

August 16, 2021

*Board of County Commissioners*

Dear Commissioners:

Re: Letter of Choice for County 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 and circuit engineering districts 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) Choose a Circuit Engineering District if there is one available in your area. *No interviews are required if you use a Circuit Engineering District.*
- (2) 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).

- (3) 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). For your information we have attached a copy of the NBIS requirements. Payment would be based on actual rates and payroll additive for benefits, etc., and vehicle mileage rates. You will need to provide the Department the qualifications of your team leader, assistant team leader, and program manager which will be subject to Department approval.
- (4) Let ODOT make the selection for you.

*You are respectfully requested to make your choice before **November 19, 2021**, by Resolution stating your choice of 1, 2, 3, or 4 above. In order to obtain the required contract signatures, our April 2022 time line is*

Very tight. It is critical that we receive your resolution in a timely manner. The entire county should go with one (1) engineering firm or one (1) engineering circuit district. **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>
<b>Melanie Price</b> 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>

The county is responsible for bridge inspections in the cities under their jurisdiction that have less than five (5) bridges (Okla. Dept. Of Trans. Policy) or which have a population less than 2,500 (State Statute). Some cities with populations between 2,500 and 5,000 have existing agreements on file at ODOT making the County responsible for the bridge inspections. For your information, we are enclosing a list of the cities and their populations.

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 District 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 District, ask for the County Bridge Coordinator.

Yours sincerely,



Justin C. Hernandez, P.E.  
 Bridge Engineer

JH/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 | Circuit Engineering Districts 2, 3, 4, 7, and 8 |

## 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>

Prequalified Circuit Engineering Districts	Contact	Office Phone	Cell Phone	E-mail
Circuit Engineering District No. 2	Scott Brians	(918) 682-2125	(918) 857-6433	<a href="mailto:scott@eoced2.com">scott@eoced2.com</a>
Circuit Engineering District No. 3	Jimmy Watson	(580) 326-9191	(580) 430-5078	<a href="mailto:jwatsonced3@gmail.com">jwatsonced3@gmail.com</a>
Circuit Engineering District No. 4	David Hendricks	(405) 214-0058	(580) 559-9280	<a href="mailto:davidh@okced4.us">davidh@okced4.us</a>
Circuit Engineering District No. 7	John Northup	(580) 323-8685	(580) 309-0004	<a href="mailto:john.northup@ced-7.org">john.northup@ced-7.org</a>
Circuit Engineering District No. 8	Donnie Head	(580) 327-2278	(580) 430-5057	<a href="mailto:dhead@ced8.org">dhead@ced8.org</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/>

**Note: Circuit Districts work for counties. In cases where the County selects a Circuit District, Cities will have the option of using the same selection as the County which would allow the City to use the Circuit District unless the County has objections.**

# CI-2337, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES

## INTERVIEW PROCESS FORM

CITY/COUNTY OF \_\_\_\_\_

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

Interviewer Signature: \_\_\_\_\_

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

Interview Committee Members: (print names)

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

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

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

# 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 select a consulting engineer under similar terms covered in choice (2) above for the Program Manager or when there is a qualified Circuit Engineering District in your area, you may use the Program Manager from the Circuit Engineering District – choice (1) above. 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.

**Assistant Team Leader:** 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.

RESOLUTION

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 Board of Muskogee County Commissioners has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the Board of Muskogee County Commissioners have the following options:

- (1) Choose a Circuit Engineering District if there is one available in our area.
- (2) Select one of ODOT's prequalified engineering firms.
- (3) 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).
- (4) Let ODOT make the selection.

Therefore, BE IT RESOLVED, by the Board of Muskogee COUNTY COMMISSIONERS that it is their desire to select option # 1 and choose

<u>Name</u>	<u>CED2</u>
<u>Address</u>	<u>P.O. Box 2366 Muskogee, OK 74402</u>

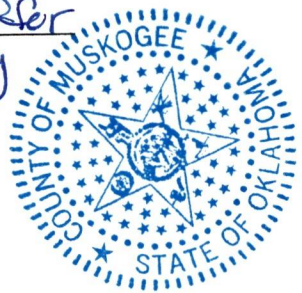
as the engineer responsible for county bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this 13 day of Sept., 2021

