



August 16, 2021

*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, 2022 and extend to March 31, 2024. 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 **November 19, 2021**:

- (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:

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2021-2022/>

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 **November 19, 2021**, 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 **November 19, 2021**, 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 district office and one copy to the following address: *e-mail is preferred*

<b>Contract Administrator</b>	<b>Field Divisions</b>	<b>Contact/Email</b>
Melanie Price Procurement Division Oklahoma Dept. of Transportation 200 NE 21 <sup>st</sup> Street Oklahoma City, OK 73105-3204 Phone: (405) 209-5629 <a href="mailto:MPrice@odot.org">MPrice@odot.org</a>	Dis 1: (918) 687-5407	Kevin Arnold <a href="mailto:kwarnold@odot.org">kwarnold@odot.org</a>
	Dis 2: (580) 298-3371	Shane Miller <a href="mailto:SHMILLER@odot.org">SHMILLER@odot.org</a>
	Dis 3: (580) 332-1526	Matthew Blakeslee <a href="mailto:mblakeslee@odot.org">mblakeslee@odot.org</a>
	Dis 4: (580) 336-7340	Steven Gauthé <a href="mailto:SGauthé@odot.org">SGauthé@odot.org</a>
	Dis 5: (580) 323-1431	Mike Clanton <a href="mailto:MClanton@odot.org">MClanton@odot.org</a>
	Dis 6: (580) 735-2561	Wayne Roesner <a href="mailto:WRoesner@odot.org">WRoesner@odot.org</a>
	Dis 7: (580) 255-7586	Dustin Vaughan <a href="mailto:dvaughan@odot.org">dvaughan@odot.org</a>
	Dis 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,



Justin C. Hernandez, P.E.  
Bridge Engineer

JH/wp

Enclosures

cc: Director  
Chief Engineer  
Director of Operations  
Director of Engineering  
County Bridge Coordinators  
Prequalified Inspection Consultants

Field District Engineers  
Procurement Division  
Local Government Division  
FHWA  
ACCO

## QUALIFIED Bridge Inspectors For CI-2337

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	Dylan Lewis	Please use cell phone number	(405) 315-0963	<a href="mailto:dlewis@consoreng.com">dlewis@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>

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

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2021-2022/>

**CI-2337 OFF-SYSTEM BRIDGE INSPECTION SERVICES**  
**INTERVIEW PROCESS FORM**  
**CITY OF LAWTON**

Date: Monday, September 27, 2021

Interviewer names: #1: Joseph Painter, P.E.

#2: Sneha Dongre

#3: Shivani Rani

Questions	EST, Inc.			CONSOR Engineers, LLC			Guy Engineering		
	Interviewer			Interviewer			Interviewer		
	#1	#2	#3	#1	#2	#3	#1	#2	#3
Q1	5.0	5.0	5.0	1.0	1.0	1.0	5.0	5.0	5.0
Q2	5.0	5.0	5.0	1.0	1.0	1.0	3.0	3.5	4.0
Q3	5.0	5.0	5.0	1.0	1.0	1.0	5.0	5.0	5.0
Q4	5.0	5.0	5.0	1.0	1.0	1.0	3.0	4.0	4.0
Q5	5.0	5.0	5.0	1.0	1.0	1.0	3.0	4.0	4.5
Q6	5.0	5.0	5.0	1.0	1.0	1.0	3.5	3.0	3.0
Q7	5.0	5.0	5.0	1.0	1.0	1.0	4.0	4.0	5.0
Q8	5.0	5.0	5.0	1.0	1.0	1.0	5.0	5.0	4.5

Sub Total	40.0	40.0	40.0	8.0	8.0	8.0	31.5	33.5	35.0
Total Points	120.0			24.0			100.0		

Rating system used: Based on the skills-  
1: No evidence of competence  
2: Marginal  
3: Adequate  
4: Good  
5: Excellent

Comments: No presentation from CONSOR Engineers, LLC

## CI-2337, 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 for CI-2337

CONCERNING BRIDGE INSPECTION RESPONSIBILITY  
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH  
NATIONAL BRIDGE INSPECTION STANDARDS  
Bridge Inspection Contracts for April 1, 2022 to March 31, 2024

