of the Letter of Interest
4. To provide a minimum of **TWO (2)** qualified bridge inspection teams available at all times to the States Department of Transportation. Each inspection team shall consist of at least a **TEAM LEADER** and **STAFF INSPECTOR**. The State will make a determination if staffing is adequate in number and qualifications for this project. It is the PRIME'S responsibility that when staff changes are made during the project (i.e. hiring, promoting), the PRIME shall submit the necessary qualifications of the proposed individual for the inspection category proposed to the State for review and formal approval.

5. To participate in required training in accordance with the NBIS and the RI Bridge Inspection Manual. Also, the Consultant shall participate in required Railroad Safety Training (i.e. Amtrak Safety Training). Costs related to training requirements are not reimbursable.
6. To implement and maintain an internal bridge inspection and load rating QA/QC program and provide the State with a copy of the plan prior to the start of inspections. This plan shall provide a systematic approach to ensure the quality and consistency of data produced to assess the safety of in-service bridges. Quality Control (QC) is hereby defined as procedures that are intended to maintain the quality of a bridge inspection and load rating at a high level of accuracy and consistency. Quality Assurance is hereby defined as the use of sampling and other measures to assure the adequacy of quality control procedures in order to verify or measure the quality level of the entire bridge inspection and load rating program. The Consultant is expected to continuously update this plan throughout the duration of this Contract to ensure a high level of quality.
7. To provide any RIDOT or FHWA personnel access to an inspection or to accompany an inspection at any time.
8. To prepare, arrange, schedule, and coordinate all aspects of the inspection and arrange for access to all structures. The Consultant shall be responsible for all tasks related to completing a bridge inspection in accordance with the NBIS and RI Bridge Inspection Manual. The Consultant is also responsible for coordinating access with adjacent construction or maintenance projects. It is noted that schedules may have to be adjusted to avoid lane closures or construction maintenance activities but the Consultant must make every effort to schedule inspection without delay to the inspection schedule. The Consultant is responsible for all traffic control and safety related equipment. The cost of providing the required traffic control devices shall be included as a direct expense. The Consultant also agrees to perform inspections at night and/or on weekends if required depending on the bridge location. All inspections must be completed on time and the Consultant is responsible to coordinate all activities such that the inspection completion date is not delayed. Late inspections will subject the Consultant to disqualification. Police details shall be coordinated and scheduled by the Consultant.
9. To prepare, arrange, schedule, and coordinate inspections with individual Railroads. This will be scheduled and coordinated by the Consultant through the State. The Railroad will, at its sole discretion, determine the need for and the availability of protective forces or support personnel. The Railroad will provide protective forces to the extent possible considering operational, maintenance and construction priorities. The Railroad makes no guarantee that protection personnel will be available to meet the Consultant's preferred schedule. However, it is the Consultant's responsibility to schedule inspections promptly to meet the required completion date(s). There will be no charge to the Consultant for railroad protective personnel. All railroad protective payments will be done through RIDOT, or reimbursed as a direct expense, through RIDOT. The Consultant will be responsible for obtaining RR Liability Insurance for inspection of bridges carrying or crossing railroads. Minimum insurance requirements are established by the individual railroad. The expense of any access equipment related to railroads will be reimbursable as a direct expense with prior approval from RIDOT.
10. To prepare "Maintenance and Protection of Traffic Plans" for approval of the Chief Engineer if required whenever a lane or shoulder closure is required and no pre-existing approved MPT Plan is available.
11. To provide all required inspection vehicles. The Consultant shall maintain daily records on equipment including but not limited to mileage (odometer readings), hours, expenses, and daily activities and make this information part of the monthly invoice submission to requesting state agency. Expenses from misuse or neglect will not be reimbursed to the Consultant. Compensation for downtime relating to equipment failure or malfunction will not be authorized. The expense for eligible rental equipment as outlined in "Reimbursable Expenses" will be reimbursed as a direct expense with prior approval from RIDOT. The leasing or rental fees associated with basic inspection vans to store everyday equipment are not eligible as a reimbursable expense.

