



September 3, 2014

To Whom It May Concern:

Subject: Request for Statements of Qualifications (SOQ) for Underwater Bridge Inspection Services 2015-2016

The Montana Department of Transportation is accepting Statement of Qualifications (SOQ) proposals from consulting firms interested in diving inspection of underwater bridge components for about 130 bridges statewide.

MDT intends to establish a term contract to use a consultant on an "as needed" basis for the work described herein. MDT may award one (1) agreement that will be approximately \$750,000. The contract is an approximate two year term contract through December 2016.

Teams may be established as necessary; however it is expected that the prime consultant will be capable of completing the vast majority of the work. As a rule, the prime consultant must complete at least 50% of the work for a specific project or assignment unless written exception is given.

SCOPE OF WORK

1. General

A. Provide the necessary personnel, equipment, and expertise to complete Category 2 diving inspections from the mud line to the water surface for various substructure types. Also provide information on the existing and potential for scour at the bridge site as well as cross sections and contour maps of the stream or river bed by sounding or other approved methods.

B. The inspections will involve:

- 1) A thorough visual inspection, if possible (tactile if not), of each substructure element.
- 2) A determination of the amount of scour in the area of the bridge, indicating to what extent, if any, that the footings are exposed or undermined.
- 3) Noting the existence of any other condition which may adversely affect the structure or require remedial attention. Examples of this would be noting the presence and type of drift present in the stream,

estimating the chances of the drift hanging up on substructure units, and noting the existence and location of any underwater foreign or unexpected objects in the vicinity of the bridge.

- 4) A complete and detailed written report documenting the results of the inspection.

2. Personnel

A. At least one member of the dive team shall meet one of the following qualifications. He/she shall:

- Be a registered professional engineer and a certified diver.
- Be a certified diver who has a minimum of 5 years of experience in bridge inspection assignments in a responsible capacity and has completed a comprehensive training course based on the Bridge Inspector's Training Manual, published by FHWA.

B. The member meeting these qualifications shall be on site at all times during the inspection. This person will be responsible for the evaluation of each structure.

C. All members of the dive team shall meet the requirements and be trained in accordance with 29 CFR Part 1910, Subpart T, Commercial Diving Operations; Occupational Safety and Health Administration Standards (OSHA). The consultant shall submit copies of the OSHA mandated annual physical examinations for each dive team member.

3. Coordination and Scheduling

A. Before the inspections begin, a tentative schedule of diving operations will be provided to the Bridge Management Section so that the District Offices may be informed ahead of time when the divers will be in their district. Periodically, during the course of the project, updates to the schedule will be provided as adjustments are made. The lines of communication between the diving contractor and the department will remain open at all times.

B. If you are transporting a boat or any type of marine equipment such as barges, dredges, docks, piers, backhoes, etc. into Montana you will need to contact the Fisheries Office with Montana Fish, Wildlife & Parks at (406) 444-2449 prior to entry. Montana FWP will inspect all vessels and equipment before they are allowed in or near the water. Give two weeks' notice prior to equipment

coming on-site so FWP can arrange for this inspection. It is illegal to transport aquatic invasive species into Montana. In order to avoid delays, all equipment should be thoroughly washed with high-pressure hot water, drained, and dried prior to entrance into Montana.

4. Underwater Inspection

A. All diving operations shall be conducted in accordance with the applicable OSHA safety standards. The consultant will submit a copy of the OSHA mandated Safe Diving Practices Manual that the firm has developed for its operations.

B. The diving team shall provide all the equipment necessary to complete the inspection.

C. All underwater elements will be visually inspected wherever possible. When low visibility precludes this, a tactile inspection will be performed using a sweeping motion of the diver's hands.

D. In general terms (mud, sand, gravel, rock or a combination thereof), a description of the streambed will be provided.

E. All concrete surfaces shall be cleaned off, and using a hammer, the inspector will sound the concrete for incipient spalls. These and any apparent spalls will be located and dimensioned. The inspector will also note such things as unusual cracking, the location, number and size of exposed reinforcement and the conditions of exposed footing piles.

F. In the case of steel piles or shells, a check for section loss will be performed. A representative sampling of approximately 10 percent of the steel pipe piles will be measured for wall thickness of the steel pipe. An ultrasonic thickness-measuring device will be required for this operation. The diver will clean the steel of all marine growth and any loose protective coating before placing the transducer against the pile.

G. Similarly, a representative sampling of timber piles will be bored or drilled to determine the extent of rot present. The holes left by this operation shall be plugged with creosote-dipped hardwood dowels.

