



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

RFP NUMBER: **122069**

RFP TITLE: **Bridge Inspections
- County**

RFP DEADLINE: **September 29, 2022
2:00 p.m. (CST)**

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox
www.danepurchasing.com**

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**DIRECT
ALL INQUIRES TO:**

Pete Patten
Purchasing Officer
(608) 267-3523
patten.peter@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

Update Vendor
Registration

Read Entire RFP
Document

RFP Response
(Separate from Cost Proposal)

Cost Proposal
(Separate from RFP Response)

Upload RFP Response
and Cost Proposal to
Purchasing Bid
Dropbox

DATE ISSUED | August 25, 2022

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1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue a purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

[There will not be a vendor conference.](#)

1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
August 25, 2022	RFP Issued
September 15, 2022	Last day to submit written inquiries (2:00 p.m. CST)
September 22, 2022	Addendums or supplements to the RFP posted on the Purchasing Division website
September 29, 2022	Proposals due (2:00 p.m. CST)

1.5 **Evaluation Criteria**

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Firm Description & Relevant Firm Experience (Section 3.3)	20%
Project Team, Roles & Resumes Including Attachment B (Section 3.4)	20%
Project Understanding & Approach (Section 3.5)	30%
Project Schedule (Section 3.6)	10%
Scope and Requirements Compliance (Section 3.7)	10%
Cost	Percent
Cost (Section 5)	10%
Total	100%

1.6 **Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlrb.gov and <http://werc.wi.gov>

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Specification Overview

The work under this agreement with a Wisconsin Department of Transportation approved professional engineering firm, and Dane County Department of Public Works, Highway and Transportation, shall consist of the inspection of bridges in various locations within Dane County.

These inspections must conform to and be in accordance with Wisconsin Statutes 84.17 and TRANS 212, Standards for the Inspection of the Bridges in the State of Wisconsin. The inspections shall be in conformance with the procedures set out in the Wisconsin Department of Transportation, State of Wisconsin Structure Inspection Manual at the time of inspection.

The County will provide a detailed list (see Cost Proposal) of the bridges that are to be inspected at the time the RFP was written. The list will also indicate bridges requiring underwater dive or fracture critical inspections.

2.3 Scope of Services

1. Perform all required individual bridge inspections as indicated on the Cost Proposal for the 2022/2023 cycle. Reports of the 2022 & 2023 inspections shall be entered into the HSIS database per WisDOT requirements. Additional update information that cannot be entered into the database shall be submitted directly to the WisDOT bridge section.
2. The provider is responsible for reviewing past inspection reports and/or conducting site visits to determine necessary inspection methods and equipment required to conduct all bridge inspections. All equipment required for the inspection shall be provided by the consultant with the exception of the reach-all truck.

Dane County will coordinate with WisDOT for the use of WisDOT's reach-all truck to perform inspections. If COVID19 spacing requirements preclude the use of reach-all trucks inspection requirements will be adjusted in consultation with WisDOT.

3. A summary report stating the overall findings of the bridge inspections and recommended bridge maintenance work for each structure shall be submitted to the County no later than December 15, 2022 and 2023 respectively.
4. A copy of individual bridge inspections and a summary report indicating recommended maintenance actions shall be submitted to each municipality either electronically or by mail no later than December 15, 2022 and 2023 respectively.

SECTION 2 – PROJECT OVERVIEW & SCOPE OF SERVICES

5. The cost of bridge inspection reports, inventory update reports, underwater inspections as required, bridge location data and summary reports shall be incidental to the costs of the individual bridge inspections and shall constitute no additional compensation.
6. Failure to have all inspection reports entered into HSIS within 30 days of their due date or failure to have summary reports submitted to the County and inspection and summary reports submitted to Municipalities by the dates specified above will result in a \$100 per day penalty being assessed against the Provider until all required reports are received.
7. The COUNTY reserves the right to disapprove any inspection reports for failure to meet bridge inspection requirements, provided that such disapproval is given to the Provider within thirty (30) days of date of delivery of the bridge inspection reports. Disapproval is deemed delivered as of the date of mailing, postage prepaid, addressed to the Provider at the address set forth in this document. The Consultant has thirty (30) days to address the report deficiencies and resubmit to the County. Failure to address the report deficiency may result in a reduction of pay for the bridge inspection in question.

All reports and documents prepared under the Agreement become the property of the County, WisDOT and the Bridge Owner. The Consultant shall not disclose report information to any third party except by written order of the County. The County reserves the right to cancel this Agreement at any time upon ten (10) days notice, deemed delivered as of the date of mailing, postage prepaid, to the Provider at the address set forth in this document.

2.4 Inspection Requirements

The objective of this contract is to provide bridge inspection services for the County and Local Municipalities within Dane County required to meet WisDOT, Federal and County requirements. The technical requirements listed below describe the basis of the inspection requirements.

