**REQUEST FOR PROPOSAL**

**OCTOBER 3, 2025**

**TO PERFORM**

**BRIDGE INSPECTION AND LOAD RATING**

**FOR PROJECTS**

**BRC-BRS-BRU-0099(019) PCN 24701 – NE Region**

**BRC-BRS-BRU-0099(018) PCN 24700 – SE Region**

**BRC-BRU-0099(016) PCN 24698 – NW Region**

**BRC-BRU-0099(017) PCN 24699 – SW Region**

**2026-2027 INSPECTION CYCLE**

**FOR LOCAL PUBLIC AGENCY (LPA) AND PRIVATELY OWNED BRIDGES**

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**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**CHAD TAYLOR**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By 12:00 PM Central Time OCTOBER 24, 2025**

**REQUEST FOR PROPOSAL**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is soliciting the services of qualified consultant engineering firm(s) to provide statewide bridge inspection and load rating services on local public agency (LPA) and privately owned bridges, box culverts, and pipes. For this RFP, structures will hereinafter be referred to as bridges.

The 2026 and 2027 inspection cycles will begin April 1 and end November 30 each year. Inspection of bridges shall be scheduled in the month due according to the date in inspectX unless approval is obtained prior to the date due.

NDDOT intends to execute one lump sum contract for each of the four defined geographical regions within the state of North Dakota as described in Project Scope. Four separate firms, one firm per geographical region, will be selected. Lump sum contracts will be based on a per bridge negotiated cost for each bridge within each region. Completed inspections and load ratings shall be invoiced separately and payment made upon the completion of all services required to either inspect or load rate each bridge within each region.

*Interviews will be conducted tentatively 14 days from the due date of this proposal*. *It is expected that the interviews will be in-person and take place the week of November 3rd, 2025. A hybrid TEAMS option will be available for interviewees that cannot attend in person.*

*Attached with this RFP is the Risk Management Appendix, regional map, and a list of bridges and inspection months anticipated for the 2026/2027 cycle. The* [*NDDOT Bridge Inspection Manual*](https://www.dot.nd.gov/sites/www/files/documents/construction-and-planning/Bridge-Inspection-Manual.pdf) *and* [*NDDOT Load Rating Manual*](https://www.dot.nd.gov/sites/www/files/documents/construction-and-planning/Load-Rating-Manual.pdf) *are linked for reference.*

**PROJECT SCOPE**

Inspections and load ratings (as requested) shall be in accordance with 23 CFR 650 – Subpart C, Metrics for the Oversight of the National Bridge Inspection Program (23 Metrics), the latest FHWA accepted edition of the AASHTO Manual for Bridge Evaluation (MBE), the NDDOT Bridge Inspection manual, and the NDDOT Load Rating manual.

A total of approximately 3,060 bridges, including 110 nonredundant steel tension member (NSTM) bridges, are divided into four geographic regions. Approximately 2,300 of these are inspected on a 24-month interval, 200 are on a 12-month interval and 400 box culverts are on a 48-month interval. These inspection intervals are primarily driven by condition and are subject to change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REGION** | **TOTAL** | **NSTM** | **12 Mo** | **48 Mo** |
| NE | 750 | 40 | 70 | 70 |
| SE | 820 | 30 | 40 | 100 |
| NW | 660 | 20 | 60 | 80 |
| SW | 830 | 20 | 30 | 150 |
| **TOTAL** | **3,060** | **110** | **200** | **400** |

If an inspection identifies a change in condition of the bridge that would require a load rating per the load rating manual, the consultant will notify the NDDOT. The consultant may be assigned to complete in-person bridge load ratings for bridges not completed by NDDOT internal staff. If requested, load ratings must be completed within three (3) months of the notice to proceed. If a model is available, the NDDOT will provide the bridge load rating model to the consultant.

Consultants shall supply all necessary labor, equipment, materials, tools, traffic control, licenses, permits, and insurance necessary for completion of inspections and reporting. Consultants will also be responsible for coordinating and obtaining any insurance, flagging, or agreements necessary for inspection of bridges that cross railroad right of way.

