

Date: March 26, 2026

Subject: **Request for Proposals**  
2026-2029 Construction Equipment on Structures Submittal Review Term Contract

To Whom It May Concern:

The Montana Department of Transportation (MDT) is accepting proposals from consulting firms interested in a term contract to provide professional engineering services to review contractor submittals for bridge construction equipment on structures. One firm will be selected to perform the work specified herein.

MDT intends to establish a term contract to utilize a consultant on an "as-needed" basis for the work described herein. At this time, the intention is to award one (1) agreement that will be approximately \$1,500,000, for a three-year period from June 2026 through June 2029. MDT reserves the right to revise the number of term contracts, the contract values, or contract timeframes, depending on the responses received. Extension(s) of contracts, by mutual agreement of both parties, may be made at one (1) year intervals, or any interval that is advantageous to MDT. Contracts, including any renewals, may not exceed a total of five (5) years.

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, and the proposal must clearly identify the prime for this contract. 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.

Montana professional engineering licensure is required for this work and must be in-hand at the time your proposal is submitted. If this requirement is not met and clearly identified in the proposal, your proposal will be considered non-responsive.

If your firm is interested, please submit a proposal as described herein.

## **SCOPE OF WORK**

The scope of work includes providing professional engineering services to review contractor submittals for bridge construction equipment on structures, ensuring compliance with contract plans, specifications, MDT standards, and applicable AASHTO guidelines. The work will include, but not be limited to, performing independent technical load rating reviews of contractor submittals, and reviewing the following: work plans, construction engineering submittals, shop drawings, working drawings, product data, material certifications, and inspection reports. A detailed list of summary of work and services required is included in Attachment A of this RFP.

## **LOCATION**

Various – Statewide

## **PROJECT SCHEDULE AND DELIVERABLES**

The project schedule will be developed and negotiated separately for each individual term/task assignment. At this time, it is anticipated that deliverables will generally follow those described in MDT's Consultant Activity Descriptions (as applicable):

[http://www.mdt.mt.gov/other/webdata/external/cdb/ACTIVITY\\_DESCRIPTIONS/CONSULTANT\\_DESIGN\\_2500\\_MU.PDF](http://www.mdt.mt.gov/other/webdata/external/cdb/ACTIVITY_DESCRIPTIONS/CONSULTANT_DESIGN_2500_MU.PDF)

## **STANDARDS, SPECIFICATIONS, AND POLICIES**

Work is expected to follow MDT's various Manuals, Guides, and Policies. These items may be found on MDT's Design Consulting web page at: <http://www.mdt.mt.gov/business/consulting/>.

## **PROPOSAL SUBMITTAL**

**Submit one (1) electronic version (Adobe© PDF format) of the proposal. Hard copy proposals will not be accepted.**

Submit the electronic version by uploading to the State of Montana File Transfer Service (FTS) site, which can be accessed at this link: <https://transfer.mt.gov>. To upload to FTS, an account must be created unless the person who is uploading already has an account. Uploading instructions can be accessed at <https://transfer.mt.gov/Home/Instructions>. When your proposal has been uploaded, the FTS system will prompt you for an email address to send to. Please send this email of your uploaded proposal to the following individuals:

Sheryl Tangen: [stangen@mt.gov](mailto:stangen@mt.gov)

Kelly Williams: [kwilliams@mt.gov](mailto:kwilliams@mt.gov)

Joel Pilcher: [jpilcher@mt.gov](mailto:jpilcher@mt.gov)

**The Department must receive the proposals for this RFP no later than 3:00 PM MST, April 15, 2026.**

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 late proposals at

vendor's expense or the State will dispose of late proposals if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.). If no request is made, late proposals become the property of the Department. All proposals submitted on time become the property of the Department.

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.

