

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**REQUEST FOR PROPOSAL NO. 21-DES-RFP-257**

**ADDENDUM NO. 1**

Arlington County Request for Proposal No. 21-DES-RFP-257 for Bridge and Ancillary Structure Professional Services is amended as follows:

**Reference IV. Scope of Services:** Replace Scope of Services in its entirety with the attached **Revised Scope of Services**.

**Reference V. Proposal Requirements, Item 6. Proposal Evaluation Criteria and Weights:** Replace Proposal Evaluation Criteria and Weights in its entirety with the **Proposal Evaluation Criteria and Weights** clause below.

**6. PROPOSAL EVALUATION CRITERIA AND WEIGHTS**

The County will evaluate proposals that meet the above-stated requirements using the following criteria:

<p style="text-align:center"><b><u>PROJECT APPROACH AND UNDERSTANDING OF SCOPE:</u></b></p> <p>Offerors shall demonstrate that they have the resources and capability to provide services as described herein. At a minimum include the following information:</p> <p class="list-item-l1">a. Provide a narrative describing how you intend to accomplish a required task and provide your understanding of the County’s intent for this RFP including (limit the response to two (2) pages):</p> <p class="list-item-l2">1. How your firm intends to deliver the required services;</p> <p class="list-item-l2">2. Provide a workflow diagram; and</p> <p class="list-item-l2">3. Additional tasks or requirements not reflected in the “Scope of Services” that the Offeror deems essential for successful completion of each project. If the “Scope of Services” appears sufficient, so note in your response.</p> <p>Provide a narrative on any innovations and or novelty approaches that you will envision using for the County projects. Limit the response to one (1) page.</p> <p>Describe the Offeror’s project management procedures and communication protocols, including Offeror’s capability to deliver timely responses with little advanced notice and on very tight schedules. Limit the response to two (2) pages.</p> <p>Describe the Offeror’s customer service approach and communication strategy. Limit the response to one (1) page.</p>	30 points
<p style="text-align:center"><b><u>OFFEROR’S QUALIFICATIONS AND EXPERIENCE OF PROPOSED STAFF:</u></b></p> <p>Expertise, experience and qualifications of teams in providing services as related to the scope of services</p>	30 points

- a. Description of the Offeror's experience in assessing deteriorated highway bridges and developing detailed designs for repair, strengthening and widening existing highway bridges. Limit the response to one (1) page.

In ten (10) pages or less, emphasize the Offeror's qualifications in the following areas, to include examples of specific projects completed within the last ten (10) years from the date of issuance of this RFP:

- Experience in design and construction of highway bridges, with a note of work performed for VDOT;
- Experience in designing jointless bridges;
- Experience in bridge and culvert safety inspection program;
- Experience in ancillary structure safety inspection;
- Experience in design of ancillary structures,
- Experience in bridge design live load ratings;
- Experience in design of widening of bridge sidewalks;
- Experience in analysis and assessment of deteriorated conditions of existing bridges, to include chloride contamination and related corrosion of provided reinforcing and prestressing steel, spalling and delamination of concrete bridge decks and structural concrete members;
- Inspection of pin and hanger assemblies (ultrasonic inspections);
- Inspection of fracture critical members;
- Inspection of trusses; and
- Providing Context Sensitive Solutions for the structural elements of a project, to include the development of community/County themes that can be incorporated in location specific or countywide projects.

- b. The Offeror shall include one sample of each of the following documents for one bridge in the order shown below **or provide list of projects and documents reference to each of the following in the order shown below, including project name, location, crossing, type of structure, year that design was completed and all other applicable documents originally prepared by the Offeror within last ten (10) years from the date of issuance of this RFP.** The samples do not have to be for the same bridge:

