



**VISION ZERO**  
zero deaths  
zero serious injuries

**Montana Department of Transportation**

2701 Prospect  
PO Box 201001  
Helena MT 59620-1001

*Greg Gianforte, Governor*  
*Malcolm "Mack" Long, Director*

Date: February 16, 2022

Subject: **Request for Proposals**  
Off System Bridge Study  
STPB STWD (876) – OT Phase  
UPN 10115

To Whom It May Concern:

The Montana Department of Transportation (MDT) is accepting proposals from consulting firms interested in performing an analysis and developing a strategic plan and recommendations for the Off System Bridge Program. One firm will be selected to perform the work specified herein.

Teams may be established as necessary; however, it is expected that the prime consultant will be capable of completing the vast majority of the work, and the proposal must clearly identify the prime for this contract. As a rule, the prime consultant must complete at least 50% of the work for a specific project or assignment unless written exception is given.

Montana professional engineering licensure is required for this work and must be in-hand at the time your proposal is submitted. If this requirement is not met and clearly identified in the proposal, your proposal will be considered non-responsive.

If your firm is interested, please submit a proposal as described herein.

## **SCOPE OF WORK**

MDT is requesting assistance to analyze the current state of off-system bridge needs and to develop a strategic plan using a Multi-Objective Decision Analysis for prioritizing projects and investments for the Off-System Bridge Program with the goals of improving condition, increasing mobility, and promoting economic development. Primary objectives and tasks include:

- Evaluate the off-system bridge inventory of approximately 2000 bridges using current NBI condition data on MDT's Structure Management System (SMS). Inspection services are not required nor included in this scope, but site visits will be needed for some bridges to understand issues and develop strategies.
- Receive input from bridge owners regarding local needs and priorities. This input could be in the form of a written survey, public outreach, or other appropriate methods.
- Develop a matrix indicating the condition and identifying improvement needs for each bridge that will meet the goals and objectives of this study. Provide planning level cost estimates for improvement needs.
- Develop performance measures and evaluation criteria to support the project goals. The strategy should be based on data driven solutions and should include consideration of network level improvements. Criteria to consider in the analysis might include, but is not limited to bridge condition, load restriction, bridge type/size, improvement type, detour length, AADT, regional significance, mobility and access, environmental issues, etc.
- Identify candidate investments (projects), delivery methods (contract type), and funding scenarios for project delivery. The strategy to address the improvements should be specific enough for MDT to select and develop improvement projects from this study document. The strategy should also include a cost component.
- Research and recommend funding and/or grant opportunities as part of the study document.

Deliverables:

- Documentation of approach to the study and development of criteria and performance measures
- Summary of owner input gathered
- Performance Targets and Needs/Costs Matrix
- Description of candidate projects, delivery methods, funding scenarios, and recommendations to the MDT Bridge Engineer for project advancement
- Narrative on funding opportunities

## **LOCATION**

Statewide

## **PROJECT SCHEDULE AND DELIVERABLES**

The project schedule will be developed and negotiated prior to executing the contract agreement. MDT anticipates this study to take between 6-12 months from contract execution to final deliverables.

MDT will host a live Q&A session with MDT Bridge Bureau and Consultant Design on March 2, 2022. This will be an opportunity to answer questions related to this study. To receive the Zoom link, contact Dave Holien (contact information on page 7).

## **STANDARDS, SPECIFICATIONS, AND POLICIES**

Work is expected to follow MDT's various Manuals, Guides, and Policies. These items may be found on MDT's Design Consulting web page at: <http://www.mdt.mt.gov/business/consulting/>.

## **PROPOSAL SUBMITTAL**

**Submit one (1) electronic version (Adobe© PDF format) of the proposal. Hard copy proposals will not be accepted.**

Submit the electronic version by uploading to the State of Montana File Transfer Service (ePass) site, which can be accessed at this link: <https://transfer.mt.gov>. To upload to ePass, an account must be created unless the person who is uploading already has an account. Uploading instructions can be accessed at <https://transfer.mt.gov/Home/Instructions>. When your proposal has been uploaded, the ePass system will prompt you for an email. Please send this email of your uploaded proposal to the following individuals:

Sheryl Tangen: [stangen@mt.gov](mailto:stangen@mt.gov)

Dave Holien: [dholien@mt.gov](mailto:dholien@mt.gov)

Mark Studt: [mstudt@mt.gov](mailto:mstudt@mt.gov)

**The Department must receive the proposals for this RFP no later than 3:00 PM MST, March 23, 2022.**

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the State return late proposals at vendor's expense or the State will dispose of late proposals if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.). If no request is made, late proposals become the property of the Department. All proposals submitted on time become the property of the Department.