12. To provide special access equipment as required such as, but not limited to, scaffolding; boats or barges; boatswain chairs; etc. Special access equipment will be reimbursed as a direct expense with prior approval from the State.
13. To provide, at no direct cost to the State, any portable tools, and computer equipment necessary to properly inspect and document the condition of the structure. This includes, but not limited to, personnel safety equipment; measuring devices; communication devices; ladders; calipers; hammers; wire brushes; inspection mirrors; digital cameras; levels; magnifying glasses; "D" meters; portable lighting; computers; and other incidental portable devices required to perform inspections in accordance with the NBIS and RI Bridge Inspection Manual. Light towers for nighttime inspection can be submitted as a direct expense with prior approval from the State.
14. To perform non-destructive testing (NDT) if required. The Consultant is responsible for performing liquid dye penetrant testing if necessary at no additional cost or direct expense to the State. In addition, all ultrasonic and magnetic particle testing shall be performed by experienced qualified personnel with a Level II or III Certification and in accordance with the American Society of Non-Destructive Testing. If a sub consultant or specialty contractor is required to perform this service it can be performed as a direct expense with prior approval from RIDOT. All non-destructive testing must be approved by the State.
15. To perform ADT counts at bridge locations if required. Subcontractor or equipment related to performing ADT counts will be reimbursed as a direct expense with prior approval from the State
16. To perform emergency/high priority repair plans, specifications, and estimates and all other incidentals as required for preparing construction bid documents related to bridge inspection and load ratings. These documents shall be prepared in accordance with the latest Department and FHWA design policies and procedures. The Consultant is responsible to familiarize themselves with these policies and procedures.
17. To submit monthly invoices which shall include, but not be limited to, 1) total hours billed that period for each classification, 2) corresponding detailed time sheets, 3) eligible reimbursable costs, and 4) Disadvantaged Business Enterprise (DBE) reporting documentation. Receipts for eligible reimbursable items shall be attached to each work order for which said costs were incurred. When applicable, time sheets shall show bridge number and task performed. The Consultant shall coordinate with RIDOT/Financial Management for specifics relating to logistics of invoicing RIDOT if necessary. In addition, the Consultant shall submit a monthly progress report as part of each invoice package, documenting the overall project status including total hours used, total dollars spent and the number of bridge inspections & load ratings completed to date. No work shall be permitted until a duly executed Purchase Order Release document has been issued for the specific work to be performed. All changes to the Release document must be submitted to Financial Management, Purchasing Unit, prior to commencement of the work.
18. Night work is required for some inspections. Time and lane restrictions are detailed in Section 3.2.18 of the *RI Bridge Inspection Manual*.
19. Firms shall have inspection crews available on short notice. By short notice, we are referring to emergency inspections (vehicle impact, falling concrete, etc.)
20. The State does not require special insurance for underwater inspection for this contract. However, the consultant shall be aware of all governing regulations for this type of work and abide by all applicable federal and state laws. Please refer to the Underwater Bridge Inspection Manual, Publication No. FHWA-NHI-10-027 for further information.

21. To perform other related services mutually agreed upon to assist RIDOT in meeting FHWA requirements relating to the NBIS or the *NBIS Oversight Program-Metrics for the Oversight of the National Bridge Inspection Program*.

The State AGREES:

1. To furnish the On-Call Bridge Inspection & Load Rating Consultant, the Bridge Management System, standard forms, and relevant inspection & load rating data required to carry out the work under the terms of this Agreement.
2. To assign the work described herein to the On-Call Bridge Inspection & Load Rating Consultant on an "on-call/as needed" basis.