1. VDOT Bridge Replacement Plans,
2. VDOT Bridge Rehabilitation Plans,
3. VDOT Bridge & Ancillary Structure Repair Plans,
4. VDOT Bridge MOT Plans,
5. VDOT Bridge & Ancillary Structure Inspection Report,
6. VDOT Bridge Analysis and Load Rating Report,
7. Bridge concept study and PowerPoint presentation,
8. EQ 121, EQ 555, and NEPA documents submitted to VDOT,
9. Bridge Management System Information,
10. Bridge Funding Report,
11. Bridge Repair Work Order,
12. Bridge & Ancillary Structure Replacement Cost Estimate,
13. Bridge Pre-Construction Documentations,
14. Bridge Shop Drawing and material Approvals,

<p>15. Bridge Construction Management Support Documentations</p> <p>c. Include at a minimum the following information. Limit the number of pages to two (2) pages for items 1-3, one (1) page for item 4, and one (1) page for <b>item 5</b> resumes for each of the proposed staff, and <b>two (2) pages for item 6</b>:</p> <ol style="list-style-type: none"> <li>1. Identification of Project Manager;</li> <li>2. Project Manager's portfolio of related projects. Please indicate which of the projects referenced throughout the proposal were managed by the proposed Project Manager;</li> <li>3. Staffing plan;</li> <li>4. Provide an organizational chart that describe the division of responsibility among the members of the team;</li> <li>5. Provide one (1) page resumes for each of the key project staff members, including Arlington County experience, identified on the organizational chart; and</li> <li>6. Provide names of sub-consultants. Include the following information for each proposed sub-consultant: <ol style="list-style-type: none"> <li>a) Identification of sub-consultants and their areas of expertise,</li> <li>b) Provide one (1) page resumes for each proposed, sub-consultant staff assigned to this proposal/contract,</li> <li>c) List and describe three (3) projects relevant to their area of expertise proposed that were completed in the past five (5) years by staff assigned to this proposal/contract, and</li> <li>d) Provide client's contact information along with copies of any awards or commendations received for the referenced projects.</li> </ol> </li> </ol>	
<p style="text-align: center;"><u>REFERENCE</u></p> <p>Provide contact information for three (3) entities for whom the Offeror provided bridge rehabilitation design services in the last five (5) years from the date of issuance of this RFP. At a minimum, please provide the following information:</p> <ol style="list-style-type: none"> <li>a. Name of an individual from that jurisdiction that can provide information regarding the quality of services provided by the Offeror; and</li> <li>b. Contact person's email address, and phone number.</li> </ol>	10 points
<p style="text-align: center;"><u>EXPERIENCE WITH LOAD RATING SYSTEMS AND TECHNOLOGY</u></p> <p>Describe technologies proposed to meet the County bridge and ancillary inspections and design needs, to include any specialized computer and CADD equipment and any specialized computer software packages that you propose to use. Limit the response to one (1) page.</p>	20 points
<p style="text-align: center;"><u>SAMPLE OF QUALITY CONTROL / QUALITY ASSURANCE PLAN</u></p> <p>Describe the Offeror's quality control and quality assurance procedures. Limit the response to one (1) page.</p>	10 points

**Reference VI. Contract Terms and Conditions, Item 9. Payment:** Replace Payment in its entirety with the **Payment** clause below.

#### **9. PAYMENT**

The County will pay the Contractor monthly according to the provisions of this section. By the tenth day of each month, the Contractor will submit to the Project Officer an invoice describing the total work done during the preceding month, broken out by task. The Project Officer will either approve the invoice or require corrections. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The County will pay the Contractor within 45 days after receipt of an approved invoice.

The invoice must be based on an estimated percentage of the total work under each task that was completed during the month, subject to the Project Officer's acceptance of the work and the estimate. The County will not pay more than amount allocated for any task, regardless of the number of hours spent or the amount of expenses incurred by the Contractor to complete the task.

The number of the County Purchase Order by which shipments have been made or services have been performed must appear on all invoices.

#### **The following clarifications are made as a result of vendor inquiries:**

1. RFP Part IV (Scope of Services) Section 2 states that "the consultant shall provide personnel and equipment necessary to perform underwater inspection of the bridge structures." Additionally, Part IV Section 6 Subpart III (Consultant Personnel) states that "the Consultant must provide all services required under this Contract in-house with the exception of geotechnical reports, testing and surveying, which can be subcontracted." Can the underwater inspection be subcontracted to a consultant who is a certified underwater bridge inspector as well?

