**REQUEST FOR PROPOSAL**

**MaY 2, 2025**

**TO PERFORM**

**Engineering SERVICES**

**FOR** **PROJECT**

**BRS-BRU-BRC-NB25(002) PCN 24572**

**underwater bridge inspections**

**ronald J. henke, pe**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**Chad Taylor**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By**

**12:00 PM Central Time maY 23, 2025**

**REQUEST FOR PROPOSAL (RFP)**

**PROJECT OVERVIEW / SCOPE OF SERVICES**

The North Dakota Department of Transportation (NDDOT) is requesting the services of a qualified consultant to perform approximately 70 underwater bridge inspections. The structures have submerged foundation components that are in water too deep to be inspected using conventional methods. The consultant will perform underwater inspections of these bridge elements to document deterioration or damage present between the water line and the mud line. Inspections in deep water will require diving or other appropriate techniques to determine the underwater condition.

Consultants will be responsible to supply all necessary labor, equipment, materials, tools, traffic control, licenses, permits, and insurance necessary for completion of inspections and reporting. A diving platform, such as a boat of sufficient size and power to negotiate the waterway involved, shall be provided by the consultant to access dive sites where shore access is not available. Consultants will also be responsible to coordinate and obtain any insurance, flagging, or agreements necessary for inspection of bridges that cross railroad right of way.

The NDDOT intends to execute one contract with the selected consultant based on a lump sum per bridge negotiated cost. The contract will be for the 2025/2026 inspection cycle. The NDDOT reserves the right to add the 2027/2028 inspection cycle(s) by supplemental agreement based on the outcome of the initial contract, consultant’s performance, and available funding.

Below is an approximate number of required underwater structure inspections. Some locations may be added or subtracted by the Department as described in this RFP.

**2025**, 4 bridges

**2026**, 12 bridges

**2027**, 3 bridges

**2028**, 51 bridges

*Interviews will be conducted tentatively 14 days after proposals are due.*

*Attached with the RFP is a regional map and list of bridges, an example inspection report from 2023, a Progress Report example spreadsheet, and the Risk Management Appendix.*

For reference, see the [**NDDOT Bridge Inspection Manual**](https://www.dot.nd.gov/sites/www/files/documents/construction-and-planning/Bridge-Inspection-Manual.pdf)on the NDDOT website.

**SAFETY AND INSPECTION STANDARDS**

Inspections will be conducted in accordance with the most current guidelines of the Specification of the National Bridge Inventory (SNBI), the American Association of State Highway and Transportation Official (AASHTO) Manual for Bridge Evaluation, Third Edition (2018) with the most current revisions, the current North Dakota Bridge Inspection Manual, and pertinent Federal Highway Administration regulations, advisories, and guidelines.

Diving operations will be conducted in accordance with requirements of the most current revision of 29 CFR Part 1910, Subpart T - Commercial Diving Operations, published by the Occupational Safety and Health Administration (OSHA), and with all local safety standards.

The consultant shall be responsible for traffic control as described in the Manual for Uniform Traffic Control Devices (MUTCD). Provide traffic control devices prior to beginning work. For any lane restrictions on State owned structures, coordinate a minimum of five (5) days in advance with the NDDOT project manager. A minimum of one (1) lane of traffic shall be maintained at all times for structures that have two lanes of traffic. For structures with multiple lanes of traffic, one lane must be maintained for each direction. All traffic control must be removed nightly.

**QUALIFICATIONS**

Project Manager

The Project Manager must be a ND Registered PE and will manage the overall contract to ensure that the project is completed in accordance with contract requirements.

