**REQUEST FOR PROPOSAL**

**OCTOBER 3, 2025**

**TO PERFORM**

**ROUTINE BRIDGE INSPECTION**

**FOR PROJECT**

**BRS-NB26(001) PCN 24709**

**2026-2027 INSPECTION CYCLE OF THE**

**NDDOT STATE OWNED BRIDGES**

**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 OCTOBER 24, 2025**

**REQUEST FOR PROPOSAL (RFP)**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is soliciting the services of a qualified consultant engineering firm to provide approximately 180 routine bridge inspections over a two-year cycle on State owned structures including bridges, box culverts, and pipes. For this RFP, structures will hereinafter be referred to as bridges.

The 2026 and 2027 inspection cycles begin April 1 and ends 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. A map and list of bridges have been provided for reference.

NDDOT intends to execute one lump sum contract with the chosen firm to inspect bridges located in the northwest and northcentral region of North Dakota. A lump sum contract will be based on a per bridge negotiated cost. Completed inspections 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 in person 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, map of bridge locations, 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 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), and the NDDOT Bridge Inspection manual.

In 2026, approximately 90 bridges require a routine inspection.

In 2027, approximately 90 bridges require a routine inspection.

Consultants shall provide 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 damaged due to floods, fire, or impact. The number of these bridges is unknown but is estimated at approximately one (1) per year.

The NDDOT reserves the right to assign work in phases and have the selected consultant perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

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 6 months of bridge inspection experience.
2. Five 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 nonredundant steel tension members (NSTM) must also have successful completion of NHI Course No. 130078.

**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***).
4. Critical Findings or conditions requiring immediate attention shall be communicated to the Bridge Division, (ND NBIS Program Manager and Bridge Inspection Team Lead) immediately by phone and/or email. SFN 61791 Bridge Critical Finding must be completed to document the Critical Finding.
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 responsibility of the Consultant.
6. 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. NDDOT will provide the load rating with the consultant to be included in the inspection report.

**DELIVERABLES**

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

A signed inspection report must 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](mailto: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

**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.

* 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.

**ADDITIONAL WORK AUTHORIZATION REQUESTS**

If approved by NDDOT Bridge 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 “NDDOT Bridge Inspection Manual”, no payment will be made.

**Additional Routine Inspections**

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

**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.

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.

Any consultant or sub consultant performing right of way acquisition negotiations and/or relocations must submit a biography.

**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 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 three aggregate scorers will automatically earn an interview, and additional firms may be invited to interview depending on point separation or natural breaks in aggregate scoring. Scoring categories match those stated previously. 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**

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 Federal Audit Regulation (FAR) 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.

**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 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.