5. Scour

A. Sounding will be taken in the areas under and adjacent to the structure, using either lead lines or ultrasonic depth sounding equipment. The soundings will be made along the circumference of all substructure components and along lines directly under the upstream and downstream edge of the bridge deck and

parallel lines 50 and 100 feet upstream and downstream of the bridge. The soundings will be taken continuously if a recording depth sounder is used or at 10 to 20 foot intervals if spot sounding is used. Additional soundings will be made as necessary to identify change in slope locations. A contour map and a set of cross sections shall be developed from the recorded data.

B. Soundings shall be referenced to the water surface, which shall be referenced to a point of known elevation on the bridge.

C. If a footing is found to be exposed or undermined, the volume of the void must be dimensioned within an accuracy of ½ foot in each direction.

6. Photography

A. For identification purposes, photographs of the portal and profile views of each bridge inspected will be taken.

B. Underwater photography will be used to document the findings of the inspection. Photographs will be required to illustrate the typical condition of substructure components as well as areas of substructure component distress. Where severe deterioration exists, a sufficient number of photographs will be taken to fully document the condition.

C. Existing scour problems or conditions that show a potential for scour shall also be included in the photography. This would include photographs of undermined footings, adjacent scour holes and debris that may be on or near the bridge.

D. A clear water box will be available in the event that turbidity makes normal photography impossible.

E. In lieu of photography a DVD of the dive may be submitted. If a DVD is provided the quality of the video and audio (if included) must be clear and sharp and free of any distortions throughout. If video is provided it will augment but not replace the written report.

7. Report

A. For each bridge inspected, a report will be prepared which will include the following:

- 1) An evaluation of the overall condition of the underwater components including photographs, sketches, and diagrams used to substantiate the findings.

2) Recommendations for any short-term or long-term repairs or maintenance.

3) Conclusions as to the condition of the streambed (amount of scour, need for riprap, etc.). Included will be the contour map and cross sections mentioned above.

B. Two copies of the each final report will be submitted within three months of completion of the fieldwork. Each copy will contain prints of the photographs taken. Photocopies of photographs will not be acceptable.

C. A digital version of each report shall be submitted either on a CD or through file transfer protocols.

LOCATION

Statewide

SCHEDULE

The Project Schedule will be developed and negotiated separately for each individual term/task assignment.

PROPOSAL SUBMITTAL

Submit four (4) copies of the SOQ proposal. The correct number of proposals must be submitted in order for your firm to be considered. Clearly label each SOQ proposal with the term contract name. All proposals must be submitted in hard copy format; electronic proposals will not be considered.

The Department must receive the SOQ proposals no later than 3:00 PM MST, Tuesday, September 30, 2014. Send the proposals to:

Ryan Dahlke, P.E.
Consultant Design Engineer
Montana Department of Transportation
2701 Prospect Avenue
P.O. Box 201001
Helena, MT 59620-1001

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the State return the proposal at vendor's expense or the State will dispose of the proposal if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.)

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The State is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

Once submitted, proposals become the property of the Department.

PROPOSAL CONTENTS

Keep proposals short and concise. Avoid large copies and binders. The proposal is **limited to fourteen (14) pages**, not including Appendices A or B or the Unbound References attachment. The proposal must contain the information listed in this section. Please organize your proposal in the same order and numbering format as shown below, which will assist MDT in reviewing your proposal:

Cover page/Introduction

Include contact information for questions and follow-up regarding this proposal, including name of individual, title, telephone number, mailing address, and email address.

Quality of Firm and Personnel

A) Related experience on similar projects.

Provide a discussion of your firm's previous related project experience as it relates to the scope of services detailed herein.

B) Qualifications, experience and training of personnel to be assigned to projects.

Discuss the qualifications, experience, and training of the professional staff that will be utilized. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location(s). Clearly state your firm's qualifications regarding any licensing requirements.

Capacity and Capability of Firm

A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide MDT including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise.

B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, Microstation, ArcView, etc.). Describe any additional support equipment you intend to use.

C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next two years.

D) Capability to respond to project and MDT requirements.

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

Appendix A

Resumes

Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed in the SOQ.

Appendix B

References

List as references all of the firm's clients from the past three (3) years for projects that deal with work similar to the proposed work. The reference list is a single document that includes all references for all proposed categories of service. Include client name, a currently employed contact person, and a corresponding valid phone number. Give range of contract value.

Unbound attachment

References

Submit separately ONE UNBOUND COPY of the reference list from Appendix B, regardless of how many proposals are submitted.

EVALUATION OF PROPOSALS

All proposals will be evaluated in accordance with the following factors:

- 1) Quality of Firm and Personnel (35 points)**
 - A) Related Experience on similar projects
 - B) Qualifications, experience, and training of staff to be assigned to project
- 2) Capacity and Capability of Firm (35 points)**
 - A) Ability to meet technical requirements
 - B) Compatibility of systems, equipment, i.e., CADD and word processing etc.
 - C) Capability of firm to meet project time requirements
 - D) Capability to respond to project and Department requirements
- 3) Record of past performance of firm and personnel on previous projects (30 points)**
 - A) Previous record with the Department, quality of work, on-schedule performance, and cooperation with the Consultant Design Engineer and other Department personnel.
 - B) No previous record with the Department will require reference checks.

