

# REQUEST FOR PROPOSAL

Engineering & Inspection Services

for

## Cañon City Pedestrian Bridge Inspections and Load Ratings

City of Cañon City

September 8, 2017

ISSUED BY



City of Cañon City  
Engineering Department  
128 Main Street  
Cañon City, CO 81212

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1. INTRODUCTION

The intent of this REQUEST FOR PROPOSAL is to obtain proposals for selecting an engineer, hereinafter referred to as “Consultant”, to provide services related to bridges. Services shall include but are not limited to bridge inspections, maintenance and repair recommendations, cost estimate, and load rating.

2. INQUIRIES AND CORRECTIONS

If your firm intends to bid on this project, please send an email to [atlancaster@canoncity.org](mailto:atlancaster@canoncity.org) with the following information:

Firm Name  
Project Name  
Firm’s Contact Person  
Telephone Number  
Fax Number  
E-Mail Address  
Postal Address

The City of Cañon City will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Cañon City, you will not receive any follow-up notification of any changes to the project.

All inquiries relating to this request shall be addressed to:

Cañon City Engineering Department  
Attn: Adam Lancaster, City Engineer  
P. O. Box 1460  
Cañon City, CO 81215  
(719) 269-9011  
[atlancaster@canoncity.org](mailto:atlancaster@canoncity.org)

If the Consultant submitting a proposal finds discrepancies in, or omissions from the Request for Proposal, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposal will be made by written addendum to each Consultant, and shall become part of the request for any proposal awarded. The City of Cañon City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all Consultants. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each Consultant to verify that all addenda have been received prior to submitting a proposal.

3. SUBMITTAL DATE, LOCATION, AND OPENING

All proposals must be received by the Finance Director of the City of Cañon City, 128 Main Street, P. O. Box 1460, Cañon City, CO 81215 prior to 5:00 PM, October 6, 2017. Proposals must be submitted in a sealed envelope plainly marked “**REQUEST FOR PROPOSAL – Cañon City Pedestrian Bridge Inspections and Load Ratings**” and addressed to the Finance Director.

4. LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the Consultant unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Consultants will be expected to allow adequate time for delivery of the proposal. Sole responsibility rests with the Consultant to see that their proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

All Consultants shall comply will all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Consultant submitting the proposal or, if an individual, by the Consultant.

No proposal will be accepted from any Consultant that is in arrears for any obligation to the City of Cañon City, or that is otherwise deemed irresponsible or unresponsive by the City.

Only one (1) proposal will be accepted from any Consultant.

All terms quoted must be firm for a period of ninety (90) days following the opening of the proposals.

The City of Cañon City, Colorado reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Consultant as deemed in the best interest of the City of Cañon City.

The City of Cañon City, Colorado reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the City to reimburse an Consultant for any expenses incurred in preparing proposals or in participating in an interview process in response to this request for proposal.

The City of Cañon City will not return proposals, or other information supplied to the City, to the Consultant.

## 6. EVALUATION OF PROPOSALS

All proposals will be evaluated by City of Cañon City representatives. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. City will “short list” prospective Consultants on the basis of the proposals received for interviews if the City desires to hold interviews. During the interview process, the City reserves the right to request additional information or clarifications from an Consultant or to allow corrections of errors or omissions. Prospective Consultants may be required to make oral presentations as part of the evaluation process. The successful Consultant will be chosen on the basis of greatest qualification.

## 7. EVALUATION CRITERIA

Proposals shall be reviewed in general for the following:

- Responsiveness to the needs of the City, both in service cost and in the scope of services offered.
- The extent to which the proposal helps advance the project effort.
- Experience in dealing with municipal governments a on projects of similar scope and nature.
- The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- Ability and analysis, including philosophy, skills, and project interpretation.

SELECTION CRITERIA

Professional firms will be evaluated on the following criteria to determine the final selection. These criteria will be the basis for review of the written proposals and interview session (if required). The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

<b>WEIGHTING FACTOR</b>	<b>CRITERIA</b>	<b>STANDARD</b>
1.0	Approach of Proposal	Does the proposal show an understanding of the project objective, methodology to be used and results that are desired from the project?
1.5	Availability	Can the work be completed in the necessary time? Can the target start and completion dates be met? Are other qualified personnel available to assist in meeting the project schedule if required? Is the project team available to attend meetings as required by the Scope of Work?
2.0	Qualifications	Is the firm capable of doing the work in the required time frame? Does the firm have the required specialists and expertise on staff?
1.0	Firm Capability/Qualifications	Does the firm have the support capabilities the assigned personnel require? Has the firm completed previous projects of this type and scope?
2.0	Cost	Does the proposed cost compare favorably to the project estimate?

Reference evaluation (Top Ranked Firm)

The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

<b>QUALIFICATION</b>	<b>STANDARD</b>
Overall Performance	Would you hire this Professional again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs; did the Professional anticipate problems? Were problems resolved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	Did the consultant have the expertise to complete the Scope of Work? Were problems corrected quickly and effect?