**Answer: Yes, the underwater inspection can be subcontracted to a Certified Underwater Bridge Inspector/Consultant. Reference the Revised Scope of Services.**

2. I am inquiring about the list of incumbents for the On-Call Bridge and Ancillary Structure Engineering Services Contract No. 21-DES-RFP-257.

**Answer: Volkert, Inc. is the incumbent for the current contract for Bridge Design and Rehabilitation Services.**

3. Is it possible to make an exception and accept the following from different DOT's? 1. VDOT Bridge Replacement Plans, 2. VDOT Bridge Rehabilitation Plans, 3. VDOT Bridge & Ancillary Structure Repair Plans and 4. VDOT Bridge MOT Plans.

**Answer: No exceptions will be made to accept the documents listed above from a different DOT.**

4. Would it be acceptable to sub out the following? 1. Underwater inspections, 2. Pin and hanger UT, 3. Hydraulic, hydrologic, storm drainage collection, Best Management Practice (BMP) facilities retrofit project design and scour analysis and 4. Prepare limited environmental studies and coordination with state regulatory agencies.

**Answer: Yes, Underwater inspections, pin and hanger UT, hydraulic, hydrologic, storm drainage collection, Best Management Practice (BMP) facilities retrofit project design and scour analysis and prepare limited environmental studies and coordination with state regulatory agencies can**

be subcontracted. Reference the Revised Scope of Services.

5. Section VI. Scope of Services, item No. 5 indicates that: "Structure load ratings shall be completed using Virtis computer program, and when it is not possible to use Virtis, other programs can be used with prior approval by the County." However, VDOT IIM-S&B-86.3 indicates that "AASHTOWare Br|R® software shall be used for load rating bridges, except as follows: Steel curved girders shall be rated using DESCUS® software. Buried arch culvert, and other buried structures designed to account for soil-structure interaction may be rated using CANDE." Please confirm AASHTOWare Br|R® software is the software for load rating applications.

Answer: Yes, AASHTOWare Br|R® (formerly Virtis) is the software for load rating applications.

6. DBE requirements for this project is not specified. Given the number of disciplines required to perform described tasks (surveying, geotechnical, material testing, under water inspection, etc.), is there any requirements for DBE or the number of subconsultant firms that could be considered?

Answer: No, the County has a policy for DBE and we will make a good faith effort to consider DBE. We also, suggest the Vendor to do the same.

7. RFP Section IV "Scope of Services" Part III "Contractor's Personnel" (page 14) states that the Consultant must provide all services required under this Contract in-house, with the exception of the provision of geotechnical reports, testing and surveying, which can be subcontracted. RFP Section IV "Scope of Service" (see eighth paragraph on page 10) states that diving services for the inspection, analysis, and recommendation of repairs on submerged substructures of bridges may be required. Diving services are a very specialized professional service that are provided by specialty subcontractors. Please advise if diving services may be subcontracted in addition to surveying and geotechnical services.

Answer: Yes, diving services may be subcontracted. Reference the Revised Scope of Services.

8. RFP Section IV "Scope of Services" Part V "Contract Pricing" states that the services under this Contract will be paid for using hourly rates for the positions included in the Consultant's Personnel paragraph of the Scope of Services. Part III "Consultant's Personnel" only lists positions for Program Manager, Team Leader, and Load Rater. Since Section IV "Scope of Services" describes a full range of services that may be required under this Contract, please advise if hourly rates for positions other than those listed in Part III "Consultants Personnel" will be allowed.

Answer: Yes, hourly rates for positions other than those listed in Part III "Consultants Personnel" will be allowed at the hourly rates comparable to the ones of the prime firm, to include the overhead costs not exceeding the overhead cost percentage approved for the prime firm.

