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Modified:

**REQUEST FOR PROPOSALS
BRIDGE DECK INSPECTION SERVICES
RFP 6-130417LK
TABLE OF CONTENTS**

INTRODUCTION.....3
PROPOSAL.....3
ACCEPTANCE.....3
SECTION (1): GENERAL DESCRIPTION AND BACKGROUND
 (A) Request for Proposal.....3
 (B) Background3
 (C) Fiscal Year.....3
 (D) Contract Period4
 (E) Renewals/Extensions.....4
 (F) Clarification of Requirements5
 (G) RFP Schedule of Events.....5
SECTION (2): SCOPE OF WORK
 (A) Services.....6
 (B) Specific Requirements6
 (C) Administration of Program.....7
SECTION (3): AGREEMENT REQUIREMENTS
 (A) MHTC’s Representative.....8
 (B) Release to Public8
 (C) Assignment.....8
 (D) Status as Independent Contractor.....8
 (E) Components of Agreement.....8
 (F) Amendments.....8
 (G) MBE/WBE Participation Encouraged.....9
 (H) Nondiscrimination.....9
 (I) Executive Order9
 (J) Incorporation of Provision Regarding Executive Order.....9
 (K) Non-employment of Unauthorized Aliens10
 (L) Proof of Lawful Presence For Sole Proprietorships and Partnerships.....10
 (M) Bankruptcy10
 (N) Law of Missouri to Govern11

(O) Cancellation	11
(P) Venue.....	11
(Q) Ownership of Reports.....	11
(R) Confidentiality.....	11
(S) Nonsolicitation.....	11
(T) Conflict of Interest	11
(U) Maintain Papers.....	12
(V) Indemnification.....	12
(W) Insurance.....	12
SECTION (4): PROPOSAL SUBMISSION INFORMATION	
(A) SUBMISSION OF PROPOSALS	
(1) Pricing and Signature.....	13
(2) Submission of All Data Required	13
(3) Public Inspection.....	13
(B) REQUIRED ELEMENTS OF PROPOSAL	
(1) Experience	13
(2) Personnel.....	13
(3) References.....	13
(C) AWARD EVALUATION CRITERIA AND PROCESS	
(1) Multiple Awards.....	13
(2) Evaluation Factors	14
(3) Historic Information	14
(4) Responsibility to Submit Information.....	14
(D) PRICING	
Fee Schedule	14
SECTION (5): PRICE PAGE	
(A) FEE SCHEDULE.....	15
EXHIBIT A: Firm’s Prior Experience	18
EXHIBIT B: Professional and Administrative Staff.....	19
EXHIBIT C: Annual Workers Eligibility Verification Affidavit.....	20
EXHIBIT D: Applicant Affidavit for Sole-Proprietorship or Partnership.....	21

LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One original and five (5) copies of each proposal must be mailed in a sealed envelope to Mrs. Leann Kottwitz, Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the General Services Procurement Office in the Highway and Transportation Building at 830 MoDOT Drive, Jefferson City, Missouri 65109. Proposals must be returned to the offices of General Services Procurement no later than 2:00 p.m., April 17, 2013.

MHTC reserves the right to reject any and all proposals for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

PROPOSAL

- (1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

- (2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

ACCEPTANCE

This proposal is accepted by MHTC.

(Name and Title)

Date

**SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND**

- (A) **Request for Proposal:** This document constitutes a RFP from qualified firms to provide bridge deck inspection services to MHTC and the Missouri Department of Transportation (MoDOT).
- (B) **Background:** We need a qualified firm for bridge deck inspection by means of infrared thermography (IRT), ground penetrating radar (GPR) or a combination of both. The screen shot below lists the bridges to be inspected and their locations. The bridges are all located within an 18 mile radius and within a 5 minute drive of I-70.