Team Leader

A Team Leader must be present during the entire inspection process. Team leaders must meet the requirements of 23 CFR § 650.309(b). Team leaders must:

1. Have completed a cumulative total of 18 hours of FHWA approved bridge inspection refresher training over each 60-month period.
2. Have completed NHI Course No. 135046, 135047 or 135047V Stream Stability and Scour at Highway Bridges for Bridge inspectors or an FHWA approved equivalent course.
3. Successfully complete NHI Course No. 130091 Underwater Bridge Inspection or an FHWA approved equivalent course

Underwater Bridge Inspector

An underwater bridge inspector must have:

1. At least two years’ experience in underwater bridge inspections
2. Meet the diving qualifications required by Occupational Safety and Health Administration (OSHA) regulations, Commercial Diving Operations – CFR 29, §1910 Subpart T
3. Successfully complete NHI Course No. 130091 Underwater Bridge Inspection or an FHWA approved equivalent course
4. Possesses a current commercial diver certification card from the Association of Diving Contractors International (ADCI)

**GENERAL INSPECTION REQUIREMENTS**

1. The underwater inspection shall include both visual and tactile inspection of the entire underwater portions of each substructure unit of each bridge. Surfaces on which aquatic growth impedes inspection shall be partially cleaned as recommended in the inspection guidelines. All significant deficiencies shall be noted and any recommendations shall be documented.
2. The inspections shall include checking all concrete for erosion, wear, abrasion, scaling, spalling, exposure and deterioration, for any exposed reinforcing steel, and all cracking; checking all exposed structural steel or piling for misalignment and loss of section; checking all timber for evidence of decay and for weathering. All timber shall be sounded. The channel bottom around piers or abutments shall be probed and the presence, size and condition of riprap shall be noted. The location and approximate size of scour holes encountered shall be noted.
3. Documentation of defects shall require the use of underwater photography or video recordings. The consultant shall have at the site at all times, audio and video communication capabilities with the topside personnel. The consultant shall have the ability to produce clear underwater still photography and video recordings as conditions warrant. The use of a "clear water" box may be necessary.
4. The consultant shall utilize acoustic imaging (sector scanning sonar) to supplement underwater inspections. Structures to utilize acoustic imaging will be identified during the scoping phase as agreed upon between the consultant and NDDOT.
5. The consultant shall perform a bathymetric survey to determine the submarine topography at locations identified and agreed upon between the consultant and the NDDOT during the scoping phase. The survey will contain information 200’ upstream and downstream from the edges of the structure.
6. Enter inspection data utilizing the inspection application software provided (inspectX).
7. Critical Findings or conditions requiring immediate attention shall be communicated to the Bridge Division immediately by phone and/or email. SFN 61791 Bridge Critical Finding must be completed to document the Critical Finding.
8. The NDDOT reserves the right to require a re-inspection if the report is found to be unacceptable. All costs for re-inspection will be responsibility of the consultant.

**PROJECT SCHEDULE**

The underwater inspections must be completed in the assigned month according to the provided schedule. Inspections must be performed during daylight hours only.

A signed inspection report shall be submitted using the approved report template agreed upon between the NDDOT and Consultant. All inspection data will be entered and approved in the inspection application software (inspectX) by the Consultant. Both the signed inspection report and approval of data entry in the inspection application software must be completed within (1) month of the inspection.

NDDOT reserves the right to assign work in phases. It is expected that phases will be authorized by calendar year. Additional inspection or additional work items may be added or removed from the contract by a work authorization or supplementary agreement approved by the NDDOT.

**ProJECT Deliverables**

The list of deliverables may be modified by adding or deleting deliverables as needed. All inspection data will become the property of the NDDOT upon review and acceptance of final submittal.

1. Prior to inspecting, documentation must be submitted to verify inspection Team Leaders are qualified to perform the work. This information can be provided by email attachment to NDDOT Bridge inspection team lead.
2. A report shall be prepared for each bridge inspection. The report shall include the NDDOT Channel Profile form supplied by NDDOT. A report template shall be submitted to the NDDOT for approval prior to inspections beginning. Appropriate condition ratings shall be entered by the consultant. Sketches or copies of original plan sheets shall be used to show locations of deficiencies. The report shall be signed by the certified Team Leader. In addition to providing the underwater inspection report.
3. The consultant will input the inspection information into the NDDOT inspection application (InspectX). The channel profile will also be entered into InspectX.
4. Critical Findings shall be reported to NDDOT Bridge Division using SFN 61791 in accordance with the NDDOT Bridge Inspection Manual.
5. The Consultant will provide a QC/QA plan meeting the minimum requirements as follows:
   * Ensure that all qualified team leaders have the required documents and certificates to substantiate their qualifications.