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The State is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

## **TENTATIVE RFP/SELECTION SCHEDULE**

The anticipated schedule for consultant solicitation and selection for this contract is as follows (subject to change):

February 16, 2022: RFP released

March 2, 2022: Live Q&A Session – 1:00 PM via Zoom - [dholien@mt.gov](mailto:dholien@mt.gov)

March 23, 2022: Proposals due to be submitted to MDT Consultant Design  
April 4, 2022: Proposals reviewed, rated, and ranked by the evaluation committee  
April 6, 2022: Consultant Selection Board meeting to select consultant

There are four (4) members on the evaluation committee for this RFP (subject to change):

1. MDT Bridge Engineer (Bridge Bureau Chief)
2. MDT Engineering Manager, Bridge Design Section
3. MDT Engineering Project Manager, Bridge Design Section
4. MDT Consultant Design Project Manager

## **PROPOSAL CONTENTS**

The proposal must contain the information listed in this section. The proposal is **limited to eight (8) pages**, not including the required Appendices. A single cover jacket/title page is allowed if desired and will not count in the page limit. Each page is defined as one side of a letter size sheet (no larger than 8 ½" x 11"), minimum font size of 10. Evaluation of information will begin with the first page immediately following the cover jacket/title page, and every page will be counted, in order, from that point forward, including any table of contents or divider pages the firm wishes to include. Once the page limit is reached, any information included thereafter will be removed and not considered or scored. Please organize your proposal in the same order and numbering format as shown below, which will assist MDT in reviewing your proposal:

### **Questions**

#### **1) Team Qualifications**

Provide a discussion on how the team you propose to use for this project (including subconsultants, if used) is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly your team's expertise and experience, as it relates to the work described in the "Scope of Work" section above. Provide examples of previous related experience as it relates to these services. Identify professional licensure of staff that satisfy the requirements for this contract. Include an organizational chart of your team for this project. Also briefly discuss your compatibility of systems, software, and equipment (i.e. CADD software, word processing software, etc.), and experience with these systems, software, and equipment. The Department's standard design software is Autodesk® technology included in the Architecture, Engineering & Construction (AEC) Collection. Describe any special equipment or software you intend to use. Resumes may be considered as supplemental information for scoring this question.

#### **2) Project Approach**

This study has many challenging aspects, and the development and delivery of a successful study that addresses and mitigates specific challenges is of utmost interest to MDT. Discuss the challenges you foresee as they relate to this study and its requirements, your strategy for addressing these challenges, and your specific experience in implementing the strategies identified. Describe your quality assurance/quality control

process. Include a discussion on the current and projected workload of key personnel, the effects that workload would have on your ability to successfully deliver this project, and your overall plan for delivering this project in a timely manner.

#### **Appendix A: Resumes**

Include brief resumes for the key personnel to be assigned to the contract. **Resumes are limited to one (1) page per person.**

#### **Appendix B: Cover Page Form**

Include a completed version of MDT's standard cover page form, available at the following location:

<http://www.mdt.mt.gov/other/webdata/external/cdb/MDT-CDB-002-Proposal-SOQ-Cover-Sheet.pdf>

Information presented in the cover page form will not be considered in proposal scoring.

#### **Appendix C: References**

Submit references that includes a minimum of five (5) separate contracts from the past three (3) years. If applicable, you may submit multiple contracts for a single client. Each contract must pertain to work similar to the proposed scope of services. Include client name, a currently employed primary contact person, an alternative contact person, corresponding valid phone numbers and emails for both contacts, a range of contract value, and a brief description of the work performed. If MDT needs to use these references for the Past Performance Score (as described in the "Evaluation of Proposals" section below) and is unable to contact the required number of references after a reasonable effort, the firm will receive a zero for the missing reference(s).

### **EVALUATION OF PROPOSALS**

All proposals will be evaluated in accordance with the following factors:

#### **1) Team Qualifications (50 points possible)**

#### **2) Project Approach (100 points possible)**

#### **3) Record of past performance (30 points possible)**

- a) If two (2) or more MDT evaluations specific to the discipline for this contract are available for the consultant, the average score of these evaluations will be used. Evaluations for Project Management & Overall Performance will also be included.
- b) If fewer than two (2) MDT evaluations specific to the discipline for this contract are available for the consultant, but there are two (2) or more MDT evaluations are available for other work disciplines, the consultant's current overall past performance score from MDT evaluations will be used.
- c) If there is only one (1) MDT evaluation available for the consultant, the record of past performance score will be an average of the MDT evaluation and one (1) reference check from the references provided in the unbound attachment.
- d) If no MDT evaluations are available, the average score of two (2) reference checks from the references provided in the unbound attachment will be used for this score.