9. RFP Section IV "Scope of Services" Part V "Contract Pricing" implies that all costs and expenses of providing to the County the services described must be included in the hourly rates. For potential bridge inspection assignments, it is anticipated that traffic control and the rental of specialized inspection equipment, including but not limited, to snooper trucks, bucket trucks, boats and manlifts may be required. The expenses for these items are commonly reimbursable under safety inspection contracts. For assignments involving geotechnical services it is anticipated that laboratory testing and drilling may be required. The expenses for these items are commonly reimbursable under professional services contracts. For assignments involving construction administration services, construction inspections, or construction management it is anticipated that materials testing, specialty PPE, specialty tools/equipment, travel (mileage, leased vehicles, etc.) may be required. The expenses for these items are commonly reimbursable under

construction engineering and inspection contracts. Please advise if these types of direct expenses detailed above can be considered as reimbursable for individual task orders under the contract.

**Answer: Yes, these types of direct expenses detailed above can be considered as reimbursable for individual task orders under the contract.**

10. RFP Section V "Proposal Requirements" Part 6 (page 20) lists 15 items (sample documents) that are to be included with the proposal, including VDOT Bridge Replacement Plans, VDOT Bridge & Ancillary Inspection Reports, etc. We are unable to comply with this requirement as our Contracts/Agreements with VDOT and other entities are written such that we do not own the rights to these documents. We are not allowed to publish or reproduce the documents. We respectfully request that this requirement be removed from the "Proposal Requirements" for this RFP.

**Answer: Reference the Proposal Evaluation Criteria and Weights above.**

11. RFP Section V "Proposal Requirements" Part 6 (page 20) lists 15 items (sample documents) that are to be included with the proposal. One of the items is for NEPA documents submitted to VDOT. The preparation of NEPA documents is only required on projects that receive federal funding. If projects may receive federal funding on this contract then please advise if there is a Disadvantaged Business Enterprise (DBE) goal for this contract.

**Answer: The County will not receive Federal funding and there will be no DBE goal for this contract.**

12. RFP Section V "Proposal Requirements" Article 9 (page 24) implies that the Consultant will not be paid for the remaining 10% of the total amount allocated for any task until it is completed. Since this is a professional services contract we respectfully request that this requirement be removed from the RFP.

**Answer: Reference the Payment section above.**

13. On RFP page 20, Section V. Proposal Requirements, Part 6. Proposal Evaluation Criteria and Weights, under "Offeror's Qualifications and Experience of Proposed Staff" section C asks offerors to "Limit the number of pages to two (2) pages for items 1-3 and 6". May you please confirm if items 1-3 and 6 shall be limited to two pages total or two pages per item?

**Answer: Reference the Proposal Evaluation Criteria and Weights above.**

14. Arlington County typically indicates that offerors must state in their proposal whether they request revisions to any of the non-mandatory terms, the reason(s) for the request(s), and proposed alternative language. Offerors who do not request a revision in their proposal are typically not able to object or request revisions to any contract terms during the negotiation process. Given that the RFP for this solicitation for services does not include this language, can the County please confirm offerors will be able to request revisions to the non-mandatory contract terms during the negotiation process? Or, should exceptions be included in the proposal?

**Answer: The County's preference would be to have the exceptions in advance. However, if the Offeror decides to wait to contract negotiations, the County will accept the exceptions at that time. This will extend the final Contract process**

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price, VCA  
Procurement Officer  
[tprice@arlingtonva.us](mailto:tprice@arlingtonva.us)

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED  
SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### IV. REVISED SCOPE OF SERVICES

The Work under this Contract shall include, but is not limited to, developing new design plans, estimates, special provisions for bridges and structures in Arlington County; and providing safety inspections and load ratings for various bridges, culverts, and traffic ancillary structures. Additionally, the tasks will include development of bridge maintenance plans with the repair priority recommendations.

When required, bridge inspection and load ratings shall be performed in accordance with the requirements of 23 CFR 650 Subpart C, [National Bridge Inspection Standards \(NBIS\)](#) and the [Virginia Department of Transportation \(VDOT\) Structure and Bridge Division Instructional and Information Memorandum \(IIM-S&B-27.10\)](#). Structure load ratings shall be performed also in accordance with the [VDOT Structure and Bridge Division Instructional and Information Memorandum \(IIM-S&B-86\)](#).

