



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**
(29 Del.C. §§6981 & 6982)

Agreement No. 1646

UNDERWATER BRIDGE INSPECTIONS

PROJECT DESCRIPTION

The Delaware Department of Transportation (DelDOT) is seeking a consultant to provide full service safety inspections to identify deterioration, evaluate bridge scour, and determine the structural condition of bridge substructures statewide in accordance with the National Bridge Inspection Standards (NBIS). Inspections must be performed in accordance with DelDOT standards and Federal Highway Administration (FHWA) mandated requirements for underwater inspections of bridges. These services will be performed on a task-order basis for a five (5) year period.

The successful consultant will be responsible for performing the underwater inspections for approximately 100 bridges and performing routine safety inspections of roughly 90 low clearance bridges in accordance with current National Bridge Inventory Standards (NBI) and Department Underwater Bridge Inspection Procedures. Inspections must be overseen by a professional engineer registered in the State of Delaware meeting the Bridge Inspection Team Leader Qualifications in accordance with DelDOT's QC/QA Bridge Inspection Manual.

CONSULTANT SERVICES REQUIRED

The selected consultant will perform inspection of substructure units for bridges requiring only an underwater inspection and perform full routine safety inspections for low clearance bridges. Services may include, but are not limited to, the following:

- Perform underwater and low clearance inspections in accordance with current DelDOT and National Bridge Inventory Standards (NBI).
- Inspect the current scour conditions of each structure and determine the extent of the bridge scour.
- Provide underwater acoustic images or equivalent images of the scour condition on an “as needed” basis.
- Furnish all personnel and equipment required for performing inspections including diving gear, support equipment, workboats, and inspection equipment and tools as needed.
- Underwater inspections are to include depth soundings at each fascia of the bridge, around abutments and piers where applicable, and one at 50' & 100' out from each face of the bridge. Probing of foundations shall also be required.
- Perform low clearance inspections that shall consist of a complete routine safety inspection and shall be performed under the requirements of Report No. FHWA-PD-96-001 - “Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation’s Bridges”, and the current DelDOT “Element Level Data Collection Manual” (Pontis), and in accordance with the Low Clearance Inspection Procedure for each individual bridge. These inspections shall include waterway and scour information,

including plan and elevation sketches and stream profiles extending out 50' in increments of 10' from either face of the bridge for NBI length bridges.

- Provide written and electronic reports for underwater inspections with color photographs of all pertinent features of existing structures, including approach roadways, elevation views, general view, upstream, downstream, bridge plaque, and any areas of distress or deterioration. Each written underwater inspection report shall be sealed by the Bridge Inspection Team Leader that performed the inspection.
- The successful consultant may be assigned the task of performing structural analyses of substructure units that may have become exposed as a result of scour, a large storm event, or due to critical findings.

DIVE INSPECTIONS

Underwater inspections shall be a Level I dive inspection that shall be performed on all submerged substructure surfaces, including sheet piling walls and fender systems. A Level I inspection shall be visual and tactile with some probing of the submerged structures and the adjacent riverbed/lakebed. The inspector shall document conditions encountered with photographs, sketches, and a report to provide a general overview of the substructure condition.

A 10% Level II inspection shall be performed concurrently with the Level I inspection. The portions undergoing the Level II inspection shall be cleaned of surface growth as needed to determine the condition of the underlying material. Deficient areas shall be measured and the extent and severity of the damage shall be documented.

In some cases in-depth inspections may be required which will consist of an increased amount of Level II and some Level III inspection. The exact amount of in-depth inspection will be determined by the Department on a case by case basis. The requirements of FHWA report # FHWA-DP-80-1, Underwater Inspections of Bridges, shall be followed.

The inspector shall assess the channel bottom and all substructure units for scour. Inspect, probe, and document all deficient damage items including collision damages, corrosion, and embankment washouts.

The diver/inspector shall be capable of recognizing signs of distress in structural members and anticipating potentially hazardous conditions. If conditions are discovered that indicate the immediate need for repair or action, sufficient documentation (photos, sketches and measurements) must be obtained to assist the Department in determining the proper course of action.

The inspectors should utilize underwater photographic or video equipment to document critical defects and/or conditions that requires repair or action.

INSPECTION REPORTS

The inspection reports shall be in digital format consistent with recent reports and compatible with the most current DelDOT software and documenting procedures.

Low clearance inspection reporting will include entering National Bridge Inventory (NBI) coding information and element level condition ratings into Pontis. The corresponding photos, defect/deterioration sketches, Waterway Sketch Sheets, and Scour Sounding Form will be input into DelDOT's Inspection program by the selected consultant.