### **TENTATIVE RFP/SELECTION SCHEDULE**

The anticipated schedule for consultant solicitation and selection for this contract is as follows (subject to change):

March 26, 2026:	RFP released
April 15, 2026:	Proposals due to be submitted to MDT Consultant Design
May 6, 2026:	Consultant Selection Board meeting to select consultant

There are three (3) members on the evaluation committee for this RFP (subject to change):

1. MDT Bridge staff
2. MDT Bridge staff
3. MDT Consultant Plans Engineer

### **PROPOSAL CONTENTS**

The proposal must contain the information listed in this section. The proposal is **limited to five (5) pages**, not including the required Appendices. A single cover jacket/title page is allowed if desired and will not count in the page limit. Each page is defined as one side of a letter size sheet (no larger than 8 ½" x 11"), minimum font size of 10. Evaluation of information will begin with the first page immediately following the cover jacket/title page, and every page will be counted, in order, from that point forward, including any table of contents or divider pages the firm wishes to include. Once the page limit is reached, any information included thereafter will be removed and not considered or scored. Please organize your proposal in the same order and numbering format as shown below, which will assist MDT in reviewing your proposal:

#### **Questions**

##### **1) Team Qualifications**

Provide a discussion on how the team you propose to use for this project (including subconsultants, if used) is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly your team's expertise and experience, as it relates to the work described in the "Scope of Work" section above. Provide examples of previous related project experience as it relates to these services. Identify professional licensure of staff that satisfy the requirements for this contract. Include an organizational chart of your team for this project. Also briefly discuss your compatibility of systems, software, and equipment (i.e. CADD software, word processing software, etc.), and experience with these systems, software, and equipment. The Department's standard design software is Autodesk® technology included in the Architecture, Engineering & Construction (AEC) Collection.

Describe any special equipment or software you intend to use. Resumes may be considered as supplemental information for scoring this question.

## **2) Approach to Task Assignments**

Transportation work has many challenging aspects, and the development and delivery of a successful work product that addresses and mitigates specific challenges is of utmost interest to MDT. Discuss the challenges you foresee as they relate to this type of work, your strategy for addressing these challenges, and your specific experience in implementing the strategies identified. Describe your quality assurance/quality control process. Provide a discussion on your overall strategy for delivering work in a timely manner, including fast-tracked or emergency tasks and changing priorities.

### **Appendix A: Resumes**

Include brief resumes for the key personnel to be assigned to the contract. **Resumes are limited to one (1) page per person.**

### **Appendix B: Cover Page Form**

Include a completed version of MDT's standard cover page form, available at the following location:

<http://www.mdt.mt.gov/other/webdata/external/cdb/MDT-CDB-002-Proposal-SOQ-Cover-Sheet.pdf>

Information presented in the cover page form will not be considered in proposal scoring.

### **Appendix C: References**

Submit references that includes a minimum of five (5) separate contracts from the past three (3) years. If applicable, you may submit multiple contracts for a single client. Each contract must pertain to work similar to the proposed scope of services. Include client name, a currently employed primary contact person, an alternative contact person, corresponding valid phone numbers and emails for both contacts, a range of contract value, and a brief description of the work performed. If MDT needs to use these references for the Past Performance Score (as described in the "Evaluation of Proposals" section below) and is unable to contact the required number of references after a reasonable effort, the firm will receive a zero for the missing reference(s).

## **EVALUATION OF PROPOSALS**

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

- 1) Team Qualifications (100 points possible)**
- 2) Approach to Task Assignments (50 points possible)**
- 3) Record of past performance (30 points possible)**
  - a) If two (2) or more MDT evaluations specific to the discipline for this contract are available for the consultant, the average score of these evaluations will be used. Evaluations for Project Management & Overall Performance will also be included.
  - b) If fewer than two (2) MDT evaluations specific to the discipline for this contract are available for the consultant, but there are two (2) or more MDT evaluations are available for other work disciplines, the consultant's current overall past performance score from MDT evaluations will be used.