The Consultant shall also perform element level bridge inspections in accordance with [23 CFR 500 Subpart C, Management and Monitoring Systems](#), and the [VDOT Element Data Collection Manual](#). The Consultant shall also perform element level inspections for traffic ancillary structures per the [VDOT Traffic Ancillary Structures Inventory & Inspection Manual](#) including ultrasonic and other non-invasive material testing methods for steel structures.

Upon notification by the County, any revisions issued to the manuals and IIMs noted in this Contract shall be incorporated into the inspection procedures and reports.

The anticipated workload will consist of safety inspections and load ratings for various bridges, culverts, and traffic ancillary structures, as required. In addition, emergency inspections may be assigned on an as-needed basis. Additional workload will include the support of various County's Capital Improvement Projects on as needed basis. The Consultant shall be fully staff to adequately meet the anticipated workload.

The Consultant shall furnish all access equipment, test equipment and traffic control required to perform all inspections assigned. The Consultant must select access equipment that is most economical for the specific structure being inspected.

1. If a bridge replacement is involved, NBIS inspections and bridge deck evaluations may be required to evaluate current structure conditions. Inspections shall include, but shall not be limited to, fatigue prone details, pin and hanger assemblies (**which can be subcontracted**) and fracture critical members utilizing non-destructive-testing methods.
2. In some instances, diving services for inspection (**which can be subcontracted**), analysis, and recommendations of repairs on the submerged substructures of bridges may be required at various locations throughout the County. The Consultant shall provide personnel and equipment necessary to perform underwater inspection of the bridge substructures. The quality of inspection shall allow the Consultant to assess the general physical condition of the submerged bridge substructures and/or areas subject to frequent wetting by wave or tidal action. Underwater assessment shall include, but shall not be limited to, underwater inspection, engineering analysis of existing conditions, engineering calculations, recommendations and follow-up action and documentation of findings. In areas with salt water and/or brackish water, a minimum of 10% of each substructure element shall be cleaned of marine growth to provide for an accurate assessment. The Consultant shall document underwater areas with severe defects using color



photographs and/or video. The photographs and/or video shall be included in a format approved by the County as part of the final inspection report.

3. The inspection reports will provide general condition ratings in accordance with 23 CFR 650 Subpart C - National Bridge Inspection Standards and provide condition state data for each bridge element in accordance with the provisions of the [VDOT Supplement to the AASHTO Manual for Bridge Element Inspection](#) and latest version of [AASHTOWare BrM 5.2.3](#).

For each structure inspected the Consultant shall prepare a complete, separate and bound inspection report, illustrated with color photographs and sketches, documenting the observed conditions of the structure. The report shall also include evaluation, repair and/or rehabilitation recommendations to ensure long-term, cost effective service of the structure and, if requested, cost estimates for the work recommended. If the structural integrity is questionable, based upon observations, recommendations for further investigation shall be included. A copy of the report format will be supplied to the Consultant by the County and is available electronically. Drawings required to quantify conditions found during an inspection shall be prepared in Microsoft Word using the "Draw" function or as directed by the County Bridge Program Engineer or his/her designee. A vertical clearance sheet will be submitted for all structures inspected that extend over, cross, or infringe on roadways or railways. Each report for this project will have the original signature of the Team Leader. Multiple copies of the report shall be submitted in a number requested by the County for each project. The report shall also be submitted to the County in an electronic format as follows: for bridge structures, and culverts and other structure the electronic format will be in Microsoft Word using a standard report template available from the County.

