# NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number S-125-14

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest and a current resume of qualifications from all interested consulting firms experienced in providing **Structural Steel Inspection, Prestressed/Precast Concrete Inspection**, and other related materials testing on an on-call basis necessary for materials inspection and testing services for various projects. Requested services include, but are not limited to:

- Shop inspection of structural and miscellaneous steel,
- Special inspection of welding (non-destructive testing),
- Inspection of fabrication of sign structures, and signs,
- Casting inspection of prestressed/precast concrete products,
- Sampling and testing of various other materials associated with highway and bridge construction.

The proposed solicitation will span a three (3) year time frame. The SCDOT will select up to three (3) firms with a maximum award amount of up to $250,000/firm. Consultants will be evaluated and ranked based on their score during the selection process. Consequently, work under each On-Call will initially be assigned based on the consultant's ranking. Once the list has been exhausted, work will then be assigned to best maintain equity in the value of work unless an exception is approved. Exceptions are warranted when specialized experience or knowledge to specific project is required and will require justification (see supplemental information). The work may be conducted at locations in South Carolina as well as at locations throughout the US.

Supplemental information associated with this solicitation is located at the following link: http://www.scdot.org/doing/constructionLetting_Services.aspx.

For questions, please contact the SCDOT Contracting Officer, Roberta Mack, at (803) 737-1256 or via email at Mackrb@scdot.org. Electronic Submissions are due no later than 2:00 PM, December 17, 2013.

**SCDOT SCOPE OF SERVICES (PRELIMINARY)**
**INSPECTION AND TESTING SERVICES FOR CONCRETE AND STEEL ITEMS**

I. GENERAL

The consultant shall provide "on call" inspection and testing services for various materials used in bridge and road construction. The inspection to be performed under this agreement shall conform to the latest edition of the South Carolina Department of Transportation's Standard Specifications for Highway Construction, the Special Provisions, and the plans for the specific project, as applicable. The Inspection Agency shall conduct mill inspections when authorized using both South Carolina Department of Transportation (hereafter referred to as the Department) plans and approved shop plans as the basis of inspection. In case of discrepancy between the two, such discrepancy should be resolved to the satisfaction of the Department before continuing. Inspection Agency personnel performing inspection under this agreement shall be familiar with the material being inspected, Department specifications and testing requirements for the material, and otherwise appropriately qualified as defined by the Department to perform such inspection or testing.

**Federal regulations involving test results used for acceptance of materials now requires that qualified laboratories obtain the results. Consequently, maintenance of AASHTO accreditation (or access to accredited laboratories) in the testing of aggregates, portland cement concrete, reinforcing steel, and the physical and chemical testing of hydraulic cement is required in most circumstances.**

II. MILL INSPECTION OF STRUCTURAL STEEL, STEEL CASTINGS, BRIDGE MACHINERY PARTS, OR MISCELLANEOUS ITEMS

When the Department so requests, the Inspection Agency shall provide mill inspection for structural steel, steel castings, bridge machinery parts or miscellaneous items. The mill inspection shall include, but not be limited to, the following:

For structural steel, the Agency's mill inspector shall observe the physical tests of each heat, including both bend and tensile tests and shall see that properly sampled materials are taken to the mill chemical laboratory for analysis. During the physical test, the Agency's mill inspection shall determine that the testing machine is operated properly and that the specified speed is maintained throughout the test. When the shapes have been rolled and reach the straightening table, the Agency's mill inspector shall examine the members for straightness and surface defects, marking such pieces that can be repaired and rejecting those pieces that are irreparable. The Agency's mill inspector shall check all pieces accepted to assure that the grade of steel is identified properly.

On all pieces, the Agency's mill inspector shall make visual inspection of surfaces for the following items before acceptance:

- Voids
- Kinks
- Bends
- Out of square
- Off center webs
- Laps
- Any detrimental marks caused by rollers which are worn or have scale adhering to their surface
- Other defects that would cause the steel sections to fail to meet the requirements of AASHTO/ASTM Specifications as applicable

For steel castings, bridge machinery, or miscellaneous items, the Agency's mill inspector shall inspect all items for compliance with the applicable specifications. For castings, each casting shall be given a critical visual inspection to determine if shrinkage or cooling cracks exist. Castings shall be free from injurious defects when accepted. Minor defects such as blow holes, sand pockets, surface voids, and other surface defects may be repaired by chipping, welding, and grinding. Defects will be considered minor when depth of cavity required for welding is not greater than 20% of the component thickness in the area of the defect but not greater than one inch for any thickness. Components with major defects will not be repaired or accepted. All areas to be repaired shall be inspected by the inspector after preparation and before welding begins. The Agency's mill inspector will place his official stamp on all accepted components.

