



OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N.E. 21st Street
Oklahoma City, OK 73105-3204

10/17/12 RES

October 4, 2012

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 in April 2013 and extend to April 2016. This will be a three year contract. A list of the prequalified inspection firms is provided. Funding will be 100% Federal funds (20% Federal funds designated to State Government and 80% Federal funds designated to Local Governments). All Federal funding will be arranged by our Local Government Division. 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 31, 2012**:

- (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_2012/

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). Payment will be based on actual rates and payroll additive for benefits, etc., and vehicle mileage rates.
- (3) Make an agreement with the County and have the County inspection firm include your bridges with their bridges. There is no obligation for the county to maintain city roads or bridges, but the county and city may make their own agreements if they desire to use the same bridge inspection consultant. However, if you do this, we must have a letter attached to your resolution signed by all three (3) County Commissioners stating that they are willing to cover the additional cost for and Federal local match resulting from including the city bridge inspections with the County. Even if you reimburse the county for the additional cost of the local matching funds, we must have the signed letter from the County Commissioners stating their willingness to include the city bridges with their own.

*You are respectfully requested to make your choice before **December 31, 2012**, by Resolution stating your choice of 1, 2, or 3 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. **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:

*Mr. Bob Rusch, P.E., Bridge Engineer
Oklahoma Department of Transportation
Bridge Division
200 NE 21st Street, Room 2-B3
Oklahoma City, OK 73105-3204
Fax: (405) 522-0134
Email: rtenant@odot.org*

*Div 1: (918) 687-5407
Div 2: (580) 298-3371
Div 3: (580) 332-1526
Div 4: (580) 336-7340
Div 5: (580) 323-1431
Div 6: (580) 735-2561
Div 7: (580) 255-7586
Div 8: (918) 838-9933*

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 Shannon Sheffert in Local Government Division at (405) 521-2553 or Walt Peters or Wes Kellogg 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,


Robert J. Rusch, P.E.
Bridge Engineer

RJR/wp

Enclosures

cc: Director
Chief Engineer
Director of Operations / Asst Chief Engr
Director Preconstruction / Asst Chief Engr
County Bridge Coordinators
Prequalified Inspection Consultants

Field Division Engineers
Project Management Division
Local Government Division
FHWA
ACCO