***Note:*** *Certifications must be submitted to NDDOT prior to starting inspections.*

* Ensure quality control for all inspection processes, procedures, and reports to meet the requirements of NBIS and NDDOT Inspection Manual.
* Ensure independent quality assurance review for the first five (5) inspection reports and 10% of the reports thereafter to ensure that all reports are complete, accurate and consistent. If the review shows that the Consultant does not adhere to the guidelines and contract requirements, the contract may be terminated, and remaining inspections will not be paid for.
* The QC/QA plan must include persons, responsibilities, checklists, proposed submittals and reviews, and DOT response timelines (2 weeks minimum) for final review and approval.

**ADDITIONAL WORK REQUESTS**

If approved by the NDDOT, project work items may be added or removed from the contract by work authorization or supplement agreement. Examples of additional work items that may be added to the contract following this RFP are:

MOBILIZATION

This is intended to cover additional mobilization costs to return to a bridge and complete an inspection due to unforeseen circumstances such as unusually high water or flooding. If the procedure is not followed in the “NDDOT Bridge Inspection Manual”, no payment will be made.

UNDERWATER INSPECTIONS

Additional underwater inspections may be required for bridges that are not listed in the scope of work. The NDDOT reserves the right to add additional inspections to the contract at the LSUM agreed upon price, including add-ons, for underwater inspections in the contract.

NONDESTRUCTIVE TESTING SERVICES

Additional nondestructive testing (NDT) services may be required when deemed necessary during a underwater inspection. The consultant shall provide a recommendation with justification and documentation of the proposed work for each bridge for approval by the NDDOT Bridge Division before proceeding.

**PROJECT SUBMITTALS**

All design and project data will become the property of the NDDOT upon completion of the final submittal. All project information will be **generated** in the following formats and standards:

• MS Word and MS Excel

• MicroStation 23.00.02.71

• OpenRoads Designer 23.00.0.11

• NDDOT CADD Manual

• Microsoft “Project”

• NDDOT Consultant Services Manual Chapter 19

• NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20

• NDDOT CADD Editing Manual Chapter 21

• NDDOT Data Collection Codes and Procedures

• NDDOT Design Manual and Plan Preparation Guide Website

• NDDOT Right of Way Manual

• Adobe Acrobat (standard or compatible)

The consultant will provide inspection reports in the Adobe PDF format and transfer those reports to the NDDOT using the State of North Dakotas Managed File Transfer System (MFT). The consultant will notify the NDDOT Project Manager when reports have been uploaded.

The NDDOT will provide the consultant access to the NDDOT inspection application (inspectX). Inventory & Inspection Management Platform application. The consultant is required to enter all inspection information into this application.

**PROJECT PROGRESS REPORTS**

A monthly progress report is required. The report must state the project number, PCN, the reporting period dates, and be numbered in sequential order. The report will identify the percentage of progress on the contract, describe in detail the work performed by each task, and identify the remaining tasks. The report will identify any activity that is not completed or anticipated not to be completed on time. The report will include the reasons why any date was missed and what actions will be taken to get the project back on schedule.

The report must contain a spreadsheet style breakdown of activities. For each milestone activity and/or deliverable detail the following:

* Project status according to the NDDOT Project Status Report (PSR) reporting Section I-04.02 of the Design Manual
* Percent complete at the start of reporting period, end of reporting period, and for the next reporting period
* Projected start date
* NDDOT milestone date
* Adjusted milestone date (if applicable)
* Actual completion date
* Explanation of delays for the given activity
* Plan to correct issues and get activity back on track

**CONTRACT PAYMENT TERMS**

The “Lump Sum” contract payment terms are intended to provide a basis for determining the fixed costs for each individual bridge. The total LSUM costs, including Add-Ons, for each bridge shall be determined based on cost factors such as size, complexity, and site conditions.

Lump Sum

This will be a LSUM contract based on a fixed cost for each bridge. Completed inspections shall be invoiced individually for payment upon the completion of inspection services required for each bridge.