The Inspection Agency shall furnish to the Department's Materials and Research Engineer 4 copies of a mill inspection report on standard printed forms. The report shall properly identify the following items:

- Grade of steel
- Applicable specification designation
- Both physical and chemical properties of each heat from which the steel sections were rolled
- Number, type, and size pieces approved from each heat
- Department of Transportation file number
- Mill name and the consignee along with the source mill test reports for each and all heat numbers from which components were accepted.

The Inspection Agency shall furnish inspection reports weekly. Each report shall fully document the work performed at the mill by description and attachments with reference to daily activities. A weekly report for each Department of Transportation file number shall be prepared. Where two or more reports are prepared for a given file number, they shall be numbered in succession with the quantities of tons (where practical) carried forward from one report to the next. Each report shall indicate an approximate percent value for the amount of work that is complete at the time of reporting with the final report so indicating "final." The Inspection Agency manager shall sign all weekly mill inspection reports. Compensation for these services shall be at the agreed upon rate.

## III. SHOP INSPECTION OF FABRICATION OF STRUCTURAL STEEL, CASTINGS, BRIDGE MACHINERY PARTS, OR MISCELLANEOUS ITEMS

When the Department so requests, the Inspection Agency shall provide shop inspection of the fabrication of structural steel, castings, bridge machinery for moving spans, and other miscellaneous items such as bridge bearing plates, concrete beam sole plates, rockers and shoes, expansion joint assemblies, metal handrail for bridges, metal guardrail, galvanizing processes of structural components, or other materials.

The Inspection Agency shall provide shop inspectors with copies of current Department specifications, necessary welding codes, special provisions, plans, approved shop drawings, copies of the applicable agreements between the Inspection Agency and the Department (excluding the Schedule of Payments), and other information applicable to the particular fabrication.

All structural steel, both primary and secondary members with the exception of steel pilings and sway bracing for such piling, shall be shop inspected. For purposes of inspection, galvanized steel pipe for deck drains and pipe slope drains are not considered as structural steel. During the course of shop inspection, the Agency's inspectors shall have in their possession Certified Source Mill Test Reports as to the grade of steel for each heat of metal involved, and shall see that all member are fabricated for the designated AASHTO/ASTM type of steel. For

miscellaneous components, a supplier certification indicating that the material came from the designated type of steel is sufficient in lieu of a source mill test report.

The Agency's inspector at the shop shall inspect all work done in the fabricating plant, giving careful attention to the following items:

- Condition of the new material before fabrication
- Quality of workmanship during fabrication
- Accuracy of punching
- Accuracy in assembly
- Alignment
- Proper tightening of high strength bolts
- Accuracy of finishing machined joints
- Aligning, welding, and spacing of shear studs
- Thoroughness of the cleaning to the specified degree prior to applying the shop coat of paint
- Minor repairs required between cleaning and painting
- General finish after painting including verification of paint thickness on all painted areas of components

The Agency's inspector shall make frequent inspections during the progress of fabrication so that errors or defects may be caught and corrected at the earliest possible stage. Unless specifically requested, mill inspection by the Inspection Agency on structural steel shipments received at the fabricating shop will not be required. The shop inspector shall obtain from the fabricator mill test reports provided by the structural steel manufacturer for all steel used in the work. The Agency's shop inspector shall be assured that the steel is properly identified in accordance with the source mill test reports and approved before it is used in fabrication. At the beginning of use of each heat number of steel, the Agency's shop inspector shall also obtain four copies of the source mill test reports for the Department's records. The Inspection Agency will be compensated for these services in accordance with the previously agreed upon rates.

