



September 3, 2019

*Dear City Official:*

Re: Letter of Choice for City Bridge Inspection Contracts

The Oklahoma Department of Transportation (ODOT) has prequalified consulting firms to perform Local Government bridge safety inspections based on qualifications mandated by the National Bridge Inspection Standards (NBIS). It is anticipated the new routine Local Government bridge inspection contracts will start April 1, 2020 and extend to March 31, 2022. This will be a two year contract. A list of the prequalified inspection firms is provided. Funding will be 100% Federal funds. To comply with the National Bridge Inspection Standards and avoid federal-aid sanctions, all the Local Governments are required to do one of the following by **December 1, 2019**:

- (1) Select one of the consulting firms on the attached "Qualified Consultant List". You will be required to evaluate the Consultant's Letter of Interest (LOI) and the Consultant's response packet to determine which firms to interview. Please refer to the following web site:

<http://www.okladot.state.ok.us/projmgmt/off-system-bridge-inspection-consultants-2019-2020>

You must interview a minimum of three (3) firms and make your selection from the attached list of qualified inspection consultants. Phone interviews are acceptable, but we must have documentation from the interviews including who was on the committee, interview questions, and the ranking matrix that you had for the three (3) or more Consulting firms with their final composite scores. The interview committee must have three or more persons on it. Each member of the interview committee will need to sign a nondisclosure form (Please refer to the enclosures for a copy of this form).

- (2) You may elect to do bridge safety inspections with your own forces provided the bridge inspection teams and program manager are fully qualified as mandated by the NBIS (National Bridge Inspection Standards - please refer to attached NBIS requirements) and as approved by ODOT Bridge Division. Payment will be based on actual rates and payroll additive for benefits, etc., and vehicle mileage rates.
- (3) Use the same firm that the County selects.
- (4) Let ODOT select for you.

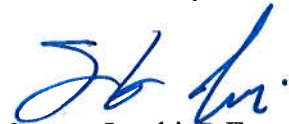
*You are respectfully requested to make your choice before **December 1, 2019**, by Resolution stating your choice as noted above. In order to obtain the required contract signatures, our April time line is very tight. It is critical that we receive your resolution in a timely manner. If we do not hear from you by December 1, 2019, we will make the selection for you. **Please note that, once you select your bridge inspection team, no changes can be made until the next contractual period.***

Please send one copy of your resolution to the appropriate field division office and one copy to the following address: **e-mail is preferred**

	Field Divisions	Contact/email
Rosana (Toney) Marshall	Div 1: (918) 687-5407	Kevin Arnold <a href="mailto:kwarnold@odot.org">kwarnold@odot.org</a>
Contract Administrator	Div 2: (580) 298-3371	Shane Miller <a href="mailto:SHMILLER@odot.org">SHMILLER@odot.org</a>
Procurement Division	Div 3: (580) 332-1526	Wendy Ross <a href="mailto:WRoss@odot.org">WRoss@odot.org</a>
Oklahoma Department of Transportation	Div 4: (580) 336-7340	Uriah Nichols <a href="mailto:UNichols@odot.org">UNichols@odot.org</a>
200 NE 21st Street	Div 5: (580) 323-1431	Mike Clanton <a href="mailto:MClanton@odot.org">MClanton@odot.org</a>
Oklahoma City, OK 73105-3204	Div 6: (580) 735-2561	Wayne Roesner <a href="mailto:WRoesner@odot.org">WRoesner@odot.org</a>
Fax: (405) 522-1804	Div 7: (580) 255-7586	Bryce Lawson <a href="mailto:blawson@odot.org">blawson@odot.org</a>
Email: <a href="mailto:RGToney@odot.org">RGToney@odot.org</a>	Div 8: (918) 838-9933	Bruce Martin <a href="mailto:BMartin@odot.org">BMartin@odot.org</a>

Once we receive your choice as noted above, the Department will contract with the consultant to do the bridge inspections. Please feel free to contact the Oklahoma Department of Transportation Field Division Office in your area or Shelly Williams [SLWilliams@ODOT.ORG](mailto:SLWilliams@ODOT.ORG) in Local Government Division at (405) 521-2553 or Walt Peters [wpeters@odot.org](mailto:wpeters@odot.org) or Wes Kellogg [WKellogg@odot.org](mailto:WKellogg@odot.org) in the Bridge Division at (405) 521-2606 with any questions you may have. When contacting the Field Divisions, ask for the County Bridge Coordinator.