Underwater Inspection reports shall be a typewritten report created in Microsoft Word. The report shall include a summary of the inspection findings, description of the inspection method, identification of inspection team and their corresponding duties, CADD generated channel soundings and defect/deterioration drawings, photos, location map and Pontis element quantity and condition rating breakdown for each span.

Information regarding DelDOT Bridge Inspection Policies and Procedures can be found at the following link:

http://www.deldot.gov/information/pubs_forms/manuals/bridge_inspection/index.shtml.

INSPECTOR QUALIFICATIONS

Diving Operations:

Each diver inspector assigned to the project shall have received certification from a commercial diving school or organization. All divers must satisfy requirements for training and medical examinations in accordance with the Occupational Safety & Health Administration's (OSHA) Commercial Diving Standards. In addition, the consultant is to maintain a Safe Dive Practices Manual as per OSHA.

Inspection Operations:

The qualifications are the same as that of a routine bridge inspector as per the requirements in DelDOT's QC/QA Inspection Manual with some additional requirements specific to DelDOT's Bridge Inspection Program which are as follows:

1. All diver inspection personnel are to have taken and successfully passed the three-day National Highway Institute (NHI) Underwater Bridge Inspection Course.
2. The underwater inspection team shall have a professional engineer diver registered in the State of Delaware who also qualifies as a Bridge Inspection Team Leader, on site during each underwater bridge inspection. This individual does not necessarily have to be the diving inspector, but should be available to assess, evaluate, and confirm inspection findings, if applicable.
3. All inspection personnel with >1 year of inspection experience are required to have taken and successfully passed the two-week National Highway Institute (NHI) Comprehensive Bridge Safety Inspection Course. As a result of this requirement, an underwater inspector only having the three-day National Highway Institute (NHI) Underwater Bridge Inspection Course and having >1 year of bridge inspection experience, is **not** qualified to inspect, or assist with, an inspection of a DelDOT owned bridge and will not be approved to do so.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, May 22, 2013.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator
Contract Administration
Delaware Department of Transportation
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**

The Prime Consultant must be Pre-Registered, or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area **Structure Design, Item #2 OR Construction Services, Item #4** at the time of submission in order to be considered for evaluation on this project.

3. **DBE Goals** will be established by the DBE Program Office on federally funded tasks issued under this Agreement. Tasks will be evaluated independently for potential DBE participation. Expressions of Interest must include a statement of commitment to achieve goals established for individual tasks. The commitment shall include an understanding that proposed DBE firms to be used for goal attainment purposes shall be certified with DelDOT's DBE Program Office.
4. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
5. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website www.deldot.gov and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
6. **Joint venture** submissions will not be considered.
7. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

RATING CRITERIA

- a) Key Staff/Project Team qualifications pertaining to bridge inspection work, and experience on similar projects.
- b) Project understanding/approach/services required.
- c) Firm resources/capability to accomplish proposed work on schedule.
- d) Ability to provide required bridge inspection personnel during emergencies.
- e) Completeness of submissions to include clarity, readability, and presentation of material.

NOTE: Shortlist and Selection Committee membership appointments are confidential.

QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>

CONTACTS

Questions concerning submissions and procedures may be obtained from: Wendy B. Henry, Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: wendy.henry@state.de.us.

OVERVIEW OF SELECTION PROCESS

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a mandatory pre-proposal meeting may be established for a briefing and to provide an opportunity for the short-listed candidates to ask questions. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate. The Department's Professional Services Procurement Manual may be viewed [here](#).

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DelDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

A. Table of Contents

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper.

B. Letter of Interest

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required.
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm.
- (4) Availability of personnel for immediate placement.
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DelDOT project within the past five (5) years.

C. Project Organization Chart

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

D. Architect-Engineer Qualifications

Provide either form SF330, or; SF254 and SF255

- (1) GSA form SF330
[http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/\\$file/SF%20330.pdf](http://contacts.gsa.gov/webforms.nsf/0/21DBF5BF7E860FC185256E13005C6AA6/$file/SF%20330.pdf)

Or:

- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)

Instructions for completing the SF 255 form:

- a) **Item # 4**, Personnel by Discipline, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.
- b) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.
- c) **Item #7, Key Staff**, is limited to eight (8) individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may

pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. Experience listed should be limited to that within the last five (5) years.

If the proposed project personnel have been with the lead firm for less than one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.

- d) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- e) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

NOTE: Submit either a SF255 or a SF330 as prescribed above. CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS. Also, item limitations are the same regardless of the form being used (i.e. if using SF330 submit 8 resumes (1 per page), 5 similar projects (1 project per page) and one (1) page additional information).

E. References

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFQ.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation
State of Delaware
By: Shailen P. Bhatt
Secretary
Dover, DE
April 24, 2013