## 8. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Cañon City.

Proposals shall include the following:

- A. A cover letter shall be provided stating the name, address, and telephone number of the Consultant and must bear the signature of the Consultant or a duly authorized official.
- B. A response that defines the methods and means by which the Consultant will perform the services outlined in the Request for Proposal. Provide a scope of work for the proposed design and management of the project. Upon award of selection, the scope of work will be revised with City staff to formulate the final scope of work for the project. The proposed approach description should also include:
  - Describe how you will fulfill the needs of the City included in this RFP. Please provide a project plan providing specific tasks and an associated schedule.
  - Identify how you will meet all other aspects of the scope of work and related requirements and list any items or services associated with this project that you cannot provide.
  - Describe the measurements/metrics/deliverables and/or assessments you will provide to allow the City to assess the services you will provide.
  - Provide information on other pertinent services, if any, you can offer that will reduce costs or enhance your service
- C. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.
- D. A Statement of Qualifications shall be provided. This Statement shall include a list of those individuals who will be working on the project, either as employees/principles of the Consultant or as employees of a subcontractor who will work on the project under the supervision of the Consultant. For employees/principles/subcontractors of the Consultant, a brief statement of individual education, professional registrations and areas and years of relevant experience is required, as well as a brief list of representative clients.
- E. A list of similar (scope and budget) projects completed in the last five years.
- F. A list of critical issues that the consultant considers to be of importance for the project.

- G. A list of what portion of the work, if any, will be subcontracted and the name of the firm(s) that will be used.
- H. A list of at least three (3) references for which services of similar scope and nature have been provided including contact names, addresses and telephone numbers.
- I. A staffing plan for the proposed project.
- J. Any other information deemed necessary by the Consultant.
- K. Please provide three (3) copies of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Proposer has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

Submittal shall include Consultant's willingness to enter into the City of Cañon City Professional Services Contract Agreement included as part of the RFP.

The total cost of preparation and submission shall be borne by the consultant. All information submitted in response to this request for proposal is public after the Notice of Award has been issued. The consultant should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material, then the material should be supplied under separate cover and identified as confidential. Entire proposals marked confidential will not be honored. City of Cañon City will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

## 9. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONSULTANT

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed only by those individuals licensed to practice in the State of Colorado.

The successful Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Cañon City.

The successful Consultant and its employees will operate as an independent contractor and will not be considered employees of the City of Cañon City.

## 10. SCOPE OF SERVICES

The services will consist of data gathering, surveying, inspecting, analysis, testing if required, structural analysis, estimating, and report preparation.

The City requests initial inventory inspections of six (6) pedestrian bridges and to produce reports similar to the state off-system bridge program for the following:

<b>City Hall</b> Lat: 38.438162	Pony Truss Long: -105.244624	Steel w/Concrete Deck
<b>Black Bridge</b> Lat: 38.438427	Pony Truss Long: -105.238568	Steel w/Timber Deck
<b>Green Bridge</b> Lat: 38.436641	Historic Pratt-Truss Long: -105.241813	Steel w/Timber Deck
<b>Nichols Crossing</b> Lat: 38.434221	Pony Truss Long: -105.254892	Steel w/Timber Deck
<b>Tunnel Drive #1</b> Lat: 38.434537	Truss Long: -105.282540	Steel w/Timber Deck
<b>Tunnel Drive #2</b> Lat: 38.439129	Truss Long: -105.290275	Steel w/Timber Deck

The City requests initial load rating analysis and posting recommendations for two (2) bridges for the following:

<b>Tunnel Drive #1</b> Lat: 38.434537	Truss Long: -105.282540	Steel w/Timber Deck
<b>Tunnel Drive #2</b> Lat: 38.439129	Truss Long: -105.290275	Steel w/Timber Deck

The City will provide the consultant with any existing plan and information that is available.

The scope of services will consist of the following:

- Complete inspection and reporting of bridges in the inspection list provided by the City.
- The consultant shall conduct the work in accordance with all governing safety rules and regulations applicable to the work.
- Recommendation for repairs and safety improvement with associated cost estimate.
- Load rating analysis and posting recommendations of bridges in the list provided by the City.

Inspection, reporting and load rating personnel:

- All work will be completed under the direct supervision of a Professional Engineer (PE) registered in the State of Colorado who is qualified as a National Bridge Inspection Standards (NBIS) Team Leader

At a minimum, the tasks performed at bridge site shall include the following:

- Five standard photographs taken (if applicable of Roadway, Elevation, Superstructure, Upstream, Downstream).
- Recording of the streambed profile on upstream side of structure.
- Evaluation of material deterioration, weathering and aging effects, load-induced distress and indications of overloading, excessive deflection and adequate bearing.
- Recommendations for maintenance, rehabilitation or structure replacement.
- Inspections shall be conducted at a distance such that general deterioration, deficiencies and cracks, detectable by visual inspection, in concrete, steel and timber can be identified. Substructure units in wadable (less than 3-feet) water will be probed to ascertain the extents of scour and undermining, if present.
- If cracks or other flaws are suspected in steel members, non-destructive testing (NDT) (dye-penetrant, magnetic particle, or ultrasonic) shall be performed on the suspected portion to accurately determine if cracks or other flaws are present. Consultants shall have the appropriate NDT equipment present at the inspection site.