Yours sincerely,



Steven Jacobi, P.E.  
Bridge Engineer

SJ/wp

Enclosures

cc:	Director	Field Division Engineers
	Chief Engineer	Procurement Division
	Director of Operations	Local Government Division
	Director of Engineering	FHWA
	County Bridge Coordinators	ACCO
	Prequalified Inspection Consultants	

## QUALIFIED Bridge Inspectors EC-2105

Prequalified Consultants	Contact	Office Phone	Cell Phone	E-mail Contact
Burgess & Niple, Inc.	Dale Poorman	(614) 459-2050	(614) 849-2278	<a href="mailto:dale.poorman@burgessniple.com">dale.poorman@burgessniple.com</a>
CEC Corporation	Aaron Finley	(405) 753-4620	(405) 651-0490	<a href="mailto:aaron.finley@connectcec.com">aaron.finley@connectcec.com</a>
CONSOR Engineers, LLC	Michael Dukes	(405) 757-2351	(864) 431-0572	<a href="mailto:mdukes@consoreng.com">mdukes@consoreng.com</a>
EST, Inc.	Bernie Holder	(903) 732-6374	(903) 227-1536	<a href="mailto:bernieh@estinc.com">bernieh@estinc.com</a>
Garver	Jason Langhammer	(918) 250-5922	(918) 510-3421	<a href="mailto:JCLanghammer@GarverUSA.com">JCLanghammer@GarverUSA.com</a>
Guy Engineering	Aaron Peck	(918) 437-0282	(918) 808-6547	<a href="mailto:aaron@guyengr.com">aaron@guyengr.com</a>
H. W. Lochner	Troy Travis	(405) 418-5891	(405) 249-5463	<a href="mailto:ttravis@hwlochner.com">ttravis@hwlochner.com</a>
Kimley-Horn and Assoc., Inc.	Leslie P. Bruce	(940) 937-3423	(806) 346-4803	<a href="mailto:Leslie.Bruce@kimley-horn.com">Leslie.Bruce@kimley-horn.com</a>
MKEC Engineering	Sri Koneru	(405) 842-8558	(405) 761-8620	<a href="mailto:skoneru@mkec.com">skoneru@mkec.com</a>
Olsson Associates	Colin Moran	(405) 242-6660	(405) 205-5230	<a href="mailto:cmoran@olsson.com">cmoran@olsson.com</a>
Walter P Moore	Brent Bolerjack	(405) 493-0502	(405) 394-0875	<a href="mailto:bbolerjack@walterpmoore.com">bbolerjack@walterpmoore.com</a>

Additional information pertaining to the consultants can be found at the following address:

<http://www.okladot.state.ok.us/projmgmt/off-system-bridge-inspection-consultants-2019-2020>

EC-2105, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES  
INTERVIEW PROCESS FORM  
CITY/COUNTY OF \_\_\_\_\_

Date: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Firm Name:	Firm Name:	Firm Name:
Rating	Rating	Rating
Q1		
Q2		
Q3		
Q4		
Q5		
Q6		
Q7		
Q8		
Total Points		

Interview Committee Members: (print names)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## EC-2105, OFF-SYSTEM BRIDGE INSPECTION SERVICES

### Example Interview Questions

1. What experience does your firm have inspecting different types of bridges in your area.
2. What ability and resources does your firm have to perform this type of work?
3. What documents will your firm provide upon completion of the inspections?
4. What quality assurance does your firm have to provide consistent accurate results?
5. How accessible is your firm to get in touch with?
6. What is your firms current work load?
7. How will your firm react to critical findings?
8. Why should we pick your Consultant Firm above the others?