4. If an economic feasibility study of repair vs. replacement determines that repairs are required, the Consultant may be required to prepare plans for the structure repairs. Hydraulic, hydrologic and scour analysis, preparations of permit drawings, geologic borings and analysis, and temporary sign and signal plans may be required, **which can be subcontracted**. The Consultant shall have the capacity to provide Context Sensitive Solutions to bridges, retaining walls and cantilever and Sound walls by developing aesthetic features to enhance the final product. The Consultant must have working capacity to respond to the County's needs with little advanced notice and on very tight time schedules.
5. When required, structure load ratings and all bridge inspections shall be performed in accordance with the requirements of NBIS and the VDOT Structure and Bridge Division Instructional and Information Memorandum Number S&B 86, and any addendums issued. Structure load ratings shall be completed using Virtis (**also known as AASHTOWare Br|R®**) computer program, and when it is not possible to use Virtis, other programs can be used with prior approval by the County.
6. Assist the County in the implementation of various Capital Improvement Program related to structures, bridges, culverts and other projects, mostly located in right of way. Services would include, but not be limited to surveying, design of various structures, i.e. retaining walls, signs, etc. Enhancements and modification of roadways and bridges that may include the following:
  - Prepare construction plans and specifications for new projects or updates to existing plans;
  - Provide location surveys and supplemental survey data;

- Provide storm drainage collection and Best Management Practice (BMP) facilities retrofit project design, **which can be subcontracted**;
- Provide traffic engineering plans (including traffic signals, signs, pavement markings) and related activities:
- Provide dry utility (Dominion Energy, Verizon & Comcast) master circuit planning, preliminary/order of magnitude cost estimates, duct bank design, and related coordination between the utilities and the County;
- Review technical specifications, shop drawings and submittals;
- Provide project cost estimates;
- Provide construction administration services, construction inspections, construction management and site reports;
- Attend public meetings and hearings to discuss project design, to include preparation of presentation materials for public meetings;
- Prepare limited environmental studies, geotechnical services, soil and water testing, as well as, coordination with state regulatory agencies.

I. PROJECT TASKS

Individual project task shall not exceed \$750,000. The County reserves the right to issue separate solicitation(s) for any project(s) for which the County's Purchasing Agent determines that a separate solicitation(s) will be in the best interest of the County. The sum of all task fees in any one-year period shall not exceed \$2,000,000. The County reserves the right to not assign any work under these contracts.

For all bridge design project assignments, the following procedure shall apply:

1. For each task, the County Project Officer will identify the bridge covered by the task and provide to the consultants the following documentation:
  - a) Scope of work including deliverables,
  - b) Inspection report(s) to identify and quantify various types of deterioration as well as items that should be installed to enhance the appearance and functionality of the bridge; for example, installing lights and guard railing (if available), and
  - c) Copies of the bridge plans (if available).
2. Within seven (7) calendar days, the Consultant shall submit a project proposal to the County's Project Officer. At a minimum, the Project Proposal shall include a written proposal for the assignment, including a time schedule and a cost proposal (using the hourly Contract Rates). The Consultant shall not proceed with any work until the proposal is accepted in writing by the County Project Officer.
3. Within thirty (30) calendar days, the County will review the Project Proposal submitted by the Consultant, and either approve it or return it to the Consultant for modification and resubmission.
4. The Consultant shall resubmit the modified Project Proposal within seven (7) calendar days of receipt of County's revision request.
5. The County will issue a written Notice to Proceed (NTP) for the accepted Project Proposal.

6. Once the County has issued an NTP, the Consultant shall begin work within seven (7) calendar days.
7. The work is to be accomplished utilizing computerized design and drafting systems compatible with the County's automated design and drafting systems. The County's roadway design and drafting system is AUTODESK CIVIL 3D.
8. For each task, the Consultant shall provide to the County Project Officer all required copies (color, or black and white, as applicable) of documents, and the electronic native and PDF format files electronically or in a format approved by the Project Officer. These documents shall include all reports, presentations, plans, and all types of bindings, maps, and all other applicable documents required under this contract.

For all bridge inspection project tasks, the following procedure shall apply:

The County will provide the Consultant with all applicable and available bridge inspection reports for all County-owned bridges within thirty (30) days after the Contract award. The Consultant will be responsible for ensuring that all inspections are completed on time.