The Inspection Agency's shop inspector shall inspect high-strength bolts, nuts, and washers to determine the following items:

- Quantity of shipment
- Condition
- Markings by manufacturer in accordance with the designated ASTM/AASHTO requirements
- Size

Unless specifically requested, testing of bolts by the Inspection Agency will not be routinely required. The Agency's shop inspector will obtain from the fabricator necessary certifications for high-strength bolt assemblies for shipping to the project or using in the fabrication shop. Four copies of the certifications shall be submitted to the Department as an attachment to the shop inspector's weekly inspection report. If the Inspection Agency is requested by the Department to test high strength bolts and washers, the Agency's inspector shall sample and test in accordance with current Department procedures. The Inspection Agency will be compensated for these services in accordance with the previously agreed upon rates.

The Agency's shop inspector shall inspect shop applied paint to determine the condition of the shipment as to settlement and color. The inspector shall determine if the proposed paint is the type and kind specified in the special provisions for the project. Inspection of paint may require specialized training or certification. The Department will determine the appropriate qualification for inspection of this type of work depending on the complexity of the inspection required.

For each lot of paint, the Agency's shop inspector shall obtain a certified chemical analysis report from the paint manufacturer and contact the Department's Structural Materials Engineer to determine if a sample is necessary. Upon receipt of certifications and acceptable Laboratory test results (where applicable), the shop inspector shall approve each lot of paint for use in the work. Four copies of the source certification shall be furnished to the Department as an attachment to the Agency's shop inspector's weekly report. In the event that samples are obtained for submittal to the Department or are tested by the Inspection Agency, compensation will be made to the Inspection Agency in accordance with the previously agreed upon rates.

Welding electrodes to be used in the work shall be inspected to assure that they are the proper classification as required. The heating facilities for the purpose of drying and/or holding of the electrodes shall be available and in good working order. The Agency's shop inspector shall require the manufacturer's certified test results for each lot of electrodes. (The Department does not maintain a list of approved electrodes.) The certified test reports shall comply with the special provisions of the project.

Four copies, each, of all applicable certified test reports for electrodes shall be obtained for the Department and submitted as an attachment to the shop inspector's weekly report. If the Inspection Agency is requested by written notice, the shop inspector shall require the fabricating shop to prepare weld metal specimens for testing. The specimens shall be tested for compliance to AWS specifications at the Inspection Agency's laboratory. Four copies of the test reports shall be furnished to the Department directly by the Agency. The Inspection Agency will be compensated for these services in accordance with the previously agreed upon rates. The Agency's shop inspector will not interfere with the fabrication schedule pending results of the above described electrode testing. However, work later found to be fabricated from unacceptable electrodes will be rejected or resolved by the Department.

The Inspection Agency shall be responsible for obtaining from its shop inspectors all the source mill test reports, certified test reports, certifications, and all other pertinent documents. These reports shall include the following information:

- Department of Transportation file number
- Site location (for instance, the station number and/or lane description)
- Description and amount of material
- Heat numbers

These items shall be collected in order to furnish four copies of each along with four copies of a shop inspection report prepared by the Inspection Agency on standard printed forms. The Inspection Agency shall prepare one report each week for each project describing the work accomplished, problems encountered, and action taken to resolve them for each day that work was performed. When two or more reports are prepared for the same project, they shall be numbered in succession. Each report shall indicate an approximate percent for work that is complete at the time of reporting, with the final report so indicating "final." The Inspection Agency manager shall sign all shop inspection reports.

The following are items that the Inspection Agency's shop inspectors will give careful attention and inspection to during fabrication. They shall be part of (but not limited to) the shop inspector's routine inspection concerns during structural fabrication.

- Make general surface inspections as steel is being worked and exposed to view. Particular attention should be paid to voids, laps, folds, or other imperfections since surface inspection at the mill was not performed or limited to surfaces readily accessible in the stockpile.
- Study the field connections with particular attention to clearances. Verify the make-up, the sizes of sections, and thickness of plates. Permit only accepted and

approved steel to be used. Sole plates of beams and girders shall have full contact with flanges.

