Introduction

The Iowa Department of Transportation’s Office of Materials is interested in Certified Welding Inspection Services Consultants to provide Certified Welding Inspectors (CWI) with Non-Destructive Testing (NDT) Welding experience for work on multiple fabrication projects at various locations throughout the United States. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Iowa Department of Transportation Materials Office is seeking the professional services of a consultant to assist in the steel fabrication inspection of various projects in support of our construction program. The fabrication inspector shall be able to physically perform structural steel inspection within the confines of a steel fabrication facility. Inspectors must have and maintain a Certified Welding Inspection certificate and within two weeks of project assignment be able to thoroughly read, study, understand and be totally familiar with the Iowa DOT Standard Specifications, supplemental specifications (GS-09003, IM (Instructional Memorandums), Volume III and the AWS D 1.5-2002, Welding Code. The CWI must also be able to provide Certified Welding Inspection services, monitor welding, welders and weld procedures. The Inspector will monitor the work associated with the cutting, drilling, prepping, welding, bolting, heating (cambering), non-destructive testing (NDT), assembly, blasting and painting (if applicable), handling and loading of the steel. The inspector will perform inspection in accordance to the AWS D1.5 Structural Welding Code Steel, Standard Operating Procedures and the contract documents.

(a)- posted by the welding station and
(b)- make sure that the welders are certified/qualified to the position that they are welding.
(c)- Fracture Critical Inspection in accordance with AWS D1.5

1- Be able to work cooperatively with fabricators and Iowa DOT to ensure fabrication compliance and assist in scheduled progress of the fabrication of this project.
2- NDT-Proficiency. Certification/proficiency in UT, RT, VT, PT & MT. The NDT certification should be not less than level II-certification.
3- Proficiently and effectively perform Radiography Film Interpretation (RT-radiographic testing).
4- Maintain daily and weekly diary.
5- Be able to work closely with the Iowa DOT Materials Office and with the Iowa DOT-Structural Fabrication personnel.

**Project Scope**

The consultant shall provide the names, CWI certificate, NDT qualifications and availability of at least three CWI’s for consideration for this contract. While we would expect some conflicts with individual schedules, we would like to ensure that we maintain assurance that we can utilize fully certified and experienced inspectors that can perform the following duties.

Duties expected of the consultants CWI include the following services:

1- Check fit-ups, burning and/or cutting.

2- Witness and monitor all of the required Non-Destructive Testing (UT, RT, VT, PT, & MT).

3- Radiographs Film Interpretation, provide comments, accept and/or reject if films are not readable or clear and discuss with IA. DOT Inspector, fill-out Form 193 and send it to AMES – Central Materials.

4- View and interpret all X-Rays, Monitor the X-Ray Technicians.

5- Record all Heat Numbers, Widths and Thicknesses of all structural steel incorporated into the project.

6- Maintain BRIEF and Not Detailed Diary, and share with the Iowa DOT Inspector.

7- Perform coatings inspection services.

8- The inspections can be scheduled following contractual agreement and coordination with the fabricator. CWI will inspect on a mutually agreed upon schedule. (may involve second shift)

9- Perform the inspection work in accordance with the contract documents.

10- Obtain and examine approved shop drawings, approved welding procedures and prefabrication meeting minutes (if available).

11- Review fabricator welder certifications, CWI certifications and NDT certifications.

12- Obtain and review material test reports (MTRs) for conformance to project specifications. Document traceability of main member materials.
13- Perform quality assurance (QA) inspections to confirm that the shop is fabricating material in accordance with the project specifications, and that the fabricator’s quality control (QC) is effectively controlling the work.

14- Perform periodic and final visual inspection.

15- After loading and immediately prior to shipping, stamp the acceptable members.

16- The inspector will be outfitted with his own personal protective equipment including hard hat, ear protection and safety glasses.

17- The inspector will write a daily inspection report to document the activities and findings as witnessed during his presence at the job site. The report will be available to the Iowa DOT, but should be within three days of submitting the reports at the end of each week.