Additional inspections may be required for bridges that are new, repaired, rehabilitated, replaced, or damaged due to floods, fire, or impact. The number of these bridges is unknown, but it is estimated at approximately 20 per region. Load ratings may be required due to defects observed in the field. The number of load ratings is unknown, but is estimated at approximately 20 per region (and 5 per level of load rating).

NDDOT reserves the right to assign work in phases. Additional inspection and load rating services may be added or removed from the contract by a work authorization or supplementary agreement approved by the NDDOT.

NDDOT reserves the right to add the 2028/2029 inspection cycle by supplemental agreement provided satisfactory services were received and successful negotiation of scope and fees are agreed upon.

Consultants will allow 14 days for the review and/or approval of project deliverables by the NDDOT. All deliverables must be submitted to allow time for approval from the NDDOT and all permitting agencies. The NDDOT is not responsible for added cost or lost time for the rework of the project deliverables or for work performed that has not yet been authorized or is at the fault of the consultant.

**QUALIFICATIONS**

**Project Manager**

The Project Manager must be a ND Registered Professional Engineer (PE) and will manage the overall contract to ensure that inspections and load ratings are completed in accordance with contract requirements and the 23 CFR 650 – Subpart C.

**Team Leader Inspectors**

A Team Leader must be present during the entire inspection process. Team Leaders must have at least one of the following qualifications:

1. Be a registered PE in the state of North Dakota and have six (6) months of bridge inspection experience.
2. Five (5) years of bridge inspection experience.
3. Bachelor’s degree in engineering from ABET accredited college or university, a passing score on the Fundamentals of Engineering Exam, and two years of bridge inspection experience.
4. Associate Degree in engineering from ABET accredited college or university and four years of bridge inspection experience.

In addition to the above qualifications, Team Leaders must have the following training:

1. Successful completion of FHWA approved comprehensive bridge inspection training. Inspectors with a PE must have successfully completed NHI Course No. 130055 or 130056. Inspectors without a PE must have successfully completed NHI Course No. 130055.
2. Completion of a cumulative total of 18 hours of FHWA approved bridge inspection refresher training over each 60-month period.
3. Team Leaders inspecting bridges with NSTM Members must also have successful completion of NHI Course No. 130078.

**Load Rating Engineer (as requested)**

A Load Rating engineer must have the following qualifications:

1. A registered PE in the state of North Dakota.
2. Completion of FHWA approved load rating training NHI Course 130092 (preferred but not required)

**INSPECTION REQUIREMENTS**

Inspections must be performed during daylight hours only.

1. Provide traffic control devices prior to beginning work.
2. Inspections must be completed in the assigned month.
3. Enter inspection data utilizing the Inspection Application Software provided (InspectX). If necessary, training will be provided by the NDDOT.
4. Critical Findings or conditions requiring immediate attention shall be communicated to the Bridge Division, (NBIS Program Manager and Bridge Inspection Team Lead) and Local Government (Technical Representative) immediately. SFN 61791 Bridge Critical Finding must be completed to document the Critical Finding. If the Critical Finding requires immediate closure, the Bridge Owner must also be notified.
5. 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 the responsibility of the Consultant.

**Load Rating (as requested) Requirements**

1. Load ratings must be stamped by a Load Rating engineer.
2. Load ratings must be completed in AASHTOWare BrR Software Version 7.6.1.3001 or current with approval from the NDDOT Bridge Division (Load Rating Engineer) and a model must be created and submitted to the Bridge Division, Bridge Management Section to be retained for future load rating.

**DELIVERABLES**

All inspection and load rating data will become the property of the NDDOT upon review and acceptance of final submittal.

A signed inspection report shall be submitted using the built-in NDDOT template format, generated by the inspection application software (inspectX), within 45 days after completing the inspection.

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 Jennifer Kern, Bridge Inspection Team Lead at <jennifer.kern@nd.gov>.

Submit inspection reports including photos, any Critical Findings, and maintenance recommendations for review and approval through inspectX. Team Leaders must digitally sign and electronically submit inspection reports using the template generated by inspectX.

Critical Findings shall be reported to NDDOT Bridge Division using SFN 61791 in accordance with the NDDOT Bridge Inspection Manual.

Maintenance recommendations shall be provided within inspectX for structures in all conditions as applicable. Maintenance items shall include, but not be limited to, the following:

* Grease bearings
* Remove debris from deck
* Crack seal deck
* Repair erosion
* Clean out expansion joints
* Seal expansion joints
* Repair guardrail posts
* Place additional material and riprap in front of abutments

Submit load rating reports as requested for review and approval.