- See that the correct sizes of drill bits or punches and dies are used to make fastener holes.
- See that all reamed holes are cylindrical and that burrs are removed, and no chops or drillings are allowed to remain between the contact parts.
- See that the reaming templates are properly set up and secured in position.
- See that all splices are properly fitted and that milled surfaces designed to transmit bearing forces are in close contact.
- See that proper camber blocking or corresponding equipment is used when assembling girders and the desired camber is secured before reaming.
- See that all splices, members, and other assembled members are plainly match marked.
- Inspect for twists, bends, and kinks in finished members.
- Verify erection marks.
- See that weights of all main members as specified are marked on the pieces.
- See that loose pieces are bolted in place for shipment and small parts properly boxed or otherwise secured against loss in transit, and bear the Inspection Agency's stamp of approval.
- Check for "rights" and "lefts" and for number of parts.
- Observe the assembling of all girders and other parts required to be assembled in laydown to assure accurate reaming of holes for field joints.
- See that metal is cleaned as specified before painting, and that weather and temperature conditions are satisfactory for painting.
- See that paint is properly applied in accordance with specifications and contract special provisions.
- Guard against unauthorized corrections made by flame cutting; particularly reentrant cuts and other "stress risers."
- With reference to the inspection of shop welding ordinarily specified, including the fabrication of welded girder spans, the Agency's shop inspector shall:
    - See that only qualified welders with current certificates covering the type of welding involved in the work and approved welding processes are used in the work.
    - Inspect at frequent intervals the welding to see that the welding procedures including fit-ups, condition of weld areas, welding equipment, proper electrodes, preheat, and other requirements and methods of the welding specification are followed, and that satisfactory workmanship is being obtained.
    - Conduct required nondestructive tests in accordance with the special provisions and specifications to make certain that all welds are free of defects according to the AWS D1.5 and contract special provisions. The shop inspector will see that all defects and nonconforming work is repaired and re-inspected. The shop inspector and/or nondestructive test technicians will conduct this work as fabrication progresses in order that the fabricator will not be delayed and can minimize extra handling of steel in all situations where the fabricator cooperates.
- Check all girders and rolled beams for actual camber and compare with specified camber. Show the actual measured camber on the member near "erection mark" with water-soluble markings. (Cambers are to be measured with the beam or girder on its side so that no dead load deflection will have taken place.)
- For movable spans, the shop inspector shall make the necessary inspection of such shop assembly as required on the plans. Obtain all required certifications, operating instructions, and warranties that would be beneficial to the Department.
- Be assured at all times that acceptable bolts, nuts, washers, paints, electrodes, steel, and other fabricating materials are being used.

- Be assured that the piece number, fabricator's job number, and weight of the member are properly marked on the finished beam or girder.
- Obtain four copies of all required source mill test reports, certified test results, certifications, and any other pertinent information from the fabrication shop for submission with weekly reports.
- Stamp all approved components and material to be shipped from the fabricating plant with the Inspection Agency's official stamp.

IV. SPECIAL INSPECTION OF WELDING – NONDESTRUCTIVE TESTING

Special inspection of welding shall consist of radiographic, ultrasonic, magnetic particle, or other nondestructive testing as required by the special provisions or plans. The type, size, and location of welds to be inspected will be shown on the plans or in the special provisions. Special inspection of welding will require that the Inspection Agency's qualified inspectors perform all the required types of nondestructive testing. Special inspection of welding shall involve performing the tests, interpreting the test results, directing appropriate repairs for failing welds, re-testing repairs, appropriately marking welds that are approved, and preparation of appropriate reports to describe the type testing performed and test results obtained. The Inspection Agency's inspector, responsible for nondestructive testing shall be qualified for the type nondestructive testing being performed in accordance with the American Society of Nondestructive Testing Recommended Practice No. SNT-TC-1A. Only individuals qualified for NDT LEVEL I, working under the direct supervision of an individual qualified for NDT LEVEL II or III, or individuals qualified for NDT LEVEL II or III may perform nondestructive testing. The Inspection Agency's NDT technician shall be thoroughly knowledgeable of the special provisions and plans for the project on which he is performing nondestructive testing.

In the event repairs are to be made, the Inspection Agency's shop inspector shall be responsible for identifying to the fabrication shop foreman such welds that need repairing. The Inspection Agency's shop inspector shall not re-approve any repaired welds until further nondestructive testing indicates that the welding is satisfactorily repaired.