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 \_\_\_\_\_, 2021

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

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

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

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

## Cities Qualifying for a Bridge Inspection Contract

	CITY_NAME	County	District	Number Bridges	Total Inspections	Bridges Requiring Load Ratings	Population	Snooper Required
1	Ada	Pontotoc	3	9	9	0	17,239	No
2	Altus	Jackson	5	10	10	2	18,162	No
3	Ardmore	Carter	7	19	21	1	24,769	No
4	Atoka	Atoka	2	7	8	1	3,033	No
5	Bartlesville	Osage & Washington	8	27	29	17	36,605	No
6	Bixby	Tulsa	8	7	7	4	20,884	No
7	Blanchard	McClain	3	8	9	4	7,670	No
8	Broken Arrow	Tulsa & Wagoner	1 & 8	84	85	53	111,648	No
9	Chandler	Lincoln	3	7	8	1	3,080	No
10	Chickasha	Grady	7	27	27	7	16,372	No
11	Choctaw	Oklahoma	4	23	25	7	12,768	No
12	Claremore	Rogers	8	10	10	5	18,927	No
13	Collinsville	TULSA	8	7	7	1	7,540	No
14	Coweta	Wagoner	1	6	6	0	10,206	No
15	Del City	Oklahoma	4	23	27	12	21,638	No
16	Duncan	Stephens	7	33	36	26	22,259	No
17	Durant	Bryan	2	14	15	0	19,157	No
18	Edmond	Oklahoma	4	59	65	4	95,346	No
19	El Reno	Canadian	4	32	33	7	20,596	No
20	Elk City	Beckham	5	18	18	7	11,354	No
21	Enid	Garfield	4	74	75	20	49,542	No
22	Fairview	Major	6	9	10	4	2,579	No
23	Ft. Gibson	Muskogee	1	5	6	2	3,933	No
24	Grove	Delaware	8	5	5	0	7,184	No
25	Guthrie	Logan	4	10	10	2	11,800	No
26	Harrah	Oklahoma	4	8	9	2	6,627	No
27	Henryetta	Okmulgee	1	12	13	4	5,503	No
28	Jenks	Tulsa	8	13	13	11	24,257	No
29	Lawton	Comanche	7	92	93	2	93,164	No
30	Lone Grove	Carter	7	7	7	2	5,190	No
31	McAlester	Pittsburg	2	35	35	9	17,788	No
32	Miami	Ottawa	8	7	7	1	12,947	No
33	Midwest City	Oklahoma	4	24	31	3	57,591	No
34	Moore	Cleveland	3	27	27	1	63,102	No
35	Muskogee	Muskogee	1	21	23	3	36,831	No
36	Newcastle	McClain	3	7	7	4	11,347	No
37	Norman	Cleveland	3	75	79	3	125,762	No
38	Oklahoma City	Canadian, Clev, Okla	3 & 4	599	612	210	793,492	Yes
39	Okmulgee	Okmulgee	1	10	10	6	11,615	No
40	Owasso	Tulsa & Rogers	8	22	22	9	37,241	No
41	Piedmont	Canadian	4	12	12	4	5,720	No
42	Ponca City	Kay	4	17	17	0	25,387	No
43	Poteau	LeFlore	2	11	11	0	8,520	No
44	Sand Springs	Tulsa & Osage	8	7	8	2	20,017	No
45	Sapulpa	Creek	8	12	12	1	21,349	Yes
46	Seminole	Seminole	3	5	5	3	7,035	No
47	Shawnee	Pottawatomie	3	38	41	15	31,555	No
48	Stillwater	Payne	4	30	31	2	50,306	No
49	Tahlequah	Cherokee	1	24	24	7	16,998	No
50	The Village	Oklahoma	4	6	6	5	9,639	No
51	Tulsa	Osage, Tulsa, Wagoner	1 & 8	307	314	184	403,166	Yes
52	Tuttle	Grady	7	14	15	13	7,634	No
53	Weatherford	Custer	5	5	5	3	11,901	No
54	Yukon	Canadian	4	16	17	7	28,793	No





## 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: 2337 – 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>Conzor Engineers, LLC</u>     | 4. <u>EST, Inc.</u>                      |
| 5. <u>Garver, LLC</u>               | 6. <u>Guy Engineering Services, 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

Joseph Painter, P.E.  
Printed Name

\_\_\_\_\_  
Date

Director of Engineering  
Printed Title



## 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.

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Evaluator Signature

Sneha Dongre

Printed Name

10-11-2021

Date

Associate Civil Engineer

Printed Title



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Evaluator Signature

Shivani Rani  
Printed Name

10/11/2021  
Date

Civil Engineer  
Printed Title