

REQUEST FOR PROPOSAL

INSPECTION AND INVENTORY OF OVERHEAD SIGN STRUCTURES

This document constitutes a request for proposals from qualified individuals and organizations to inspect and develop and inventory of overhead sign structures and radio towers within the State of Missouri phased over two years.

Organization of this RFP is as follows:

- I. PROPOSAL SUBMISSION & DUE DATE
- II. PROPOSAL CONTENTS
- III. GENERAL SPECIFICATIONS
- IV. GENERAL SCOPE OF WORK
- V. PROPOSAL EVALUATION CRITERIA
- VI. SELECTION PROCESS
- VII. APPENDIX

I. PROPOSAL SUBMISSION & DUE DATE

Proposals in response to this request must be received by 2:00 p.m. CST, Wednesday August 17, 2005 at the address listed below. Proposals received after this time will be returned unopened. No submission of proposal by facsimile (FAX) machine or by e-mail will be accepted.

This request for proposals does not commit MoDOT to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. MoDOT reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if deemed in the best interests of MoDOT. All proposal material submitted shall become the property of MoDOT.

If your firm wishes to be considered for this project, four (4) copies of the proposal should be received at the following address by the time specified above:

Mrs. Eileen Rackers, P.E.
State Traffic Engineer
Missouri Department of Transportation
2211 St. Mary's Boulevard, P.O. Box 270
Jefferson City, Missouri 65102
Attn: Ryan Pierce, E.I.T.

All questions concerning this RFP should be directed to: Mr. Ryan Pierce by fax to 573-526-0120.

II. PROPOSAL CONTENTS

The proposal should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Front and back covers, transmittal letter, organizational chart and resumes are not included in the page count. Proposals should be arranged in the order detailed below. While these items provide a general description of what is expected in the proposal, it is not meant to limit or exclude other pertinent information from being included.

A. Letter of Transmittal:

A brief summary of the key points of the proposal and approach to accomplish the work. Name and address of the firm as well as the project manager should also be included. The transmittal letter shall be no longer than two (2) pages.

B. Management Summary:

A management summary that states in succinct terms the consultant's understanding of the project to be performed and a narrative description of how you propose to accomplish the work along with a narrative description of the methodology expected to be followed to meet the General Scope of Work in this RFP.

C. Qualifications and Experience:

Experience with inspecting and inventorying of overhead sign structures and a satisfactory record of performance should be substantiated. Staffing proposed for this project should be discussed along with their resumes indicating qualifications, experience and recent projects. This section shall include the following as a minimum:

1. Descriptions of recent overhead sign and radio tower inspections and inventories in which key staff presented in this proposal played a significant role, which demonstrates their capacity to produce an inventory and inspection report within the time frame established in this RFP.
2. Description of other major inspections, which demonstrate your firm's ability to produce documents for corridors of this magnitude in the time frame established in this RFP.

3. References for the projects listed above, i.e. contact name, agency, address and telephone.
4. General discussion of the type of work for which sub-consultants would be utilized if your firm were selected.
5. Current workloads and future commitments for the project manager and other key staff should be discussed.

D. Project Work Program and Schedule:

MoDOT requires the inspection report and inventory of Phase I within one year of the notice to proceed and Phase II within two years of the notice to proceed. Completion of the Draft report of Phase I is required within 11 month of the notice to proceed and Phase II with 23 months of the notice to proceed. The proposal shall contain your proposed schedule, management plan and manpower commitment for meeting these dates. **If your firm does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.**

E. Appendix:

A one page chart (up to 11"x17" in size) showing the organizational structure proposed with key staff identified along with resumes of key personnel. Resumes included should be limited to those key personnel who will be committed to this project. Resumes shall be no more than two (2) pages each and the total number of resumes may not exceed twelve (12).

III. GENERAL SPECIFICATIONS

The following are general specifications required for all proposals. Your firm, if selected will be expected to comply with these requirements.

A. Title VI Requirements:

Section 6.01 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Missouri Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations (CFR), US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally

Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all responders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation to submit a proposal and will not be discriminated against on the grounds of race, color, age or national origin in consideration for an award.