1. Load rating reports must include all items as specified in the NDDOT Load Rating Manual
2. Reports must be sealed by a North Dakota registered PE, as outlined in the NDDOT Load Rating Manual.
3. Reports must be submitted with an AASHTOWare BrR Model of the structure in XML format.

**DRONE USE**

Drones may be used to supplement inspections except for NSTM inspections.

The consultant shall maintain all applicable licenses, certifications, and required waivers to operate drones.

**SOFTWARE AND REPORTS**

The consultant will produce inspection reports using *inspectX* Inventory & Inspection Management Platform application.

NDDOT or software vendor will migrate the data from BrM to *inspectX*

* NDDOT will verify data during migration from BrM to *inspectX*.
* Verification of previously recorded data is required during field inspections. Discovered data entry errors must be corrected.

Inspection Reports must be generated by inspectX. Access to inspectX will be provided, which will include historical inspection information. No licensing fees will be borne by the consultant for inspectX. NDDOT does not anticipate any need for access to BrM. All necessary information will be available through inspectX.

The consultant will produce load ratings (as requested) using AASHTOWare BrR Software Version 7.6.1.3001 or current with approval from the NDDOT Bridge Division Load Rating Engineer.

**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 LUMP SUM 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 Lump Sum contract based on a fixed cost for each Bridge. Completed inspections shall be invoiced individually for payment upon the completion and approval of inspection services required on each Bridge.

The Lump Sum inspection cost for each Bridge will include all engineering costs and expenses to inspect a given Bridge as well as provide the required report(s) and deliverable(s).

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

**Add-Ons**

Bridge inspection add-ons will be added to the Lump Sum amount for each bridge as required. If add-ons are estimated on a bridge, payment will be made only if performed.

The cost per Bridge shall include the cost of a routine inspection plus the applicable Add-Ons as follows:

* NSTM – This Add-On is for those Bridges that require NSTM inspection. This will be added to the Lump Sum amount for each Bridge as required. Rope access, if utilized, shall be included in this item.
* 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. 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**:** Payment of this add-on may require additional documentation to be provided by the consultant. For example, copies of paid invoices.
* Special Access – Add-On for bridges that require special access such as a snooper truck or lift truck to complete the inspection.
* Stream Crossing – Add-On for bridges over waterways that require scour and channel profiles necessary to complete the inspection. This add-on includes plotting of prior profiles, if available. It is not required to survey upstream and downstream for the channel stream profiles. Cross sections must include both sides of the bridge rail. If cross sections have been provided, the same datum/spacings shall be used when completing the new cross sections. If cross sections do not exist, or it is a new bridge, upstream and downstream cross sections shall be created at 10-foot intervals referencing the top of bridge rail or curb. Cross sections are not required for box or pipe culverts.
* Railroad Crossing (insurance, permits, agreements and flagging) – This Add-On is for those Bridges that are located within railroad right of way and railroad coordination and requirements are necessary to complete the inspection. Note**:** Payment of this add-on may require additional documentation to be provided by the consultant. For example, copies of railroad invoices.
* Scour Monitoring Inspection – This Add-On is for those Bridges with Scour Plan of Action (POA) Category A, B or C which require an additional inspection due to each flood event. Inspections are required to be completed by a certified team leader. Photographs of each bridge site and defects apparent at the time of the inspection will be obtained. Inspection will only be for the parts of the bridge that are impacted by the flood. Stream crossing profiles will be obtained as required. Inspectors will be notified when a flood warning occurs at a location of a Scour Critical Bridge or bridge with unknown foundation and the flood has subsided. At that time, Post Flood Scour inspections will be completed at the following interval:
  + POA Cat A – within 30 days of event ending
  + POA Cat B – within 60 days of event ending
  + POA Cat C – at the next Routine Inspection.

This is subject to weather events and future supplements as needed.