CNTYNM1	CURRTE1	S_P_M_	BR_NO	BR_TYPE	BR AREA (sq ft)
Callaway	54	ATKINM1	A4780	Deck Rehab	11804
Callaway	54	ATKINM1	A4781	Deck Rehab	11804
Boone	WW	Atkinm1	A3432	Deck Rehab	11924
Boone	WW	Atkinm1	A3433	Deck Rehab	18690
Boone	63	Atkinm1	A3434	Deck Rehab	7229
Boone	63 NB	Atkinm1	A3435	Deck Rehab	6604
Boone	63 SB	Atkinm1	A3436	Deck Rehab	4654
Boone	63 NB	Atkinm1	A3437	Deck Rehab	8256
Boone	63 SB	Atkinm1	A3438	Deck Rehab	8769
Boone	63	Atkinm1	A3439	Deck Rehab	9994
Howard	40	Atkinm1	G0544	Deck Rehab	10825
Callaway	F	Atkinm1	A2297	Deck Rehab	6512
					117065

- (C) **Fiscal Year:** The fiscal year runs from July 1-June 30.
- (D) **Contract Period:** The successful Offeror shall start May 1, 2013 through April 30, 2014.
- (E) **Renewals/Extensions:** The contract shall not bind, not purport to bind, MHTC for any contractual commitment in excess of the original contract period. The MHTC shall have the right, at its sole option, to extend the contract for two (2) additional one-year periods, or a portion thereof. In the event MHTC exercises its options, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period. If the options are exercised, the Offeror shall agree the prices stated in the original contract shall not be increased in excess of the renewal periods' pricing, if any, stated on

the pricing page of the contract. If the pricing page does not include such renewal prices or if applicable spaces are left blank, are not completed, prices during extension periods shall be the same as during the original contract period. MHTC does not automatically exercise its options based upon the maximum renewal price of increase without documented justification supporting an increase and reserves the right to offer or to request an extension of the contract at a price less than that price derived from the Offeror's renewal amounts.

- (F) **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Leann Kottwitz, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 751-3685 (phone) or Leann.Kottwitz@modot.mo.gov (Email.) All written questions must be addressed to Leann Kottwitz no later than April 4, 2013 **10:00 a.m., Local Time**. Once all the questions are gathered, MoDOT will issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: http://www.modot.mo.gov/business/contractor_resources/g_s_bidding/COcommodities.htm in the form of a written addendum. **It is anticipated this addendum will be issued on April 10, 2013.**
- (G) **RFP Schedule of Events:** The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:30 am and 3:30 pm Local Time.

MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting a proposal.

Event	Date	Time
MoDOT Issues RFP	March 25, 2013	2:00 pm
Deadline for Written Comments	April 4, 2013	10:00 am
Deadline for MoDOT Issuing Responses to Written Comments	April 10, 2013	2:00 pm
Deadline for Submitting a Proposal	April 17, 2013	2:00 pm
Recommendation of Award	April 26, 2013	2:00 pm
Notification to Non-Awarded Vendors	April 26, 2013	2:00 pm
Contract Effective Date	May 1, 2013	8:00 am

**SECTION (2):
SCOPE OF WORK**

- (A) **Services:** The Offeror shall provide the following professional services:
Bridge deck inspection services by means of infrared thermography (IRT), ground penetrating radar (GPR) or a combination of both.
- (B) **Specific Requirements:** The Offeror will provide to the General Services Procurement Unit one original and five copies of a program proposal which will include the following:
- 1.) The Offeror shall provide IRT/GPR deck inspections and shall be conducted for the bridges as defined in the request for proposal. The IRT deck inspection shall be conducted in accordance with ASTM D4788 using a host vehicle that is capable of recording real-time infrared and video images of the deck surface at, or near, highway speeds. The GPR deck inspection shall be conducted in accordance with AASHTO TP36, ASTM D 6087/03 and SHRP C-101 using a host vehicle, installed with an array of non-contacting horn antennas. For both tests, multiple passes shall be used as needed to inspect the entire deck surface and get any overlap that may be needed based on the equipment used. The lateral spacing of the radar antenna passes shall be no more than 3 feet.
 - 2.) The IRT/GPR inspection data shall be analyzed for delaminated and deteriorated concrete occurring at the top layer of reinforcement and above. The results of the IRT/GPR inspection and analysis shall be presented in a written report as described in this proposal. The report shall include a plan view of the bridge showing areas of delamination and deterioration. This plan view shall reference the joints and bents as needed to aid in locating the areas of delamination and deterioration. The plan view shall be to scale and the scale shall be noted on the plan view to aid in location of the deteriorated areas. The report shall contain the percentage of deck area that is delaminated or deteriorated as detected by the IRT/GPR analysis. If GPR is used, the report shall also give the depth of delamination by area. The report shall contain a description of the IRT/GPR equipment, survey procedure, and results. Photographs and visual comments on the deck condition shall be included in the report and shall address both the surface of the deck and the underside of the deck. Electronic copies of all the picture and video files shall be presented with the report. The report shall be in a PDF or Microsoft Word format.
 - 3.) The IRT inspections shall be conducted at times that are optimal for the detection of delamination and deterioration. The existing deck condition and the presence of overlays shall be considered in determining the proper time of day for the testing. Video images shall be used in conjunction with the IRT images to aid in identifying anomalous regions that are not delaminated or deteriorated.