The consultant will bill for inspections based on the LSUM price per bridge when the inspection report is accepted – payment to be 100% (if add-ons are estimated on a bridge, payment will be made only if performed. For example, if a traffic control add-on is estimated, but you were able to perform inspection without a lane closure, no payment for the add-on will be made.

No added cost will be charged for overtime, weekend, or holiday work.

Contracts will have a maximum based on the LSUM prices per bridge with some additional contingencies for any additional services, as required.

The total LSUM cost per bridge shall include the cost of an inspection plus the applicable LSUM Add-Ons as follows:

* Traffic Control - Add-On for all necessary traffic control devices required to be in place prior to inspection. In most cases, limited traffic control will be necessary. (e.g. traffic cones, “Survey Crew Ahead & Survey Crew” signs). If a lane closure and flagging is necessary to complete the inspection, an Add-On will be paid for each bridge. This will be added to the LSUM amount for each bridge as required. The add on will be implemented to close a lane or when there is a need for additional traffic control devices beyond advanced warning signs and a flashing light inspection vehicle(s) to complete the inspection.

***Note:*** *Paid invoices or other documentation will be required for compensation of Traffic Control add-ons. Payment will be based on the LSUM price agreed upon in the contract if traffic control is required.*

* Acoustic Imaging – Add-On for bridges identified as requiring the use of non traditional methods to provide imagery of subsurface conditions. This will be added to the LSUM amount for each bridge as required.
* Bathymetric Survey – Add-On for a survey that is in more advance than a traditional channel profile. A survey used to map the underwater topography surrounding the structure. This will be added to the LSUM amount for each bridge as required.
* Railroad Crossing – Add-On for bridges that are located within railroad right of way and railroad coordination and requirements are necessary to complete the inspection. This will be added to the LSUM amount for each bridge as required. Intended to be added for insurance, permits, agreements, flagging etc. if needed. If inspection can be completed without permits, flagging, etc. then no compensation will be provided for the add-on.

***Note:*** *Paid invoices or other documentation will be required for compensation of Railroad Crossing add-ons. Payment will be based on the LSUM price agreed upon in the contract if required.*

**EVALUATION AND SELECTION PROCESS**

Consultants interested in performing the work must submit one electronic copy in PDF format. The electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Late proposals will not be considered.

**Submit proposals by email to** Chad Taylor [cataylor@nd.gov](mailto:cataylor@nd.gov) with copies to Joy Glasoe [jglasoe@nd.gov](mailto:jglasoe@nd.gov) and Travis McCloud [tmccloud@nd.gov](mailto:tmccloud@nd.gov).

Each proposal must contain a cover letter signed by an authorized officer who can sign contracts for the consultant. Include the email addresses of these individuals. The pages of the cover letter will not be counted as a part of the pages.

The proposal pages must be numbered and must be limited to 5 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.

Include an updated Federal Standard Form 330 if you do not have one on file with CAS.

The consultant’s proposal shall include an appendix. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

**Appendix A**

A schedule for the inspections, meetings, and QC/QA reviews. The schedule will be included as part of the contract. Include milestones for a pre-inspection meeting, biweekly status meeting or reports, and QC/QA meetings and reports, and a project closeout meeting.

**Appendix B**

A staffing plan identifying the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.

**Appendix C**

Project specific QC/QA Plan as described in the Scope of Work requirements. The QC/QA Plan will be reviewed by the NDDOT and, if accepted, become part of the project after the contract has been signed.

**Appendix D**

Subconsultants and associated activities to be completed by the subconsultants. Attach proposed sublet form SFN 60232 for each sub at the end of this section.

Each proposal will be evaluated by a selection committee consisting of NDDOT staff members and/or representatives. The NDDOT reserves the right to limit the interviews to a minimum of three consultants whose proposals most clearly meet the RFP requirements. Consultants not selected to be interviewed will be notified in writing.