18- The Iowa DOT expects the fabrication shops to maintain proper and safe access to the items to be inspected by the CWI and its IOWA DOT inspectors. The Iowa DOT will provide the contract plans, specifications, shop drawings, material test reports and other reports if needed.

19- Call daily to the Iowa DOT- Structural Fabrication Section. Brief the DOT-Inspector on potential or pending Issues. Make and be able to implement corrective actions with minimal supervision, but with full communication.

20- The CWI is considered the lead Inspector on the fabrication process, all problems, issues, non-conformances MUST BE BROUGHT-UP TO THE ATTENTION OF THE Structural Fabrication Section of the Iowa DOT, so that we can ensure that corrective action is taken promptly in accordance with the Iowa DOT-requirements.

The consultant’s CWI shall be able to travel as necessary. Costs associated directly as a result of this contract will be reimbursable.

**Contract Information**

The Department anticipates that the selection process will be completed by June 15, 2012. Negotiation with the top selected consultant will commence shortly thereafter. The selected consultant will perform on-call assignments for three years. It is anticipated that a Cost plus Fixed Fee payment method will be utilized.

There is no specific allocated dollar amount dedicated or assigned to this work, and expenditures will vary dependent upon the number and magnitude of work assignments over the three year duration. The Department will not guarantee a set amount of work or contract value for these services.
General Requirements

The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Work under this contract will require prequalification in work category 330 – Structures Fabrication Inspection. Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the contract. Details regarding prequalification are available at the Consultant Utilization webpage, http://www.prof-tech-consultant.dot.state.ia.us/.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBE’s) and Targeted Small Businesses (TSB’s) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. A list of certified DBE firms may be found at http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm. A list of TSB firms may be found at https://dia.iowa.gov/ksb/.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criterion.

Personnel Qualifications (30%)

1. Provide a brief resume for the CWI’s available for performing the inspections at the fabrication shops. Resume should include past and present experience.
2. CWI Certification and Certification Number.
3. NDT knowledge and experience. This may include the following: UT, RT, VT, PT & MT. List any ASNT certifications.
4. Radiography Film Interpretation (RT-radiographic testing)

Staff Experience (30%)

1. Experience with structural steel inspections.
2. Experience performing steel bridge inspections.
3. Experience working with state DOT agencies.
4. Must be familiar, or able to become familiar within two weeks, with the IDOT specifications and IM requirements dealing with steel fabrication.
5. Experience with ASW D1.5.
Communication (20%)

1. Must be able to maintain daily and weekly diary.
2. Work closely with the IDOT inspectors, with the Iowa DOT inspector being the lead authority on the fabrication process.
3. Must be able to describe / communicate and implement / enforce corrective actions for non-compliant fabrication.

Mobility / Availability (20%)

1. The fabrication inspector shall be able to physically perform structural steel inspection within the confines of a steel fabrication facility.
2. The firm must be able to work on multiple fabrication projects at various locations throughout the United States.

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. Include your firm’s approach to addressing the identified tasks, your understanding of the project’s scope, key issues and relevancy to Iowa’s transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
6. The location of the office where the majority of work will be performed.
7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
8. Include a statement that the consultant will meet the DBE goal. If the consultant can not
meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is **7 megabytes**.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to william.dotzler@dot.iowa.gov. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received by 3:00 pm on Tuesday, May 15, 2012.

Any questions regarding this RFP shall be submitted via email to william.dotzler@dot.iowa.gov. Any questions about this RFP must be received by noon on Tuesday, May 8, 2012. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, [http://www.prof-tech-consultant.dot.state.ia.us](http://www.prof-tech-consultant.dot.state.ia.us).

**Any proposal not complying with all requirements stated in the RFP may not be accepted.**

**Public Records Law**

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

**Statement of Non-Discrimination**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If
you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency's affirmative action officer at 800-262-0003.