THE STATE AND THE ON-CALL BRIDGE INSPECTION & LOAD RATING CONSULTANT (AND SUBCONSULTANT) ADDITIONALLY AGREE:

1. The field notes, records, computations, original software files, work sheets, drawings, traffic data, correspondence, and all other property resulting from the above will be the permanent property of the State; the final payment by the State will be withheld until the Consultant transfers all property to RIDOT.
2. The On-Call Bridge Inspection & Load Rating Consultant will maintain the required registration in the State of Rhode Island as a Professional Engineer for the life of this Contract.
3. As the work progresses, the workload handled by RIDOT may increase or decrease. The State reserves the right to add or withdraw individual projects, or portions thereof under this Contract, in keeping with its workload, without regard to the status of completion of the individual projects.
4. When an individual project is removed from the work under this Contract, the On-Call Bridge Inspection & Load Rating Consultant will turn over to the State all materials and records incidental thereto and will receive no further compensation for that project.
5. This Contract will have a completion date of **THREE (3) YEARS** after the date of authorization to commence work with an option to renew annually for an additional **TWO (2) YEARS**.

-END OF SCOPE-

RFP# 7540369 - On-Call Statewide Bridge Inspection Services
3 YEAR COST PROPOSAL: ITEMIZED PER YEAR

RESPONDENT NAME:	
Street Address/PO Box	
City/State/Zip	
(Area Code) Phone #	
PRINT NAME/TITLE	
SIGNATURE/DATE	

PRICING: Fully Inclusive Hourly Rates for straight time hours only submitted simultaneously with LOI submission in a separately sealed envelope in the required format provided:

<u>INSPECTION CATEGORIES</u>	<u>Applicable Inspection Certification(s):</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
1. PROJECT MANAGER		\$ _____	\$ _____	\$ _____
2. TEAM LEADER		\$ _____	\$ _____	\$ _____
3. STAFF INSPECTOR		\$ _____	\$ _____	\$ _____
4. LOAD RATER		\$ _____	\$ _____	\$ _____
5. STAFF ENGINEER		\$ _____	\$ _____	\$ _____
6. UNDERWATER INSPECTOR		\$ _____	\$ _____	\$ _____
7. TECHNICIAN/ DRAFTSPERSON		\$ _____	\$ _____	\$ _____

ON-CALL STATEWIDE BRIDGE INSPECTION SERVICES

Clarification of Personnel Assignment & Mandatory Qualifications: Please arrange NAMES in like groups and designate information as follows UNDER appropriate category; Firms MUST designate personnel and required qualifications in order to assign PRICE; PRICE alone will NOT be accepted.

NAME/ CATEGORY	PROJECT MANAGER <i>Evidence of ALL FOUR of the following criteria</i>		TEAM LEADER <i>Evidence of ONE of the FIVE qualification criteria</i>					STAFF INSPECTOR <i>Evidence of ONE of the following</i>	LOAD RATER	STAFF ENG	UNDERWATER INSPECTOR <i>Evidence of ONE of the following</i>	TECH/ DRAFT
	CIVIL 1234 PM	6 YRS	YES See Cert	YES See Cert	CRITERIA 1	CRITERIA 2	CRITERIA 3					
Indicate applicable information next to candidate name	RI PE LIC NO Civil OR Struct Eng	AND FHWA Approv bridge inspect Refresh Train Course Every 4 YRS	AND FHWA Approv bridge inspect Train Course	AND FHWA Approv bridge inspect Train Course	AND FHWA Approv bridge inspect Refresh Train Course	AND FHWA Approv bridge inspect Refresh Train Course	AND MIN 2 YRS Bridge Inspect Exp	AND FHWA Approv bridge inspect training course	AND MIN 3 YRS Bridge Inspect Exp OR →	AND FHWA Approv bridge inspect train course	AND FHWA Approv bridge inspect training course	

NOTE: Both the PRIME and EACH Sub-Respondent(s), if applicable, MUST complete this Personnel Assignment sheet and include in technical proposal documentation for RIDOT review and approval. Approved staff MUST be made available to RIDOT AT ALL TIMES for assignment. RESPONDENTS MAY SUBMIT MULTIPLE SHEETS AS NEEDED.