1. The Provider shall conduct inspections and inspection activities as shown in the Cost Proposal. The inspections shall meet the requirements of the current versions of the WisDOT Structures Inspection Manual, WisDOT Bridge Inspection Update Training and WisDOT Bridge Inspection Field Manual for each bridge.
2. Bridge inspections along with all supplemental information are to be completed and entered into the HSIS system by the inspection date deadline. Supplemental information includes but is not limited to the following: photographic documentation, underwater stream profiles and scour measurements as applicable.
3. The inspectors shall be trained and certified for the type of inspection being performed. (i.e. Team leaders for fracture critical inspections must have successfully completed fracture critical training within the last 10 years.)
4. If the condition of an element has changed significantly, the Provider shall take field measurements and/or photographs to document the change. If the condition is critical or near critical, the Provider shall so advise the County and the municipality immediately so that necessary action can be promptly initiated.

SECTION 2 – PROJECT OVERVIEW & SCOPE OF SERVICES

5. Elements that are rated CS3 or CS4 require photo documentation.
6. Elements that are rated as a CS4 require one of the following actions to be taken.
 - a. Element not structural. Consultant to provide necessary documentation to meet CS4 reporting requirements. Documentation shall be incidental to the Bridge Inspection.
 - b. Element is structural but does not require structural analysis. Consultant to provide necessary documentation to meet CS4 reporting requirements. Documentation shall be incidental to the Bridge Inspection.
 - c. Element is structural and requires a structural analysis or load rating. Consultant to submit a proposal to complete this work using fee structure listed in the cost proposal. No work to proceed until contract amendment for the additional work is approved.
7. If a 2022 bridge inspection rating creates the need for a 2023 inspection the vendor shall notify the County and provide a cost for the contract amendment to complete a 2023 re-inspection.
8. The Consultant is responsible to determine the construction schedule for bridges noted for reconstruction. If the project is a Local Let project and not a federally funded bridge replacement, the consultant shall inspect the new bridge after work is complete. This routine inspection and all required reports will be paid as per the amount listed on the cost sheet.
9. Consultant is responsible to answer questions from WisDOT or the local municipality about the bridge inspection. This work is incidental to the cost of the inspection.
10. WisDOT and Federal Highways occasionally audit County and Local bridge inspections. The Consultant shall accompany the County on the audit inspection of bridges that they were responsible for inspecting. This will be considered extra work and will be paid at the appropriate rates from the Cost Proposal.

2.5 Deliverables

The following items are required:

1. Consultant shall enter all inspections into the HSIS system.
2. Consultant shall submit a summary report to Dane County outlining results of the inspections.
3. Consultant shall submit individual bridge inspection reports and a summary report to each municipality.

2.6 Invoices

Each invoice is to include a detailed attachment of the bridges being billed including the following information on a sortable .xlsx file.

1. Bridge #
2. Bridge inspection cost

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 [Attachment A – Vendor Information](#)

3.2 **Table of Contents**

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

3.3 **Tab 1: Firm Description and Relevant Firm Experience**

Confirm that your firm is a registered vendor for the Wisconsin Department of Transportation.

Provide a description of the firm including the services provided, unique skills and expertise offered, length of time in business, form of incorporation, and the location of the primary office that will work on the project.

Provide a description of the work performed, budget, dates and a client contact for projects the respondent firms have completed that are relevant to the scope of services requested in the RFP.

3.4 **Tab 2: Project Team, Roles and Resumes**

Provide a project organization chart and overview of the roles, responsibilities and level of effort to be provided by the primary team members.

Provide a resume or information relevant to each member's capabilities, experiences and education to complete the project as proposed.

Complete and insert [**Required Form – Attachment B – Questionnaire**](#) in this tab.

3.5 **Tab 3: Project Understanding and Approach**

Provide the Proposer's understanding of the project and expected outcomes and describe the approach to completing the scope of services as outlined in Section 2.3 of the RFP and the deliverables to be provided. **This should include how the Consultant intends to address the issues and objectives described in Section 2.4.** Respondents may offer an alternate set of tasks as they deem appropriate provided that the entire scope of work and deliverables as described are addressed. The tasks used to present the approach should track with those used to describe the roles of project team members, the project schedule and cost proposal.

3.6 **Tab 4: Project Schedule**

Provide a project schedule that indicates how the Proposer will meet the date requirements scheduled by HSIS

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.7 **Tab 5: Scope and Requirements Compliance**

Provide confirmation that the scope of services and requirements outlined within 2.3 Scope of Services, 2.4 Inspection Requirements, 2.5 Deliverables and 2.6 Invoices will be complied with. If there are any deviations, please state them in this section.