The Inspection Agency's inspectors shall keep full records and furnish to their office appropriate information for the Inspection Agency to provide four copies of weekly nondestructive testing reports to the Department. These reports shall be numbered in succession for each type of testing performed when two or more reports are submitted. In the case of radiographic inspection, the radiographic films shall be reviewed and after the welds are accepted by the Inspection Agency, the films shall be submitted to the Department's Materials and Research Engineer. The Inspection Agency shall be compensated for these services in accordance with previously agreed upon rates.

V. LARGE SIGN STRUCTURES, SIGNS, AND GUARD RAIL (STEEL POST TYPE)

This inspection work consists of shop inspection of the fabrication of sign structures and signs. The Inspection Agency shall provide its shop inspectors with copies of current specifications, special provisions, plans, sign layout details, a copy of this agreement (excluding the Schedule of Payments), and other information applicable to the particular fabrication. Inspectors provided to perform this work must be appropriately certified in accordance with the requirements of Section IV.

The Inspection Agency shall submit four copies of weekly shop inspection reports on standard forms that provide full coverage of all the work performed by the fabricating shop. The shop inspection report shall include the following:

- Type of items inspected
- Identification marks placed on each component
- The Department of Transportation file number
- Fabricator
- Consignee
- Character of workmanship
- Number of pieces of each item fabricated or shipped
- Shop inspector's name
- Round trip distance to the fabricating shop for each day that inspection was performed

In addition to the information listed above, the following attachments shall accompany the reports:

- Source mill test reports
- Certified test reports
- Certifications
- Other pertinent documents as required

Where applicable, these attachments shall include the Department of Transportation file number, description and amount of material, heat numbers, or other information as necessary.

When two or more weekly reports are prepared, they shall be numbered in succession with the final report marked "final." Each report shall indicate an approximate percent for the amount of work that is complete at the time of reporting. Each report shall indicate whether the items were shipped or stored at the fabricating shop for future shipment. The Inspection Agency will be compensated for these services in accordance with previously agreed upon rates.

Inspection at the fabricating shop shall include, but not be limited to, the following phases of inspection:

General:

- The shop inspector shall check all shipments and kinds of materials for compliance with the Standard Specifications, correct special provisions, and plans before fabrication of the materials begins. The inspector shall obtain all certifications and mill test reports for the material as required.
- The inspector shall ensure that appropriate identification marks are placed on components for erection purposes.
- The inspector shall provide in-plant inspection of the galvanizing process for all components that are to be galvanized. All galvanizing shall occur after fabrication. The shop inspector shall check the thickness of the galvanized coating in mils on

representative samples of all components that are galvanized to assure that the weight of the coating meets the specification requirements.

Overhead sign structures:

- Inspect the size and weight per foot length of members
- Inspect galvanizing as noted above
- Inspect welds and welding processes as noted above
- Inspect connections for fit and conformity to design drawings
- Inspect high-strength bolts in accordance with Section III of this document

Sign supports, I-beam break-away:

- Inspect the size and weight per foot of the I-beam material
- Inspect the angle and dimensions of slip joints
- Inspect length of post and post stub
- Inspect welds and welding processes as noted above
- Inspect fuse plate bolts for proper torque
- Inspect the fuse plate and hinge plate dimensions
- Inspect in-plant galvanizing processes as noted above

Signs – Large and Flat Sheet:

- Inspect all components for dimensions, gage, and other characteristics as outlined in the plans.
- Inspect the fabricator's technique for cleaning surfaces to be painted or bonded with reflective sheeting to assure that all work is performed in accordance with the manufacturer's recommendations.
- Inspect the equipment and process used to bond reflective sheeting to metal panels to ensure that the temperatures and methods of application are in accordance with the reflective sheeting manufacturer's recommendations.
- Inspect the assembly of large signs to ensure that they are assembled in strict accordance with the shop drawings, that lettering is of designated size and properly placed, and that workmanship and fit-up of components are fully acceptable.
- Inspect smaller flat sheet signs to ensure that they are of the proper dimensions, metal gage, letter size and layout, that reflective sheeting is uniformly bonded without air bubbles, and that screening processes are done in accordance with the manufacturer's recommendations.
- Stamp all approved components and material shipped from the fabricating plant with the Inspection Agency's official stamp.
- Receive reflective sheeting certifications for the brand or brands of material used in the project. Reference the Department's approved products listing to ensure that the type and brand of material is listed.