- c) If there is only one (1) MDT evaluation available for the consultant, the record of past performance score will be an average of the MDT evaluation and one (1) reference check from the references provided in the unbound attachment.
  - d) If no MDT evaluations are available, the average score of two (2) reference checks from the references provided in the unbound attachment will be used for this score.
- Regardless of partnership/teaming relationships, the past performance of the prime consultant will be the past performance scored that will be used for this score.

All Proposals will be evaluated using the following basic scoring methodology:

- Outstanding/Exceptional response: 90-100% of the available points
- Good response: 70-90% of the available points
- Average response: 50-70% of the available points
- Poor response: 30-50% of the available points
- Qualifications not clearly met: 0-30% of the available points

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 TERM CONTRACT. The Board may consider any proposal scoring within 2% of another proposal as equally qualified and take into account its knowledge of the firms' workload, past performance, and familiarity with the specific work to be performed in selecting the most-qualified consultant.

### **COMPENSATION AND PAYMENT**

This contract will be administered on a cost-plus-fixed-fee or specific-rates-of-compensation basis and MDT will make that determination on the assignment level. The contract will have a negotiated cost ceiling to ensure cost control. The cost ceiling does not ensure or imply that the Consultant is entitled to that entire amount. Only actual incurred hours and costs are compensable.

Upon selection, certain financial information from the selected Consultant will be required as part of the contract agreement.

#### **Specific Rates of Compensation**

When the specific-rates-of-compensation method is used for a term assignment, Consultant will be required to provide the specific rates of compensation for each staff member that will perform work for the project. Rates may be developed by the individual or by job classification. Each rate is built by assembling the known and documented actual elements of direct salary, indirect cost rate, and fee into an agreed upon hourly rate. Overtime is compensable, so long as it is in accordance with Firm policies, as well as state and federal regulations.

All individuals working on the specific assignment must be listed in the term assignment proposal with individual specific rate of compensation. If additional staff are proposed to

work on the assignment, prior authorization of the individual and their specific rate of compensation is required through a term assignment addendum.

Direct travel costs in accordance with GSA rates and rules are compensable.

### **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 for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located in Appendix A of the Consultant Services Manual on the MDT Internet website.

[http://www.mdt.mt.gov/other/webdata/external/cdb/consultant\\_manual/consultant-design-manual\\_combined.pdf](http://www.mdt.mt.gov/other/webdata/external/cdb/consultant_manual/consultant-design-manual_combined.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 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. The standard MDT agreement can be found at the following address:

<http://www.mdt.mt.gov/other/webdata/external/cdb/forms/pdf/General-Terms-and-Conditions.pdf>

***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 RFP, issuance of the RFP 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 RFP (18-4-307, MCA);
- Reject any or all proposals received in response to this RFP (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP 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. If unauthorized contact is made and the Consultant Design Engineer determines the context of the contact gives the firm an unfair advantage, the firm will be disqualified from the solicitation. Contact information for the single point of contact is as follows:

**Kelly Williams**  
Consultant Design Engineer  
Montana Department of Transportation  
(406) 444-7964 (Direct Line)  
[kwilliams@mt.gov](mailto:kwilliams@mt.gov)

### **DBE GOALS**

There are no DBE 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 titled “MDT NONDISCRIMINATION AND DISABILITY ACCOMMODATION NOTICE”).

If you have any questions, please contact me at (406) 444-7964, or by email at [kwilliams@mt.gov](mailto:kwilliams@mt.gov). I look forward to receiving your proposal.

Sincerely,

*Kelly Williams*

Kelly Williams, P.E.  
Consultant Design Engineer

Attachments: Appendix A - Summary of Work / Services Required

e-copies:

Mary Erchul, ACEC Executive Director-MT Chapter  
Dustin Rouse, MDT Chief Engineer  
Ryan Dahlke, MDT Statewide Project Development  
Engineer  
Dave Holien, MDT Highways Engineer  
Erika Wimmer, MDT Civil Rights Bureau Chief

Jason Senn, MDT Consultant Plans Engineer  
Roy Peterson, MDT TA Engineer  
MDT Consultant Design Bureau file  
Andy Cullison, MDT Bridge Bureau Chief