4.) The Offeror shall use traffic control as needed to carry out the IRT/GPR deck inspection. This traffic control shall be done in compliance with the MoDOT Traffic Control for Field Operation Manual and the MUTCD. The Offeror shall submit a copy of their traffic control plan for approval and shall coordinate the work zone with the MoDOT District Traffic Engineer in the area where the inspections are being performed.

(C) **Administration of Program:** The Offeror will consult MHTC's representative regarding any problems involved with the administration of the services provided pursuant to this RFP.

SECTION (3): AGREEMENT REQUIREMENTS

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award negotiated contract. These same contract provisions will appear in the post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) **MHTC's Representative:** MoDOT's State Bridge Engineer is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of the bridge division. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to the bridge division throughout the effective period of the Agreement.
- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.
- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.
- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.

(G) MBE/WBE Participation Encouraged:

1. Offerors are encouraged to submit copies of their existing affirmative action programs, if any. Offerors are also encouraged to directly hire minorities and women as direct employees of the Offerors.
2. Offerors are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Offerors are encouraged to obtain 10% MBE and 5% WBE participation.
3. Regardless of which persons or firms, if any, that the Offeror may use as subcontractors or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.

(H) Nondiscrimination: The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the “Americans with Disabilities Act” (42 U.S.C. Section 12101, *et seq.*).

(I) Executive Order: The Offeror shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri’s position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

1. By signing this Agreement, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
2. In the event the Offeror fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Offeror has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

(J) Incorporation of Provisions: The Offeror shall include the provisions of Section (3), paragraph I of this Agreement in every subcontract. The Offeror shall take such action

with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

(K) Non-employment of Unauthorized Aliens: Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

1. By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
2. By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit C.

(L) Proof of Lawful Presence For Sole Proprietorships and Partnerships: If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as Exhibit D.

(M) Bankruptcy: Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.

- (N) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (O) **Cancellation:** MHTC may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (P) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.
- (Q) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (R) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.
- (S) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- (T) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.

(U) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.

1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.

(V) **Indemnification:** The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.

(W) **Insurance:**

(1) Prior to contract signing, the Offeror may be asked about its ability to provide certificates of insurance which meet, or approach, the following coverages:

- | | |
|---|---|
| a. General Liability | Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence; |
| b. Automobile Liability | Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence; |
| c. Missouri State Workmen's Compensation policy or equivalent in accordance with state law. | |

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to Ms. Leann Kottwitz as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your institution has served or currently serves.
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subOfferor, if any, and complete contact information for that subOfferor.
3. **References.** Proposals should indicate the name, title and telephone number of at least three officials of clients within the past three years.

(C) AWARD, EVALUATION CRITERIA AND PROCESS

1. **Multiple Awards:** The MHTC reserves the right to make awards that are in the best interests of the MHTC.

2. **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining responsiveness, proposals will be evaluated in accordance with the following criteria:
 - A. Experience, expertise and reliability; 40 maximum points available
 - B. Proposed Method of Performance; 20 maximum points available
 - C. Cost, Fees and Expenses; 40 maximum points available

3. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.

4. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

1. **Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on Section (5), Price Page, of this proposal which must be completed, signed and returned with the Offeror's proposal.

**SECTION (5):
PRICE PAGE**

(A) FEE SCHEDULE: The Offeror shall indicate below all fees for providing services in accordance with the provisions and requirements stated herein:

Lump Sum Price for performing Infrared Thermography (IRT) on all bridges listed:

County	Route	Bridge Number	Bridge Area/ Square Feet
Callaway	54	A4780	11804
Callaway	54	A4781	11804
Boone	WW	A3432	11924
Boone	WW	A3433	18690
Boone	63	A3434	7229
Boone	63NB	A3435	6604
Boone	63SB	A3436	4654
Boone	63NB	A3437	8256
Boone	63SB	A3438	8769
Boone	63	A3439	9994
Howard	40	G0544	10825
Callaway	F	A2297	68512

Total Lump Sum Price \$_____

MoDOT reserves the right to add additional bridge inspections in the future as a result of this RFP. Please price per hour/per square foot below.

Price per hour/per square foot \$_____

1st renewal option: Maximum increase per hour/square foot \$_____

1st renewal option: Maximum decrease per hour/square foot \$_____

2nd renewal option: Maximum increase per hour/square foot \$_____

2nd renewal option: Maximum decrease per hour/square foot \$_____

Signature

Date

Pricing Page Continued

Lump Sum Price for performing Ground Penetrating Radar (GPR) on all bridges listed:

County	Route	Bridge Number	Bridge Area/ Square Feet
Callaway	54	A4780	11804
Callaway	54	A4781	11804
Boone	WW	A3432	11924
Boone	WW	A3433	18690
Boone	63	A3434	7229
Boone	63NB	A3435	6604
Boone	63SB	A3436	4654
Boone	63NB	A3437	8256
Boone	63SB	A3438	8769
Boone	63	A3439	9994
Howard	40	G0544	10825
Callaway	F	A2297	6512

Total Lump Sum Price \$ _____

MoDOT reserves the right to add additional bridge inspections in the future as a result of this RFP. Please price per hour/per square foot below.

Price per hour/per square foot \$ _____

1st renewal option: Maximum increase per hour/square foot \$ _____

1st renewal option: Maximum decrease per hour/square foot \$ _____

2nd renewal option: Maximum increase per hour/square foot \$ _____

2nd renewal option: Maximum decrease per hour/square foot \$ _____

Signature

Date

Pricing Page Continued

Lump Sum Price for performing Infrared Thermography (IRT) and Ground Penetrating Radar (GPR) on all bridges listed:

County	Route	Bridge Number	Bridge Area/ Square Feet
Callaway	54	A4780	11804
Callaway	54	A4781	11804
Boone	WW	A3432	11924
Boone	WW	A3433	18690
Boone	63	A3434	7229
Boone	63NB	A3435	6604
Boone	63SB	A3436	4654
Boone	63NB	A3437	8256
Boone	63SB	A3438	8769
Boone	63	A3439	9994
Howard	40	G0544	10825
Callaway	F	A2297	6512

Total Lump Sum Price \$ _____

MoDOT reserves the right to add additional bridge inspections in the future as a result of this RFP. Please price per hour/per square foot below.

Price per hour/per square foot \$ _____

1st renewal option: Maximum increase per hour/square foot \$ _____

1st renewal option: Maximum decrease per hour/square foot \$ _____

2nd renewal option: Maximum increase per hour/square foot \$ _____

2nd renewal option: Maximum decrease per hour/square foot \$ _____

Signature

Date

EXHIBIT B
PROFESSIONAL AND ADMINISTRATIVE STAFF

BACKGROUND AND EXPERTISE

(Duplicate this page, or supply the information it requests, for each professional and administrative staff member who will be assigned to perform or supervise work under the Agreement.)

STAFF MEMBER

(Name) (Title or Position)

Specific Role in this Contract Work: _____

Experience/Previous Related Work Assignments: _____

Educational Qualifications: _____

Previous Government Experience: _____

References:

Name	Title	Address	Telephone
1.			
2.			
3.			