## VI. PRESTRESSED/PRECAST CONCRETE PRODUCT INSPECTION

When the Department so requests, the Inspection Agency shall provide prestressed/precast product inspection using both Department plans and approved shop drawings as the basis of inspection. The Inspection Agency's inspectors shall be appropriately certified by the Department, ACI, PCI, or a Department-approved equivalent. The inspectors shall have previous experience and training in the inspection of these types of items and shall demonstrate proficiency in the inspection tasks for Department personnel when requested.

The Inspection Agency's inspector shall see that all forms are clean and that the stressing force and elongation of strand is in accordance with approved shop drawings. The location of the reinforcing steel or spiral wire shall be checked to assure that it is in accordance with approved shop drawings and securely tied.

The Inspection Agency's inspector shall check the concrete design to see that it meets contract and specification requirements using a Department-approved mix design. The fresh concrete shall be observed by the Inspection Agency's inspector to insure that the slump and air content meet specification requirements. Cylinders shall be made and cured according to ASTM/AASHTO specifications. Cylinders shall be tested to insure release and 28-day strengths required by the specifications are met.

Documentation of pour dates and required samples submitted must be maintained in accordance with the Department's Construction Manual and Precast-Prestress procedures. Agency inspectors shall stamp all approved items shipped from the fabricating plant with an official stamp.

The Inspection Agency will be compensated for these services in accordance with previously agreed upon rates.

## VII. TESTING OF CONCRETE, STEEL, AND HYDRAULIC CEMENT

The Inspection Agency may be requested to perform testing of cement, concrete, and steel specimens to AASHTO, ASTM, Department, or other test methods. This testing may be routine (such as curing and strength testing of cylinders and beams, steel reinforcing bars, wire, cable, and bolts and fastening systems) and serve as an adjunct to the Department's own testing capability during times of high sample volume or equipment breakdown. The Inspection Agency shall provide test reports in Department format. The reports may be issued either on paper or via e-mail using Adobe's pdf file protocol at the Department's option. In these cases, appropriate accreditation, geographic location, and the ability to handle large volumes of samples at short notice are important.

Alternatively, testing may be to handle special or unusual circumstances in low volume. This testing may be, but is not limited to, special chemical analysis of hydraulic cement, petrographic analysis of hardened concrete, or testing of steel reinforcing larger than #11 and high strength cable. In these cases, access to special testing facilities, even those at remote locations, is important.

## VIII. MISCELLANEOUS TASKS

The Department may request the Inspection Agency to provide other inspection services as well as sampling and testing of various other materials associated with highway and bridge construction. Additionally, The Department may desire that the consultant perform certain inspection services not specifically described in this scope of services or covered by previously agreed upon rates. In such instances, rates shall be established and approved by the Department before such work begins.

## IX. REPORTS, INVOICES, PAYMENT, PERSONNEL COST ESTIMATES, WORKING OFFICE

- Reports: Copies of all reports required by this scope of services shall be submitted to the Department's Materials and Research Engineer. The type reports and information to be furnished is described in each of the Sections I through VIII of this document. In general, each inspection report shall clearly state the work that has been performed and shall describe each day's inspection activities. For each Department of Transportation file number, the Inspection Agency shall prepare weekly inspection reports for shop or fabrication inspection and each type of

nondestructive or other testing performed. Each shop or fabrication inspection report will carry a reasonable percentage value for work completed with the final report indicating that the work is completed. Each report will show the name or names of inspectors actually performing the inspection. The inspection reports shall be on standard forms, shall have attached all source mill test reports, certified test reports, or certifications required by the Specifications, Special Provisions, or plans for the file number and shall be signed by the Inspection Agency Manager.