The Consultant shall provide to the County Project Officer an inspection plan and schedule for all County-owned bridges within thirty (30) calendar days of receipt of the County's bridge inspection reports. The Consultant shall update the plan and schedule every two (2) years; such updated plan shall be due to the County Project Officer no later than on the anniversary date of the Contract.

1. For each task, the County Project Officer will identify the bridge covered by the task and provide to the consultant the following documentation:
  - a) Scope of work including deliverables,
  - b) Previous inspection report(s) (if available),
  - c) Copies of the bridge plans (if available).
2. The Consultant shall within fifteen (15) calendar days submit to the Project Officer a Project Proposal. At a minimum, the Project Proposal shall include a written proposal for the assignment, including a time schedule and a cost proposal (using the hourly Contract Rates). The consultant shall not proceed with any work until the proposal is accepted in writing by the County Project Officer.
3. The County within thirty (30) calendar days will review the Project Proposal submitted by the Consultant, and either approves it as is or send it to the Consultant for modification.
4. The Consultant shall resubmit the modified Project Proposal within seven (7) calendar days of receipt of County's revision request.
5. The County will issue an NTP within 15 calendar days for the accepted Project Proposal.
6. Once the County has issued an NTP, the Consultant shall begin work within seven (7) calendar days.
7. For each assignment, the Consultant shall provide to VDOT and the County Project Officer all required printed copies (color, or black and white, as applicable) of documents, and the

electronic native and PDF format files electronically or in a format approved by the Project Officer. These documents shall include all reports, all types of bindings and all other applicable documents required under this Contract. Note: The consultant shall furnish all access equipment, test equipment and traffic control required to perform bridge inspections. The Consultant must select access equipment that is most economical for the specific structure.

For all Traffic Ancillary Structures inspection project tasks, the following procedure shall apply:

The Consultant will be responsible for ensuring that all inspections are completed on time. The Consultant shall provide to the County Project Officer an inspection plan and schedule for the locations specified in the project within thirty (7) calendar days of receipt of the County's Notice to Proceed.

1. For each task, the County Project Officer will identify the structures included in the task and provide to the Consultant the following documentation:
  - a) Scope of work including deliverables,
  - b) Previous inspection report(s) (if available),
  - c) Copies of relevant as-built documentation (if available).
2. Within fifteen (15) calendar days, the Consultant shall submit to the Project Officer a Project Proposal. At a minimum, the Project Proposal shall include a written proposal for the task, including a time schedule and a cost proposal using the hourly Contract Rates. The Consultant shall not proceed with any work until the proposal is accepted in writing by the County Project Officer.
3. Within thirty (30) calendar days, the County will review the Project Proposal submitted by the Consultant, and either approve it as is or send it to the Consultant for modification.
4. The Consultant shall resubmit the modified Project Proposal within seven (7) calendar days of receipt of County's revision request.
5. The County will issue an NTP within 15 calendar days for the accepted Project Proposal.
6. Once the County has issued a Notice to Proceed, the Consultant shall begin work within seven (7) calendar days.
7. For each task, the Consultant shall provide the County Project Officer all required copies (color, or black and white, as applicable) of documents, and the electronic native and PDF format files electronically or in a format approved by the Project Officer. These documents shall include all reports, all types of bindings and all other applicable documents required under this Contract. The Consultant shall furnish all access equipment, test equipment and traffic control required to inspections including ultra-sonic testing instruments. The Consultant will select access equipment that is most economical for the specific structure.

## II. QUALITY CONTROL / QUALITY ASSURANCE (QC/QA)

The Consultant shall be responsible for the professional and technical accuracy and coordination of all designs, drawings, specifications, cost estimates, and other work or materials furnished. The Consultant shall perform a Quality Assurance review of the working drawings prior to submitting the working drawings to the County.