Regardless of partnership/teaming relationships, the past performance of the prime consultant will be the past performance scored that will be used for this score.

All Proposals will be evaluated using the following basic scoring methodology:

- Outstanding/Exceptional response: 90-100% of the available points
- Good response: 70-90% of the available points
- Average response: 50-70% of the available points
- Poor response: 30-50% of the available points
- Qualifications not clearly met: 0-30% of the available points

Following the review, evaluation, and rating of all proposals, the final results will be presented to the Consultant Selection Board (Board) at the MDT Headquarters Building. At this time, the Board will select the most qualified firm(s) to perform the work. The Board may consider any proposal scoring within 2% of the highest-scoring proposal as equally qualified and take into account its knowledge of the firms' workload, past performance, and familiarity with the project area and local entities in selecting the most-qualified consultant. In the event that a firm cannot be identified as the most qualified through an evaluation of these proposals, MDT reserves the right to narrow down the list of responding firms to an appropriate short list. Short-listed firms will either be asked to provide a supplemental proposal or asked to be interviewed or provide a presentation. Scores from the proposals, supplement project proposals (if used), and interviews (if used) will be carried forward to determine final consultant score. Consultant selection is finalized by MDT at the Consultant Selection Board meeting.

### **INDIRECT COST RATE REQUIREMENTS**

Proof of the firm's Indirect Cost Rate (overhead rate) is *not required* with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172 for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located in Appendix A of the Consultant Services Manual on the MDT Internet website.

[http://www.mdt.mt.gov/other/webdata/external/cdb/consultant\\_manual/consultant-design-manual\\_combined.pdf](http://www.mdt.mt.gov/other/webdata/external/cdb/consultant_manual/consultant-design-manual_combined.pdf)

***Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.***

### **AGREEMENT REQUIREMENTS**

Contract agreements will generally be administered on a cost-plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. As described in the Indirect Cost Rate Requirements section above, all Consultants and subconsultants must provide the Department with an Indirect Cost Rate (as applicable) audited (when applicable) in accordance with 23 CFR 172 for the cost

principles of 48 CFR Part 31 and based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Department. The standard MDT agreement can be found at the following address:  
<http://www.mdt.mt.gov/other/webdata/external/cdb/forms/pdf/General-Terms-and-Conditions.pdf>

***Do not submit actual numerical financial information within this proposal.***

### **STATE OPTION TO AWARD**

While the State has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the State to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP (18-4-307, MCA);
- Reject any or all proposals received in response to this RFP (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the State's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if the State determines adequate funds are not available (18-4-313, MCA).

### **SINGLE POINT OF CONTACT**

From the date this solicitation is issued until the consultant selection is finalized by MDT at the Consultant Selection Board meeting, offerors are not allowed to communicate with any state staff or officials regarding this solicitation, except at the direction of the Consultant Design Engineer. If unauthorized contact is made and the Consultant Design Engineer determines the context of the contact gives the firm an unfair advantage, the firm will be disqualified from the solicitation. Contact information for the single point of contact is as follows:

**Dave Holien**  
Acting Consultant Design Engineer  
Montana Department of Transportation  
(406) 444-6118 (Direct Line)  
[dholien@mt.gov](mailto:dholien@mt.gov)

### **DBE GOALS**

There are no DBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

## **NONDISCRIMINATION COMPLIANCE**

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations (see attached notice titled “MDT NONDISCRIMINATION AND DISABILITY ACCOMMODATION NOTICE”).

If you have any questions, please contact me at (406) 444-6118, or by email at [dholien@mt.gov](mailto:dholien@mt.gov). I look forward to receiving your proposal.

Sincerely,

*David T. Holien*

Dave Holien, P.E.  
Acting Consultant Design Engineer

### Attachment

#### e-copies:

Jay Skoog, ACEC Executive Director-Montana Chapter  
Stephanie Brandenberger, Bridge Engineer  
Dustin Rouse, MDT Chief Engineer (Acting)  
Ryan Dahlke, MDT Preconstruction Engineer (Acting)  
Damian Krings, MDT Highways Engineer

Megan Handl, Acting MDT Civil Rights Bureau Chief  
Kelly Williams, MDT Consultant Plans Engineer  
Dave Holien, MDT Consultant Design Engineer (Acting)  
MDT Consultant Design Bureau file