- Invoices: Invoices shall reference submitted inspection reports and show exactly the pay quantities as described on the previously agreed upon schedule of payments for the services performed. The Inspection Engineer shall submit four copies of each invoice to the Department's Materials and Research Engineer. No further copies to the Department will be necessary. Invoices including inspection of repair of welds as dictated by nondestructive testing on structural steel fabrication shall clearly indicate the exact portion that represents the inspection cost for repair.
- Payment: Checks in payment for services rendered will be drawn to the order of the official name of the Inspection Agency at the specified address. Payments will be based on approved invoices.
- Personnel: The Inspection Agency shall assign a sufficient number of competent, qualified personnel to the work under this agreement to secure completely adequate inspection services during all phases of the work.
- Cost Estimates: The Inspection Agency shall, upon request, provide an inspection cost for work that may be performed on a project.
- Working Office: The Inspection Agency shall designate a "working office" to serve as a point of contact for the Department.

**Supplemental Information for Steel & Concrete Inspection Services**

Solicitation Number S-125-14

The proposed solicitation will span a three (3) year time frame. The SCDOT will select up to three (3) firms with a maximum award amount of up to $250,000/firm. Consultants will be evaluated and ranked based on their score during the selection process. Consequently, work under each On-Call will initially be assigned based on the consultant's ranking. Once the list has been exhausted, work will then be assigned to best maintain equity in the value of work unless an exception is approved. Exceptions are warranted when specialized experience or knowledge to specific project is required and will require justification. The work may be conducted at locations in South Carolina as well as at locations throughout the US.

A detailed scope of services is located under this solicitation number (S-125-14) @ http://www.scdot.org/doing/constructionLetting_Services.aspx.

In consultant selection, the SCDOT will consider and conduct a comparative ranking of the firms submitting based upon the following:

| | |
|---|---|
| 50% | Experience, qualifications, and technical competence of the staff proposed for the type of work required |
| 25% | Past performance of the firm/team on similar type projects, responsiveness to the SCDOT, and the availability/readiness of the proposed staff |
| 10% | Team makeup; ability of firm to perform all aspects of the services minimizing sub-consultants |
| 10% | Familiarity of the firm/team with SCDOT practices and procedures |
| 5% | DBE utilization plan |

The proposal must contain the following: letter of interest, current resume of qualifications, a direct response to each of the selection criteria identified above, and Standard Form 330 (SF 330) as required by the Federal Acquisitions Regulations. All parts of the SF 330 must be completed in its entirety for the prime consultant, any sub-consultants and any sub-contractors.

Consultants are prohibited from submitting on multiple proposals as the prime consultant in response to this advertisement. The preceding, with the exception of SF 330, shall be limited to 20 double-spaced pages printed on one side only.

To qualify as a DBE on this project, the firm must be listed as approved for the type of work to be performed in the South Carolina Unified DBE Directory at the time of the bid submittal. The directory can be found at the following link:

**All responding firms must utilize the SCDOT's new electronic proposal submission process. Information regarding Project Wise can be found at the following**

**link: http://www.scdot.org/doing/constructionLetting_ProjectWise.aspx. Please contact Eric Stuckey at 803-737-1003 or StuckeyEC@scdot.org to set up an account to begin utilizing the electronic submittal process.**

The SCDOT selection will be based on information submitted; however, additional information and/or an interview may be required.

All responders must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Proposer should be prepared, upon request, to provide justification of why such materials should not be disclosed under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, et seq.

Consultants and sub-consultants must have an SCDOT approved indirect cost rate prior to contract execution. Please refer to the following link for additional information: http://www.scdot.org/doing/contractor_Audit.aspx.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. The SCDOT strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project.

The SCDOT will utilize a sequential work order allocation methodology. Work orders for specific projects will be allocated using a qualification-based approach giving consideration to each firm's technical expertise in the work required and proximity to the location of the work. Also, in an effort to maintain continuity within each project, the firm beginning a specific project will be given priority when issuing subsequent work orders for that project (see supplemental info).

The contract will be cost plus a fixed fee with a contract maximum, or lump sum, or approved unit cost at the discretion of the SCDOT. There is no guarantee of any specific amount of work.

All electronic proposal submissions and the letter of interest should be addressed to the Contracting Officer, Room 128, at the South Carolina Department of Transportation, P.O. Box 191, Columbia, South Carolina 29202 or 955 Park Street, Room 128, Columbia, South Carolina 29201, no later than 2:00 PM, December 17, 2013.