The following checklists and guidance for QC/QA reviews and coordination of plans and specifications shall be followed:

- For bridge safety inspection and inspection reports, the consultant shall develop a Quality Control/Quality Assurance plan which meet or exceeds the [VDOT Structure and Bridge Division IIM-S&B-78.1](#). Prior to submission of the bridge safety inspection reports to the County, all documentation shall be reviewed for completeness and accuracy, and revised when necessary at no additional cost to the County.
- The working drawing documents submitted shall represent a reasonable and cost-effective engineering solution for the scope of work and construction budget constraints in the Consultant contract. All work must conform to current criteria, guides, codes and standards established by the County, and shall conform to good engineering practices.
- All elements of submittal shall be checked by the Consultant and such check should be made by persons other than those preparing the materials and by professional personnel trained in that specific discipline.
- The Consultant shall be responsible for the technical accuracy and coordination of all designs, drawings and specifications. This includes overlaying the plans to coordinate the locations of work in the various disciplines. The intersections of components of various disciplines shall be checked for conflicts and to assure that adequate space exists for the material to be installed where shown on the documents.
- The Consultant shall perform a quality assurance review for both the technical accuracy and discipline coordination. Such items as section, detail, and note references to other sheets, and major dimensions shall be checked.
- Sections, details and dimensions must be in sufficient quantity, clarity and detail to allow the bidder to understand what is expected, to make takeoffs of material types and quantities, and the preparation of shop drawings and execution of the construction.
- The first sheet of the plans and specifications submitted to the County for working drawings review shall contain the following statement signed by the responsible Consultant: "A Quality Control/Quality Assurance check has been made on this project's documents and corrections have been made. The undersigned states that these plans and specifications submitted for review are complete."

### III. CONSULTANT'S PERSONNEL

The Consultant must provide all services required under this Contract in-house, with the exception of the provision of geotechnical reports, **underwater inspection by a certified underwater bridge inspector**, testing and surveying, which can be subcontracted.

The County Project Officer may authorize the use of such specialty sub-consultants at hourly rates comparable to the ones of the Prime Firm, and with the overhead costs not exceeding the overhead cost percentage approved for the Prime Firm, if in his or her judgment that service is necessary for the successful completion of the project.

The Consultant must meet the following minimum qualifications requirements for individuals conducting bridge inspections under the 23 CFR 650 Subpart C - National Bridge Inspection Standards And element level inspections for traffic ancillary structures per the VDOT Traffic Ancillary Structures Inventory & Inspection Manual.

Program Manager:

A Program Manager must, at a minimum: (1) Be a registered professional engineer or have ten years bridge inspection experience; and (2) Successfully complete a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course.

Team Leader:

The qualifications are the same as those detailed for a Team Leader in the NBIS.

There are five ways to qualify as a team leader. A team leader must, at a minimum:

- (1) Have the qualifications specified for the Program Manager; or
- (2) Have five years bridge inspection experience and have successfully completed an FHWA approved comprehensive bridge inspection training course; or
- (3) Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for [National Institute for Certification in Engineering Technologies \(NICET\)](#) and have successfully completed an FHWA approved comprehensive bridge inspection training course; or
- (4) Have all of the following: (i) A bachelor's degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology; (ii) Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination; (iii) Two years of bridge inspection experience; and (iv) Successfully completed an FHWA approved comprehensive bridge inspection training course; or
- (5) Have all the following: (i) An associate degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology; (ii) Four years of bridge inspection experience; and (iii) Successfully completed an FHWA approved comprehensive bridge inspection training course.

Load Rater:

The NBIS states that the individual charged with the overall responsibility for load rating structures must be a registered professional engineer. In addition, VDOT prefers that the individual also have a background in bridge design, bridge inspection, and bridge maintenance and/or bridge construction.

IV. EMERGENCY RESPONSE TIME

Consultant shall be capable of providing emergency services under this Contract within a one-hour timeframe.

V. CONTRACT PRICING

The services under this Contract will be paid for using hourly rates for the positions included in the Consultant's Personnel paragraph of the Scope of Services. Those rates shall include all costs and expenses of providing to the County the services described in this Contract. No overtime pay will be allowed under this Contract.

The County will pay (or reimburse the Consultant at Consultant's cost, as required) for all required permit and inspection fees.