Selection will be based on the following weighted criteria:

* 20% i. Past performance
* 20% ii. Ability of professional personnel
* 15% iii. Willingness to meet time and budget requirements
* 5% iv. Location
* 5% v. Recent, current, and projected workloads of the persons/consultants
* 20% vi. Related experience on similar projects
* 5% vii. Recent and current work for the agency
* 10% viii. Project understanding, issues, and approach
* 5% ix. DBE: Up to 5 points for utilizing DBE’s in case of tied scores

Weights for each criterion are assigned independently for each specific project by CAS and the

Project Technical Representative. Maximum total weight is 100 points. Five additional points

may be awarded for good faith efforts to utilize DBE’s in the event of a tie.

Consultants are strongly encouraged to use DBE subconsultant services where applicable. The proposal must contain a list of any tasks that may be let to subconsultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for subconsultants.

Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration during the negotiation stage of each contract.

**Shortlisting**

Depending on the amount of interest for this solicitation, proposals may be subject to shortlisting. Following a review and evaluation of submitted proposals, the top three aggregate scorers will automatically earn an interview. Scoring categories match those stated previously. Any firm within 10% of the third-place score will be invited to interview. Shortlist scoring is independent of the interview scoring.

All firms that responded to the advertisement will be notified of the agency selection committee's determination for who will be interviewed by email following a review and evaluation of all submitted proposal materials.

**REQUEST TO SUBLET**

Subconsultants that have been contacted and agree to be listed on the prime consultant’s project proposal must submit one copy of [SFN 60232, Proposed Subconsultant Request](https://www.dot.nd.gov/forms/sfn60232.pdf) to be attached to the proposal. This form is used for informational purposes only.

Prime consultants shall include a [SFN 60233, Prime Consultant Request to Sublet](https://www.dot.nd.gov/forms/sfn60233.pdf) form for each subconsultant prior to execution of the contract. The form assures that the contract between the prime consultant and all subconsultants contains all the pertinent provisions and requirements of the prime contract with the NDDOT.

If the prime consultant has a Disadvantaged Business Enterprise (DBE) as a subconsultant, they shall submit [SFN 61412, Prime Consultant Request To Sublet, DBE Consultant – Commercially Useful Function (CUF) Certification](https://www.dot.nd.gov/forms/sfn61412.pdf).

**CIVIL RIGHTS**

The North Dakota Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Disadvantaged Business Enterprise (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, subrecipient, or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts.  Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. **For information regarding the DBE Program, see the DBE Program Manual at**

[DISADVANTAGED BUSINESS ENTERPRISE PROGRAM](https://www.dot.nd.gov/sites/www/files/documents/civil-rights/DBE-Program-Administration-Manual.pdf)

**Title VI/Nondiscrimination and ADA**

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department.  For information regarding Title VI, see the **Title VI/Nondiscrimination and ADA Program at** [2025-Title\_VI\_Nondiscrimination\_and\_ADA\_Program\_Implementation-Plan.pdf](https://www.dot.nd.gov/sites/www/files/documents/civil-rights/2025-Title_VI_Nondiscrimination_and_ADA_Program_Implementation-Plan.pdf)

*The two paragraphs above apply to every consultant on the project, including every tier of subconsultant. It is the consultant’s or subconsultant’s responsibility to include the two above paragraphs in every subcontract.*

**PROMPT PAYMENT**

Consultants will be required to make prompt payment to subconsultants as required by 49 CFR 26.29. The Consultant must make payment to all subconsultants within thirty (30) calendar days from receipt of payment from the State. Such payment must be certified by the Consultant by submittal of the subsequent Consultant Contract Billing Form to the State. The State may withhold subsequent payment(s) to the Consultant if any subconsultants have not been paid for work satisfactorily completed.

**RIGHT OF REJECTION**

The North Dakota Department of Transportation reserves the right to reject any or all proposals.

**DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of the short-listed proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

**RISK MANAGEMENT FOR PROFESSIONAL SERVICES**

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant. Consultants must be able to provide a proper Certificate of Insurance within 15 days of notification of selection.

**AUDIT**

Consultants proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the consultant’s Fiscal Year. Consultants that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Consultants that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a consultant that is incomplete will not qualify. Out of state consultants can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to consultants that do not have a compliant rate.

**CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving emails and phone calls.