BOARD OF Muskogee COUNTY COMMISSIONERS

BY *Keith Hylton* CHAIRMAN  
BY *Kenneth* MEMBER  
BY *Randy* MEMBER

ATTEST: *Shirley Hammer*  
County Clerk *Polly Irving*







**Counties:**

	County	Number Bridges	Number Inspections	Number Load Ratings	Field Dis		County	Number Bridges	Number Inspections	Number Load Ratings	Field Dis
1	ADAIR	94	99	47	1	40	LEFLORE	239	261	50	2
2	ALFALFA	322	357	90	6	41	LINCOLN	352	366	37	3
3	ATOKA	143	143	9	2	42	LOGAN	214	244	77	4
4	BEAVER	139	145	44	6	43	LOVE	62	62	4	7
5	BECKHAM	169	171	84	5	44	MCCLAIN	117	124	40	3
6	BLAINE	233	240	90	5	45	MCCURTAIN	163	179	17	2
7	BRYAN	169	175	33	2	46	MCINTOSH	93	97	64	1
8	CADDO	326	376	142	7	47	MAJOR	208	234	102	6
9	CANADIAN	171	179	27	4	48	MARSHALL	49	51	1	2
10	CARTER	204	210	52	7	49	MAYES	123	147	91	8
11	CHEROKEE	122	125	53	1	50	MURRAY	57	58	24	7
12	CHOCTAW	140	141	15	2	51	MUSKOGEE	175	202	56	1
13	CIMARRON	45	48	13	6	52	NOBLE	197	212	71	4
14	CLEVELAND	61	61	13	3	53	NOWATA	84	91	57	8
15	COAL	97	109	26	3	54	OKFUSKEE	158	165	9	3
16	COMANCHE	277	291	49	7	55	OKLAHOMA	97	98	49	4
17	COTTON	113	116	29	7	56	OKMULGEE	192	217	43	1
18	CRAIG	102	111	72	8	57	OSAGE	237	256	145	8
19	CREEK	226	263	88	8	58	OTTAWA	160	179	104	8
20	CUSTER	260	266	168	5	59	PAWNEE	106	115	58	8
21	DELAWARE	98	108	76	8	60	PAYNE	252	264	104	4
22	DEWEY	136	137	54	5	61	PITTSBURG	206	213	4	2
23	ELLIS	107	110	31	6	62	PONTOTOC	182	184	109	3
24	GARFIELD	388	456	97	4	63	POTTAWATOMIE	257	275	117	3
25	GARVIN	237	249	34	3	64	PUSHMATAHA	117	131	52	2
26	GRADY	279	302	176	7	65	ROGER MILLS	102	102	22	5
27	GRANT	503	550	116	4	66	ROGERS	118	120	66	8
28	GREER	200	209	176	5	67	SEMINOLE	212	230	67	3
29	HARMON	76	76	71	5	68	SEQUOYAH	108	109	21	1
30	HARPER	79	82	24	6	69	STEPHENS	267	274	141	7
31	HASKELL	123	125	5	1	70	TEXAS	70	70	7	6
32	HUGHES	158	168	97	3	71	TILLMAN	211	237	129	5
33	JACKSON	232	237	156	5	72	TULSA	177	189	47	8
34	JEFFERSON	101	105	17	7	73	WAGONER	101	114	59	1
35	JOHNSTON	101	104	52	3	74	WASHINGTON	146	157	9	8
36	KAY	270	294	93	4	75	WASHITA	299	312	105	5
37	KINGFISHER	261	282	90	4	76	WOODS	252	276	63	6
38	KIOWA	354	371	198	5	77	WOODWARD	98	104	47	6
39	LATIMER	140	140	23	2						

### 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

## Cities with less than 5 bridges

	CITY_NAME	County	District	Number Bridges	Total Inspections	Bridges Requiring Load Ratings	Population	Snooper Required
1	BETHANY	Oklahoma	4	3	3	1	19,195	No
2	BLACKWELL	KAY	4	4	4	1	6,526	No
3	BROKEN BOW	MCCURTAIN	2	1	1	1	4,089	No
4	CATOOSA	ROGERS	8	2	2	0	6,901	No
5	CHECOTAH	MCINTOSH	1	2	2	0	3,075	No
6	CLINTON	CUSTER	5	4	4	3	8,947	No
7	DRUMRIGHT	CREEK	8	4	4	0	2,752	No
8	EUFAULA	MCINTOSH	1	1	1	0	2,838	No
9	GLENPOOL	TULSA	8	4	4	0	14,027	No
10	HOBART	KIOWA	5	3	3	2	3,435	No
11	IDABEL	MCCURTAIN	2	4	4	2	6,876	No
12	MANGUM	GREER	5	2	2	2	2,690	No
13	MARIETTA	LOVE	7	1	1	0	2,751	No
14	MARLOW	STEPHENS	7	2	2	1	4,417	No
15	MULDROW	SEQUOYAH	1	1	1	0	3,279	No
16	NOBLE	CLEVELAND	3	3	3	0	7,250	No
17	NOWATA	NOWATA	8	4	4	3	3,544	No
18	PAULS VALLEY	GARVIN	3	3	3	0	6,100	No
19	PAWHUSKA	OSAGE	8	2	2	2	3,371	No
20	PERRY	NOBLE	4	3	3	0	4,832	No
21	SKIATOOK	TULSA	8	1	1	0	8,110	No
22	STILWELL	ADAIR	1	4	4	3	4,010	No
23	SULPHUR	MURRAY	7	1	1	1	4,990	No
24	TECUMSEH	POTTAWATOMIE	3	4	4	3	6,641	No
25	TISHOMINGO	JOHNSTON	3	3	3	2	2,997	No
26	TONKAWA	KAY	4	1	1	0	2,958	No
27	VINITA	CRAIG	8	2	2	2	5,306	No
28	WARR ACRES	OKLAHOMA	4	4	4	0	10,088	No
29	WATONGA	BLAINE	5	2	2	1	2,842	No
30	WEWOKA	SEMINOLE	3	1	1	0	3,219	No
31	WOODWARD	WOODWARD	6	3	5	0	11,876	No

## Cities Inspected with County by Agreement - Inspection Report goes to County

	CITY_NAME	County	District	Number Bridges	Total Inspections	Bridges Requiring Load Ratings	Population	Snooper Required
1	HEALDTON	Oklahoma	4	5	5	2	2,693	No
2	JONES	KAY	4	11	11	3	3,223	No
3	MCCLOUD	MCCURTAIN	2	2	2	0	4,800	No
4	NEW CORDELL (CORDELL)	ROGERS	8	4	5	0	2,708	No
5	NICHOLS HILLS	MCINTOSH	1	3	3	3	3,955	No
6	SAYRE	CUSTER	5	1	1	0	4,435	No
7	SPENCER	CREEK	8	2	2	2	3,959	No

**Notes: All truss bridges and fracture critical bridges have been excluded from this contract. Truss bridges are included on the Truss and Fracture Critical Contract. All populations are based on estimated 2020 census. Pedestrian and utility bridges that require clearance inspections only are included. Number of City bridges provided for Your Information. A Bridge is defined as more than 20 feet along the centerline of the roadway.**

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## 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

\_\_\_\_\_  
Date

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

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