Structural Analysis Requirements:

The bridge deck and controlling superstructure elements shall be rated in accordance with the current AASHTO Manual for Bridge Evaluation, AASHTO Standard Specifications for Highway Bridges, and CDOT Staff Bridge Load Factor Rating Manual. The load rating capacity shall be reported on a CDOT Load Rating Summary Sheet. Normally, substructures are not analyzed in establishing the load ratings. However, if the consultant finds deteriorated conditions in the substructure that affect the load carrying capacity of the bridge, the consultant shall contact the City to determine if a contract amendment for substructure analysis is warranted.

During the inspection process, any damaged area of the structure is to be photographed and additional sketches (if necessary) are to be produced to give a clear description of the condition of the bridge.

Fracture Critical elements, such as steel tension or non-redundant members, shall be inspected at arm's length. Any cracks suspected in a primary steel element shall be evaluated with Magnetic Particle or Ultrasound to verify its presence and length.

If the Team Leader discovers a Critical Inspection Finding (CIF), it will be the responsibility of the Team Leader on-site to immediately inform the Project Manager of

the deficiency observed. The Project Manager shall immediately inform the City of the finding and advice regarding the appropriate course of action.

Fracture Critical Steel Bridges: Fracture critical members are those defined by the FHWA in their manual titled Inspection of Fracture Critical Bridge Members and shall be identified and inspected in accordance with that document. The consultant shall identify steel structures with members classified as “Fracture Critical” and shall identify the members on copies of the plans or on Sketches.

Deliverables shall include a report containing the following:

- Summary of current bridge condition and relation to previous condition assessment information, if available
- Load Rating of Deck and Superstructure with load posting recommendations, if required
- NBI Condition Ratings for NBI Items 58 (Deck), 59 (Superstructure), 60 (Substructure)
- Standard General Photographs and Deficiency Photos with Notes
- Additional inspection requirements
- Additional analysis and load rating, if needed
- General maintenance recommendations pertaining to the current use of the structure
- Estimated replacement costs or recommendations if bridge is determined to be unsafe.

## 11. PROJECT REQUIREMENTS

### Inspection Standards

The work shall be carried out in accordance with the following documents and revisions thereto:

- National Bridge Inspection Standards (NBIS)
- AASHTO Manual for Bridge Evaluation
- Bridge Inspection Reference Manual
- Recording and Coding Guide for the structure Inventory and Appraisal of Nation’s Bridges (Report No. FHWA-PD-96-0010)
- Inspection of Fracture Critical Bridge Members (Report No. FHWA-IP-86-26)
- Any other applicable documents approved by the city.

### General Requirements:

- The consultant will be expected to provide a full range of engineering services and accept project engineering responsibility at all levels. The requirements discussed below are not to be considered the final scope of work. The final scope of work will be determined between the selected consultant and the City.

### Project Management and Coordination

The project management and coordination tasks will be conducted by the consultant.

### Project Management / Administration

Project Management tasks include the required work to direct project tasks and decisions in an orderly fashion, manage the budget and schedule, and to provide effective project coordination with the client and project team. The Project Manager will prepare an invoice and a status report indicating tasks performed and updates on the budget and schedule status on a monthly basis.

The schedule is to be prepared and maintained by the Project Manager and will contain milestones and critical path tasks. It is assumed the schedule will be updated on a monthly basis and shared with the CITY Project Manager.

### Coordination / Meetings

Project coordination tasks include meetings and other communication efforts to coordinate project details with the CITY Project Manager.

Additional coordination and communication with the CITY Project Manager and ongoing through monthly progress meetings will be required. This coordination will be accomplished primarily through telephone and email correspondence.

The project team will also have internal meetings throughout the course of the project in order to coordinate internal project efforts, verify upcoming tasks, and review schedule and budget milestones.

### Deliverables

- One printed copy of bridge inspection reports. Rating and photos pages shall be in color.
- One PDF file of the bridge inspection report for each bridge inspected.
- Digital photos with description as file name.
- Electronic sketches of all the bridges.
- PDF of rating calculation where applicable.
- Repairs and safety improvement recommendations with cost estimate

### Project Schedule (Anticipated)

- RFP Submittals Due (5:00 PM/October 6, 2017).
- Shortlist by Week of (5:00 PM/October 10, 2017).
- Conduct Interviews (if necessary) and Selection Week of October 16, 2017

Inspection shall be completed and reports shall be due by December 31, 2017.

#### 12. INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Cañon City and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorneys fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Consultant, subcontractor of the Consultant, or any office, employee or agent of the Consultant.

#### 13. NON-DISCRIMINATION & ILLEGAL ALIEN

By submitting a proposal, the Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

#### 14. RIGHT TO REFUSE PROPOSALS

The City of Cañon City reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.