Following the review, evaluation, and rating of all proposals, the final results will be presented to the Consultant Selection Board at the MDT Headquarters Building. At this time, the Consultant Selection Board will select the most qualified firm for the work.

INDIRECT COST RATE REQUIREMENTS

Proof of the firm's Indirect Cost Rate (overhead rate) is *not required* with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172.7(b) for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located on the MDT Internet website.

<http://www.mdt.mt.gov/other/cdb/external/policies/INDIRECT-COST-RATE-POLICY.PDF>

Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.

AGREEMENT REQUIREMENTS

Contract agreements will generally be administered on a cost plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. As described in the Indirect Cost Rate Requirements section above, all Consultants and subconsultants must provide the Department with an Indirect Cost Rate (as applicable) audited (when applicable) in accordance with 23 CFR §172.7(b) for the cost principles of 48 CFR Part 31 and based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Department.

Do not submit actual numerical financial information within this proposal.

STATE OPTION TO AWARD

While the State has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the State to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ (18-4-307, MCA);
- Reject any or all proposals received in response to this RFQ (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFQ that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the State's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if the State determines adequate funds are not available (18-4-313, MCA).

SINGLE POINT OF CONTACT

From the date this solicitation is issued until the consultant selection is finalized by MDT at the Consultant Selection Board meeting, offerors are not allowed to communicate with any state staff or officials regarding this solicitation, except at the direction of the Consultant Design Engineer. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Ryan Dahlke
Consultant Design Engineer
Montana Department of Transportation
(406) 444-7292 (Direct Line)
(800) 335-7592 (TTY)
rdahlke@mt.gov

DBE/WBE GOALS

There are no DBE/WBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

NONDISCRIMINATION COMPLIANCE

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations (see attached notice).

If you have any questions, please contact me at (406) 444-7292 or (406) 444-7696 TDD, or by email at rdahlke@mt.gov.

Ryan Dahlke, P.E.
Consultant Design Engineer

Attachment

copies: Jay Skoog – ACEC Executive Director
Consultant Design Bureau File
e-copies: Patricia McCubbins – MDT Civil Rights Bureau Chief
Lynn Zanto – MDT Rail, Transit & Planning Division Administrator
Dwane Kailey, P.E. – MDT Acting Chief Engineer
Jim Walther, P.E. – MDT Preconstruction Engineer
Kent Barnes, P.E. – MDT Bridge Engineer
Paul Ferry, P.E. – MDT Highways Engineer
Jeff Jackson, P.E. – MDT Geotechnical Engineer
Bryan Miller, P.E. – MDT Consultant Plans Engineer

**MDT NONDISCRIMINATION
AND
DISABILITY ACCOMMODATION NOTICE**

Montana Department of Transportation (“MDT”) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the grounds of race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, religion/creed/culture, political belief, genetic material, veteran status, or social origin/ancestry (hereafter “protected classes”). by its employees or anyone with whom MDT chooses to do business.

For the duration of this contract/agreement, the PARTY agrees as follows:

- (1) Compliance with Regulations:** The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- (2) Non-discrimination:**
- a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.
 - b. PARTY will provide notice to its employees and the members of the public that it serves that will include the following:
 - i. Statement that PARTY does not discriminate on the grounds of any protected classes.
 - ii. Statement that PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).
 - iii. Contact information for PARTY’s representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.
 - iv. Information on how to request information in alternative accessible formats.
 - c. In accordance with Mont. Code Ann. § 49-3-207, PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on the basis of merit and qualifications and that PARTY does not discriminate on the grounds of race, color, national origin, sex, age, pregnancy, parental/marital

status, disability (physical or mental), religion, creed, political ideas, or genetic material.

(3) Participation by Disadvantaged Business Enterprises (DBEs):

- a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY will make all reasonable efforts to utilize DBE firms certified by MDT for its subcontracting services. The list of all currently certified DBE firms is located on the MDT website at mdt.mt.gov/business/contracting/civil/dbe.shtml
- b. By signing this agreement the PARTY assures that:
The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor 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.
- c. PARTY must include the above assurance in each contract/agreement the PARTY enters.

(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment:

In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

(5) Information and Reports: The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

(6) Sanctions for Noncompliance: In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or
- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

(7) Pertinent Non-Discrimination Authorities:

During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Federal

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 200d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airways Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Non-Discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

State

- Mont. Code Ann. § 49-3-205 Governmental services;
- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

(8) Incorporation of Provisions: The PARTY will include the provisions of paragraph one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.