**APPENDIX A**  
**CONSTRUCTION EQUIPMENT ON STRUCTURES SUBMITTAL REVIEW**  
**TERM CONTRACT**  
**SUMMARY OF WORK/SERVICES REQUIRED**

**General Requirements:**

- Perform independent technical load rating reviews of contractor submittals, which include reviewing work plans, construction engineering submittals, shop drawings, working drawings, product data, material certifications, and inspection reports.
- Confirm submittals comply with approved design criteria, construction specifications, and applicable AASHTO and MDT design manuals.
- Complete reviews within specified timelines to prevent project delays.
- Document comments and recommendations in the format prescribed by MDT.
- Specific Technical Areas include load rating reviews for construction equipment on structure submittals.
- May require performing a load rating analysis of all applicable parts of the bridge. See MDT's Load Rating guidance for more information on what is required to be load rated. <https://www.mdt.mt.gov/business/contracting/bridge/loadrating/default.aspx>

**Load Rating Methodology:**

- Use Load and Resistance Factor Rating (LRFR) methodology for all structure types except timber bridges.
- Use Allowable Stress Rating (ASR) methodology for timber bridges.
- All load ratings will comply with the requirements of the latest version of the AASHTO Manual for Bridge Evaluation, chapter 6.
- The latest version of the AASHTO LRFD Bridge Design Specifications, including interims, will be used for load rating of all bridges except timber.
- The AASHTO Standard Specifications for Highway Bridges, 17th edition – 2002, will be used for load rating timber bridges.
- Refer to MDT Load Rating Guidance for MDT-specific load rating guidance. <https://www.mdt.mt.gov/business/contracting/bridge/loadrating/default.aspx>
- Do not reference materials outside those listed above without authorization from MDT.
- Perform multiple analyses to ensure all load configurations and rating factors are considered.

**Bridge Condition Considerations:**

- Incorporate the most recent bridge inspection report, if applicable.
- Include defects and deterioration in capacity calculations.
- Use timber strengths from MDT load ratings only if no additional deterioration has occurred.
- Improved timber distribution factors are not allowed.

**Equipment and Load Cases:**

- Analyze all equipment configurations that will be on the bridge simultaneously.
- The use case of the construction equipment must be fully considered when determining loading and equipment location.
- LRFR permit vehicle factors are allowed to be used for construction work.
- Consider weight distribution for uneven loads (e.g., excavator booms, crane lifts).
- Analyze effects of outriggers on all deck types.
- Always analyze the capacity of timber decks.
- Analyze concrete decks if any concrete is removed while equipment is present.

**Assumptions and Modeling:**

- Contractor's engineer may request to use MDT BrR files, when available.
- All assumptions must be valid and will be reviewed by MDT.
- Use proper lane configurations, especially if equipment will operate near the bridge edge.
- Ensure accurate weight distribution across tires/tracks and axles.
- If any lanes on the bridge are open to regular traffic while construction equipment is operating on the bridge, AASHTO legal loads will be included in the analysis. This includes the FAST Act Emergency Vehicles for interstate bridges and all bridges within 1 mile of interstate access.

**Deliverables and Documentation:**

- Final acceptance memorandum summarizing all reviewed submittals including the following:
  - Equipment Configurations with clear accept/revise/reject recommendations.
  - Location and operational restrictions.
  - A summary of findings and review comments.
- State each load case and all assumptions utilized.
- Include sketches showing:
  - Bridge geometry.
  - Controlling location of the equipment as analyzed.
  - Lane configurations.
- Load Factors will be reported for each vehicle in each configuration analyzed, specifying the controlling member.
  - Report LRFR single factors for all bridge types except timber.
  - Report ASR Operating factors for timber bridges.
- Provide periodic progress reports (as requested).
- Use MDT-approved templates and checklists.
- Track submittals and responses to maintain traceable documentation.
- Notify MDT immediately of any potential safety or structural concerns identified during review.