* Load Rating – Add on for load rating that is required due to defects observed in the field. All Load Ratings are required to be completed as outlined in the NDDOT Load Rating Manual. Lump Sum costs for Loads Ratings will be based on a tiered system, which are:
  + Level 1 – Add defects to an existing BrR model. E.g. Change in wearing surface, increased section loss. NDDOT will provide the existing model
  + Level 2 – Create new BrR model. E.g. A new or existing simple bridge that NDDOT does not have a model to provide, or a timber/steel pier cap rating.
  + Level 3 – Substructure rating. Rating of abutments, piers, or pile of all material types with CS4 defects.
  + Level 4 – Complex model/structure type. E.g. Truss, floor system, severe defects, and conditions that may require secondary software and/or calculations

Justification and a Work Authorization Request must be submitted and approved before proceeding with the load rating.

* SNBI Record Change – This add on is for SNBI data record change that will address the one-time data collection of the SNBI data for structures that will be inspected in 2026 and 2027 season that have not previous had a SNBI Record change. The SNBI Record Change will be entered through InspectX application.

A Lump Sum inspection cost for each “Closed Bridge” will include all the engineering costs and expenses to verify and document a given Bridge is closed.

**ADDITIONAL WORK AUTHORIZATION REQUESTS**

If approved by NDDOT Local Government Division, the following additional work items will be negotiated and added by a Work Authorization Request (WAR) and approved contract supplement:

**Additional 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 “Draft NDDOT Bridge Inspection Manual”, no payment will be made.

**Additional Nondestructive Testing Services**

Additional nondestructive testing (NDT) services may be required when deemed necessary during a routine 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.

**EVALUATION AND SELECTION PROCESS**

Proposals must be submitted as one (1) electronic copy in PDF format prior to the date and time listed on the cover of this RFP. Late proposals will not be considered.

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

On the cover letter, number the four geographic regions in order of preference.

The proposal pages must be numbered and must be limited to five (5) pages in length. Proposals that exceed the page limit will not be considered.

The consultant’s proposal shall include the following appendices. The pages in the appendix will not be counted as a part of the page limit.

**Appendix A**

A schedule/milestone for the project. The schedule will be included as part of the contract.

**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**

QC/QA Plan including check lists, persons, responsibilities, proposed submittals and reviews, and DOT response timelines. The QC/QA Plan will be reviewed by the NDDOT and become part of the project after the contract has been signed.

The QC/QA plan must meet the minimum requirements:

1. Ensure that all qualified team leaders have the required documents and certificates to substantiate their qualifications. Note: Certifications should be submitted to NDDOT prior to starting inspections.
2. Ensure quality control for all inspection processes, procedures, and reports to meet the requirements of NBIS and NDDOT Inspection Manual.
3. Ensure independent quality assurance review for the first ten (10) 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 the remaining inspections will not be paid for.
4. 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.

**Appendix D**

Include all subconsultants and associated activities to be completed by the subconsultants. Attach proposed sublet form SFN 60232 for each subconsultant at the end of Appendix D.

An updated **Federal Form 330** may be submitted if you do not have one on file with CAS.

Selection will be based on the following weighted criteria:

* \_\_10%\_\_ i. Past performance
* \_\_20%\_\_ ii. Ability of professional personnel
* \_\_10%\_\_ 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
* \_\_25%\_\_ viii. Project understanding, issues, and approach

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

Project Technical Representative. Maximum total weight is 100 points.

**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 aggregate scorers will be invited for an interview. All firms that responded to the advertisement will be notified of the shortlisting determination and the reasons of the committee for selecting those to be interviewed. Shortlist scoring is independent of the interview scoring.

**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/dot/view/forms.aspx) 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/dot/view/forms.aspx) 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.

**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.

**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, disability, limited English proficiency, or income status, 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 [Title VI/Nondiscrimination and ADA | NDDOT](https://www.dot.nd.gov/about-nddot/civil-rights/title-vinondiscrimination-and-ada)

*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.*

**AUDIT**

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm’s Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms 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 firm that is incomplete will not qualify. Out of state firms 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 firms that do not have a compliant rate.

**PROMPT PAYMENT**

Consultants will be required to make prompt payment to subconsultants as required by 49 CFR 26.29. The Consultant shall make payment to all subconsultants within thirty (30) calendar days from receipt of payment from the State. Such payment shall 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 provide a proper Certificate of Insurance within 15 days of notification of selection.

**CONSULTANT EMAIL CONTACTS**

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