The successful responder under this RFP will be expected to comply with all Federal Title VI requirements, shown in the appendix, and execute a "US Department of Transportation Title VI Assurance" statement.

B. Qualified Personnel

The successful firm must understand that it is expected to provide qualified personnel to accomplish each portion of the work associated with this project. MoDOT will maintain the right to request the removal of any person found, in its opinion, during the course of work on this project, to be unqualified to perform the work. MoDOT also expects the consultant will dedicate the appropriate number of staff to this project to ensure the target dates of this contract are met.

C. Status or Progress Reports

Progress reports will be required every two months. Also, meetings are to be arranged at strategic milestones to review and discuss specific aspects of the project.

D. Contract Costs and Progress Payments

After selection, an actual cost, plus fixed-fee contract will be negotiated to provide these services. Invoices may be submitted for services performed no more frequently than monthly. Payment of invoices will be based on the actual costs incurred for that time period plus a proportional percentage of the fixed fee, which is representative of project progress as of that date. Actual costs will be paid up to the contract ceiling. No costs above the contract ceiling will be paid without **prior** execution of a supplemental agreement. MoDOT will not make any advance deposits or payments for costs that have not already been incurred.

E. Standard Consultant Contract Clauses

The Missouri Highways and Transportation Commission shall enter into a binding written and executed Agreement with the successful consultant firm to perform the work requested in this RFP. That Agreement will be prepared in the form of MoDOT Design Unit's standard consultant agreement, including its standard terms and conditions. MoDOT anticipates that each firm submitting a proposal

will be familiar with this standard consultant agreement, and its terms and conditions. That is why they are not reprinted here. If any firm wishes to obtain a copy of that standard consultant agreement form before submitting its proposal, please contact Mr. Ryan Pierce by fax to 573-526-0120.

IV. GENERAL SCOPE OF WORK

A. Services:

The overall objective of this project is to obtain a detailed, in-depth structural inspection of all components of specific overhead sign structures and radio towers within the State of Missouri. The firm shall not only provide inspections of specific overhead sign structures and radio towers, but also perform minor maintenance tasks and provide an inventory of all inspected structures. MoDOT currently owns approximately 1,700 overhead sign structures and 42 radio towers. Half of the structures/towers will be inspected the first year, Phase I, and the other half the next, Phase II. An overhead sign structure is defined as any cantilever, butterfly, simple truss, or tube structure, which holds a highway sign over a lane of a highway, including bridge mounted signs and dynamic message signs. Signs attached to signal poles or signal mast arms are not included. In addition to overhead sign structures, MoDOT is requesting the inspection of radio towers based on the height and type of tower.

B. Specific Requirements:

1. The firm shall furnish all labor, equipment and resources to perform the detailed in-depth inspections, any necessary nondestructive testing, any necessary minor maintenance, and appropriate traffic control according to Missouri work zone guidelines and the Manual on Uniform Traffic Control Devices (current editions) for each structure inspected. Tightening loose bolts or fasteners, replacing missing bolts, fasteners, pole caps, hand hole cover, or anchor rod caps, cleaning out clogged post drainage holes, and clearing debris and excessive vegetation from base plates is considered minor maintenance. The cost of material used in minor maintenance should be invoiced to MoDOT as direct cost.
2. Operator Locations: A list of structures will be provided by MoDOT. MoDOT does not currently maintain a complete list of all overhead sign structures. Therefore, if the firm locates an overhead sign structure that was not listed it should be inspected if it is within the District of a listed

structure. The approximate 1,700 overhead sign structures are as follows:

- 725 Truss
- 468 Cantilever
- 90 Butterfly
- 21 DMS
- 16 One Tube Span
- 43 One Tube Cantilever
- 338 Bridge Mounted

The 42 radio towers are as follows:

- 20 ft. – 80 ft. high
 - 3 Guyed
 - 3 Pole
- 81 ft. – 140 ft. high
 - 6 Guyed
 - 1 Pole
 - 1 Free Standing
 - 1 Mono Pole
 - 1 Other
- 141 ft. – 200 ft. high
 - 10 Guyed
- 201 ft. – 260 ft. high
 - 1 Guyed
 - 5 Free Standing
- 261 ft. – 320 ft. high
 - 10 Guyed

3. The firm shall create a detailed inspection report for each structure inspected. The report shall include a rating of all components of the overhead sign structure/radio tower, including sign attachments and evaluate the overall condition of the structure. The report for sign structures shall meet or exceed all of the requirements of Appendix B. For radio towers, the firm shall develop a report format based on current industry practices. After review and approval of the form by MoDOT, this form shall be used for documenting tower inspections. It shall not be the responsibility of the firm to decide if a structure has failed, this will be the duty of MoDOT. If the firm suspects a failure they should notify the State Traffic Engineer immediately.

4. The firm shall create an inventory of each inspected overhead sign structure and tower in the form of a computerized database, compatible with the department's Oracle based Transportation Management System. The firm

shall be responsible for ensuring compatibility. The inventory format shall be reviewed and approved by MoDOT before inspections begin. Log miles or coordinates using UTM Zone 15 coordinates measured with a sub-meter Global Positioning Satellite (GPS) unit shall be used to uniquely identify the location of the overhead sign structure or tower. The center of the sign or tower should be used as the locate point.

5. Preliminary Planning: The Contractor shall attend an initial coordination meeting with MoDOT prior to start of work.

6. Final Report: The Contractor shall present a final report to MoDOT including a prioritizing of repair for the structures inspected after each Phase. The computerized database shall be submitted with each final report. All data collected and used in the analysis of the overhead sign structures and a copy of the computer database developed will be given to the department.

V. PROPOSAL EVALUATION CRITERIA

MoDOT will evaluate firms interested in performing the work based on information contained in proposals received by the specified due date and any previous work experiences with MoDOT (if applicable). Interested firms will be evaluated according to the following considerations:

- A. Specialized experience and technical competence of the consultant and assigned staff relative to the task requirements and scope of work outlined, specifically as related to the following:
 - 1. Project Manager
 - 2. Other assigned staff
- B. Understanding the nature of the services requested.
 - 1. Understanding the scope of work required.
 - 2. General organization and clarity of the proposal.
 - 3. Ability to insight new ideas from which MoDOT could learn.
- C. Working arrangements with MoDOT

1. Assignment of Project Manager to this project and commitment of staff.
 2. Accessibility for consultation between project manager and MoDOT staff.
 3. Number of staff, and type of expertise of staff available to be committed to this project.
- D. References reflecting previous work experience of the project manager and satisfactory accomplishment of contract responsibility.
1. Previous work experience with the department (if applicable).
 2. Quality of final work products.
 3. Ability to meet work schedules.
 4. Responsiveness to client input.

VI. SELECTION PROCESS

The evaluation of proposals based on the criteria listed above will be used to arrive at a **short list** of firms in accordance with MoDOT's consultant selection process. The short-listed firms will then be required to participate in an interview with a MoDOT selection committee. A small portion of time prior to the interview will be allotted for the firm to make a presentation of its proposal. At the conclusion of all interviews, the selection committee will select one firm with which to begin negotiating a contract. Negotiations will include selection of any sub-consultants required based on the final scope of services.

MoDOT reserves the right to negotiate a contract with any respondent. If a contract cannot be successfully negotiated with the selected firm within the time specified below, MoDOT will select another firm with which to begin negotiations.

PROPOSED SCHEDULE

Proposals Due	August 17, 2005
Notification of Selection for Interview	August 31, 2005
Interviews (Actual date based on availability)	September 12-16, 2005
Notification of Selection	September 21, 2005
Contract Negotiations	September-December, 2005
Missouri Highway Transportation Commission	January, 2005
Notice To Proceed	January, 2005
Phase I final report	January, 2006
Phase II final report	January, 2007

VII. APPENDICES

Appendix A

Affirmative Action Checklist

Federal regulations require that any firm (with 50 or more employees) soliciting a federally funded contract must have an affirmative action program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted.
2. Name of affirmative action officer.
3. Statement of commitment to affirmative action by the Chief Executive Officer.
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom he/she reports.
5. Outreach recruitment.
6. Job analysis and restructuring needed to meet affirmative action goals.
7. Validation and/or revision of examinations, educational requirements and any other screening requirements.
8. Upgrading and training programs.
9. Internal complaint procedure.
10. Initiating and ensuring supervisory compliance with your affirmative action program.
11. Survey and analysis of entire staff by department and job classification and progress report system.
12. Recruitment and promotion plans (including goals and timetables).