Interviewers Name: \_\_\_\_\_

## **National Bridge Inspection Standards (NBIS) Requirements:**

**Program Manager:** Reference is made to 23 CFR Part 650 National Bridge Inspection Standards (NBIS): NBIS require that the program manager be a registered professional engineer, registered in Oklahoma. The program manager is responsible for oversight of the Local Government bridge safety inspection program. He or she must be qualified and approved by the ODOT Bridge Division to review inspection forms, calculate load ratings for posting and closing bridges, do scour studies and assessments, and make repair recommendations to the bridge owner. If the Local Government does not employ a qualified Professional Engineer, you may hire a consulting engineer under similar terms covered in choice (2) above for the Program Manager. Program Managers must participate in the Department's QC/QA training.

**Inspection Team:** The NBIS, FHWA, and / or ODOT require the following: The bridge inspection team consists of a Team Leader and an assistant, with the Team Leader having successfully completed a two-week FHWA approved comprehensive bridge inspection class plus one of the following:

- (1) Be a registered Professional Engineer registered in the State of Oklahoma.
- (2) Have a full five-year bridge safety inspection experience.
- (3) Have a NICET level III or IV in bridge safety inspection.
- (4) Have a bachelor's degree in engineering from accredited college or university, pass the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination, and have a minimum of two years of bridge inspection experience.
- (5) Have an associate's degree in engineering or engineering technology from an accredited college or university and four years of bridge inspection experience. The Team Leader must participate in the Department's QC/QA training.

The assistant team leader must have completed two-week FHWA approved comprehensive bridge inspection class **and/or** attend QC / QA bridge inspection training provided by the Department.

EXAMPLE RESOLUTION EC-2105

CONCERNING BRIDGE INSPECTION RESPONSIBILITY  
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH  
NATIONAL BRIDGE INSPECTION STANDARDS  
Bridge Inspection Contracts for April 1, 2020 to March 31, 2022

WHEREAS, the City of \_\_\_\_\_ has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of \_\_\_\_\_ has the following options:

- (1) Select one of ODOT's prequalified engineering firms.
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (3) Use the same consultant as \_\_\_\_\_ County.
- (4) Let ODOT make your selection.

Therefore, BE IT RESOLVED, by the City of \_\_\_\_\_ that it is their desire to select option #\_\_\_\_ and choose

Name \_\_\_\_\_  
Address \_\_\_\_\_

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

BY \_\_\_\_\_ CHAIRMAN

BY \_\_\_\_\_ MEMBER

BY \_\_\_\_\_ MEMBER

ATTEST: \_\_\_\_\_  
City Clerk

Number of City Bridges Provided for Your Information: Bridge is more than 20 feet along the centerline of the roadway.

	CITY_NAME	County	Number Br	Number Inspections	Field Div	POPULATION	Number Load Ratings	Snooper Required
1	Ada	Pontotoc	9	9	3	16,810	0	No
2	Altus	Jackson	10	10	5	19,813	0	No
3	Ardmore	Carter	18	20	7	24,283	1	No
4	Atoka	Atoka	7	8	2	3,107	5	No
5	Bartlesville	Osage & Washington	28	32	8	35,750	3	No
6	Bixby	Tulsa	7	7	8	20,884	2	No
7	Blanchard	Grady & McClain	8	9	7	7,670	3	No
8	Broken Arrow	Tulsa & Wagoner	84	94	1 & 8	98,850	2	No
9	Chandler	Lincoln	7	9	3	3,100	2	No
10	Chickasha	Grady	27	27	7	16,036	0	No
11	Choctaw	Oklahoma	23	27	4	11,146	0	No
12	Claremore	Rogers	10	10	8	18,581	0	No
13	Coweta	Wagoner	6	8	1	9,943	0	No
14	Del City	Oklahoma	22	32	4	21,332	0	No
15	Duncan	Stephens	33	39	7	23,431	1	No
16	Durant	Bryan	11	12	2	15,856	4	No
17	Edmond	Oklahoma	59	71	4	81,405	2	No
18	El Reno	Canadian	31	32	4	16,749	9	No
19	Elk City	Beckham	15	15	5	11,693	5	No
20	Enid	Garfield	74	76	4	49,379	47	No
21	Fairview	Major	11	13	6	2,579	1	No
22	Ft. Gibson	Muskogee	5	6	1	4,154	0	No
23	Grove	Delaware	5	5	8	6,623	4	No
24	Guthrie	Logan	12	14	4	10,191	0	No
25	Harrah	Oklahoma	8	11	4	5,095	2	No
26	Henryetta	Okmulgee	12	14	1	5,927	0	No
27	Jenks	Tulsa	12	12	8	16,924	1	No
28	Lawton	Comanche	91	95	7	96,867	14	No
29	Lone Grove	Carter	7	7	7	5,054	0	No
30	McAlester	Pittsburg	35	35	2	18,383	10	No
31	Miami	Ottawa	7	7	8	13,570	2	No
32	Midwest City	Oklahoma	24	30	4	54,371	17	No
33	Moore	Cleveland	27	27	3	55,081	17	No
34	Muskogee	Muskogee	19	23	1	39,223	2	No
35	Newcastle	McClain	7	7	3	7,685	2	No
36	Norman	Cleveland	77	82	3	110,925	15	No
37	Oklahoma City	Canadian, Clev, Okla	596	621	3 & 4	579,999	96	Yes
38	Okmulgee	Okmulgee	10	12	1	12,321	2	No
39	Owasso	Tulsa & Rogers	20	23	8	28,915	9	No
40	Piedmont	Canadian	12	12	4	5,720	4	No



