

CALHOUN COUNTY ROAD DEPARTMENT
2019 & 2020 BIENNIAL BRIDGE INSPECTION PROGRAM
REQUEST FOR PROPOSALS

The Calhoun County Road Department (CCRD) is requesting proposals to provide professional engineering services for our 2019 & 2020 Biennial Bridge Inspection Program. If your firm is interested in providing bridge inspection services and meets all Michigan Department of Transportation (MDOT) and Federal Highway Administration (FHWA) NBIS requirements to perform bridge inspections in the State of Michigan, please show your interest by submitting your firm's bridge inspection Price Proposal to the Project Coordinator below:

Kristine Parsons, P.E.
Director of Engineering
Calhoun County Road Department
13300 15 Mile Road, Marshall, MI 49068
kparsons@calhouncountymi.gov
(269) 781-9841

Bridge inspection submittals must be received **by 12:00 PM local time on Thursday, April 18, 2019.**

The Calhoun County Road Department will review and evaluate the submitted price proposals.

The Calhoun County Road Department reserves the right to award the work contained herein, in whole or in part, for any reason the Calhoun County Road Department determines is in its best interest.

Additional copies of this request for proposals can be obtained through the Calhoun County Road Departments website www.calhouncountyroads.com. Please contact Kristine Parsons with any questions relative to the scope of engineering services or for RFP clarifications.

SCOPE OF SERVICES FOR BRIDGE INSPECTION

The consultant shall provide bridge inspection services for each of the 87 bridges under the jurisdiction of the CCRD.

- I. General: In accordance with the State requirements, each bridge under CCRD jurisdiction is periodically inspected following the Federal Highway Administration (FHWA) National Bridge Inspection (NBI) standards and MDOT Structure Inspection Manual. The deliverable for this scope of work will be the "Inspection Report." This report will have several components as described below and the Consultant is required to attest that the information is accurate and complete under the seal of a Professional Engineer, licensed to practice in the State of Michigan.

- II. Duration & Schedule: This proposal will be for inspection services during the 2019 & 2020 years. The biennial inspections are to be inspected on or before the prescribed anniversary of the bridge's previous inspection.

The project deliverable is due on or before **September 30, 2019** and **September 30, 2020**

III. Staff / Team Qualification Requirements: Shall meet all MDOT and FHWA NBIS requirements and shall be an MDOT prequalified service vendor in the **Design – Bridges: Safety Inspection Category**.

IV. General Description of the Work: For the purposes of this project, bridge inspection is broken into four phases: inspection of the bridge in the field; completion of the reports; communication of the findings to CCRD; and responding to review, audit, or evaluation comments. Each of these phases must be completed and approved for successful completion of the project.

1. Field Inspection

- a. Observations – The Consultant shall visit each bridge site and evaluate the structure according to the current NBI Standards and MDOT bridge inspection policies. This will be performed with a visual inspection and non-destructive tests (NDT) utilizing proper safety measures. The inspection process may not require a lot of testing, but sounding concrete for delamination, checking for suspended cracks in steel, and measuring for section loss in areas of heavy corrosion is required.

The Consultant shall clean, as necessary, to observe all of the bridge elements and record their findings in red ink on the appropriate inspection report. This information must be entered into the Michigan Bridge Inspection System (MBIS) prior to the inspection due date. There must be sufficient comments for each element to outline its condition and to justify the rating given. Previous reports may not have complete comments. The lack of previous information does not exempt the Consultant from providing sufficient comments for each element.

The Consultant shall inform the County's Director of Engineering in writing if, in his/her opinion there is a need to perform an in-depth inspection on individual structures. The consultant shall provide the reason for the recommended supplemental inspection.

The Consultant shall evaluate and report scour in accordance with the Michigan Structure Inspection Manual.

- b. Notification for Unusual Situation – The primary reason for bridge inspection is to find out if any unusual circumstances for situations could affect the continued safe operation for the bridge, whether there is a concern for public safety, or where it could be costly if repair action is delayed. The Consultant shall determine whether the bridge can safely remain in service until the next inspection date. The Consultant shall identify the cause of any unusual circumstances or situations and notify the County's Director of Engineering immediately via the telephone or email. The Consultant shall submit a "Request for Action" letter summarizing the

situation to the Project Coordinator within three working days to ensure that corrective actions can be enacted.

2. Reports – The deliverable for this scope of work will be one physical copy and one digital copy of the 2019 Calhoun County Road Department Bridge Inspection Report, the 2020 Calhoun County Road Department Bridge Inspection Report, and associated digital photographic image files in conformance with MDOT submittal requirements and previous biennial inspection reports. Each bridge report shall consist of at least the BIR, MBIS reports, the SI&A form, and appropriate photographs. All the NBIS rules and guidelines, and MDOT policies and guideline shall be followed in completing these documents. In addition, a tabulation of all existing structure deficiencies shall be compiled with recommended strategies to address the deficiencies, whether replacement or rehabilitation, as defined by the Local Bridge Program.

Photographs shall be taken as needed to meet the Michigan Structure Inspection Manual. The photographs must be high quality mounted on 8½” x 11” medium and must be captioned with a description of what the photo is showing. Photos shall be clear so all details of the photo can be seen.

3. Communication of Findings – The consultant shall deliver the report to the Calhoun County Road Department and meet with the County’s Director of Engineering to review significant issues and recommendations.
4. Responding to Comments – The Consultant shall respond to comments by the road department and submit changes to the report if needed.

V. Meetings: The following meetings are anticipated during the project. The meeting location will be at the offices of the Calhoun County Road Department. The cost of attending the meetings shall be included in the Per Bridge Price.

1. Pre-Inspection Meeting – This meeting is intended to exchange information regarding the general procedures for communication, review the schedule, and discuss any open questions to that point before the first inspection begins.
2. Project Closeout Meeting – This meeting is intended as a review of the final presentation of the deliverables. All bridge file documentation will be submitted at this time. The Consultant shall present the findings.

VI. Responsibilities of CCRD

1. The local agency will assign the Consultant the ability to access bridge data on the MBIS database system.
2. Allow the consultant to review the bridge files if requested.

3. Provide access for the Consultant to any pertinent information in the bridge files that may help complete the inspections, including available Average Daily Traffic (ADT) information and construction drawings.

VII. Reimbursement for Services: The Consultant will be paid for the contract deliverable on a Unit Price basis. Progress payment may be requested for work performance up to 50% of the yearly contract price. The remaining yearly contract amount will be paid once each annual deliverable has been submitted and approved. FHWA or MDOT review, audit, and evaluation meeting may be held after the contract deliverables have been received and approved. The costs to attend the review, audit, and evaluation meetings is incidental to the per bridge price.

In-depth inspection on individual bridges will be an extra cost to the contract if the CCRD approves the additional work.

Concrete	
1 Span	22
2 Span	15
3 Span	4
4 Span	1

Steel	
1 Span	10
2 Span	2

Timber	
1 Span	14
2 Span	7
3 Span	8
4 Span	2

Culverts Over 20'
2

Steel Truss (Closed)
1