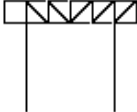

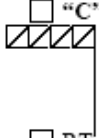
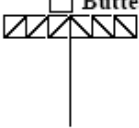
Any firm with less than 50 employees may submit a copy of its current EEO Commitment Statement by the Chief Executive Officer.





Appendix B

STATE TRAFFIC SIGN TRUSS INVENTORY & INSPECTION REPORT

District _____

County _____ Route _____ Mile Post Location _____ Truss Number _____

Type <input type="checkbox"/> "B" 	<input type="checkbox"/> "BC" 	<input type="checkbox"/> "C" 	<input type="checkbox"/> Butterfly 
Box <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"><input type="checkbox"/> RT <input type="checkbox"/> LT</div> <div style="text-align: center;"><input type="checkbox"/> RT <input type="checkbox"/> LT</div> </div>			

<input type="checkbox"/> "S" 	<input type="checkbox"/> "S" 	<input type="checkbox"/> One Arm <input type="checkbox"/> Two-Arm <input type="checkbox"/> Two-Arm Truss 	
Tubular	One Arm	Two Arm	Cantilever
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Butterfly </div>			

STRUCTURAL MATERIAL

Columns ☐
☐ Steel
☐ Galvanized
☐ Paint
☐ Aluminum

Truss
☐ Steel
☐ Angles
☐ Tubular
☐ Galvanized
☐ Paint

Roadway Clearance
 _____ Ft. _____ In.

☐ Aluminum
☐ Vibration Dampeners

Footings ☐ Std. Concrete

Special _____

Catwalk Yes ☐ No ☐

Lighting Yes ☐ No ☐

Remarks _____

INSPECTION INFORMATION

Date _____ Made By _____

Footings ☐ Good ☐ Fair ☐ Poor

Remarks: _____

Truss—Chords, Vertical & Diagonal Members, splices.

Condition: _____

Date Painted _____

Condition: _____

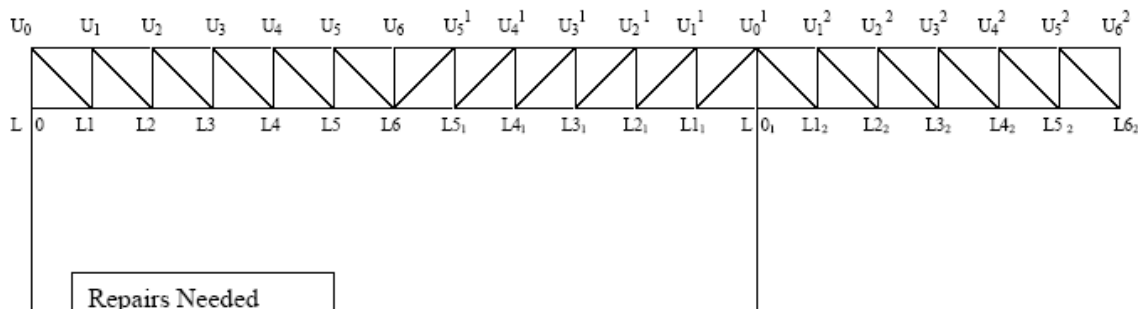
Welding _____

Chord Splices _____

Report needed repairs on Truss members by designation of member below.



Note- Mark out portion that does not apply to truss being inspected. You may sketch sign sizes here.



Upper Chord _____

Lower Chord _____

Verticals _____

Vertical Diagonals _____

Top Laterals _____

Bottom Laterals _____