41	Ponca City	Kay	17	19	4	25,387	1	No
42	Poteau	LeFlore	12	12	2	8,520	1	No
43	Sand Springs	Tulsa	7	9	8	18,906	0	No
44	Sapulpa	Creek	12	14	8	20,544	0	Yes
45	Shawnee	Pottawatomie	37	43	3	29,857	1	No
46	Stillwater	Payne	28	30	4	45,688	6	No
47	Tahlequah	Cherokee	25	25	1	15,753	14	No
48	The Village	Oklahoma	6	6	4	8,929	1	No
49	Tulsa	Osage, Tulsa, Wagoner	306	314	1 & 8	391,906	40	Yes
50	Tuttle	Grady	14	15	7	6,019	0	No
51	Weatherford	Custer	5	5	5	10,833	0	No
52	Yukon	Canadian	16	17	4	22,709	7	No



# OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

## Nondisclosure Statement for Evaluation Team

### Instructions

This form is to be completed by all Evaluation Team Members when deemed necessary. All statements should be maintained in the ODOT contract file.

### EC Number 2105 – Off-System Bridge Inspection Services

I hereby certify that I will not disclose or release any confidential information prior to award of the contract. Confidential information includes, but is not limited to, the contents of all proposals submitted in response to the referenced Engineering Contract and any analysis or evaluation thereof. I agree to disclose to the Director of Transportation or designee all contacts I have had with the below listed consultants. I agree to disqualify myself from participation in the evaluation team should the Director of Transportation or designee find any of said contacts that may be perceived as compromising my independent judgment in the evaluation process. I further agree and understand that failure to abide by the terms of this statement may subject me to other adverse actions.

### List of Consultants for Evaluation

- |   |  |
|---|--|
| 1. <u>Burgess &amp; Niple, Inc.</u>               | 2. <u>CEC Corporation</u>                  |
| 3. <u>Consor Engineers, LLC</u>                   | 4. <u>EST, Inc.</u>                        |
| 5. <u>Garver, LLC</u>                             | 6. <u>Guy Engineering Services, Inc.</u>   |
| 7. <u>H. W. Lochner</u>                           | 8. <u>Kimley-Horn and Associates, Inc.</u> |
| 9. <u>MKEC Engineering</u>                        | 10. <u>Olsson Associates</u>               |
| 11. <u>Walter P. Moore &amp; Associates, Inc.</u> |  |

Describe all current personal, business and/or government relationships between yourself or your family members and any of the consultants listed above. Include in your comments, the name of the consultant and a brief description of the nature of the relationship.

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

*The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma.*  
**AN EQUAL OPPORTUNITY EMPLOYER**