

## CEAO BRIDGE LOAD RATING PROJECT PROCESS TO FOLLOW;

### STEP NO. 1

- A) County Engineers will submit their application for funding to the CEAO office. The one-page funding application form should include the total application amount for all structures being load rated through this funding program. Awards will be granted based upon funding available by the CSTP/LBR Committee. Once award letters have been sent out, please proceed to Step 2.

### STEP NO. 2

- A) If the total project cost is less than \$50,000, the county shall evaluate the qualifications of a minimum of three consultants prior to selection. If the project does NOT fall into this category, skip step B. The consultants considered for selection and the reasons for selecting the most qualified consultant shall be documented.

Documentation may be as follows:

*The \_\_\_\_\_ County Engineer's Department evaluated the following three consultants from the Approved Load Rating List \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.* \_\_\_\_\_ *was chosen based upon the Following reason(s).*  
\_\_\_\_\_.

\*Reasons may include past performance, appropriate prequalifications for Level 2 Bridge Design, and/or ability to meet the preferred schedule.

- B) If project cost is greater than or equal to \$50,000, the county must short list the firms using the following process:

#### **Short List Selection**

*a. County Engineers will initially evaluate all firms for compliance with general Letter of Interest requirements, current negligence issues, ongoing performance issues identified through ODOT's Consultant Evaluation System (CES), overall low CES rating, insufficient staff, excessive workload, or any other significant issues relative to a firm's performance. (ODOT's CES information for those*

*firms meeting the minimum qualifications will be posted on the CEAO website). Firms with significant issues will be eliminated from further consideration, and County Engineers will document the reasons for elimination.*

*b. Further evaluations by the County Engineer will reduce the number of firms to 3-6 through a process of elimination. Firms may be eliminated due to fatal flaws, overall weakness of team relative to other firms, weak project approach, etc. Firms with low CES scores, overall staff weakness or general lack of experience with ODOT standards may be eliminated for these reasons.*

*c. County Engineers will rate each short listed firm using the following selection rating form. The selection committee will complete one form per firm with one overall score for that firm (i.e. each selection committee member will not do their own scoring and then total the score from the average score of the selection committee members). The numerical ratings must be supplemented with written comments that explain the differential scoring. Numerical ratings are required for only the short listed firms.*

Consultant Selection Rating Form  
for Programmatic Selections

Project:  
PID:  
Project Type: \_\_\_\_\_  
District:

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Cost Containment including current overhead rate	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	15		
<b>Total</b>	100		

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring. As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. (The ODOT CES performance ratings will be posted on the CEAO website.)

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.

## STEP NO. 3

A) County Engineers will complete a listing of Structural File Numbers (SFN's) for each bridge included in the project. This will be submitted to the County's highest ranking consulting firm along with a Request for Proposal.

B) County Engineers will review the fee proposal received by the consultant. If reasonable, the County Engineer will use the fee in the proposal and submit information to CEAO\*. If not reasonable, the County Engineer can negotiate with the consultant. If negotiations are not successful, the County Engineer can request a fee proposal from their second highest rated consultant. And so on, until a reasonable fee is received.

\* Please submit the following the CEAO:

- a. Documentation of the quality-based consultant selection including consultant selection rating forms (not required for projects under \$50,000).
- b. One copy of the consultant fee proposal, including;
  - i. The listing of SFN's
  - ii. The breakdown of fees per bridge type (as listed in the Application).

## STEP NO. 4

A) ODOT's Office of Local Projects will enter each project into Ellis under PID 122371 with a separate federal agreement number. LPA Agreements will be sent to each County Engineer with approved funding.

County Engineers will sign the LPA Agreement to ODOT's Office of Local

Projects.

ODOT will sign the LPA Agreements and request federal authorization for each project.

**County Engineers must receive the fully executed LPA Agreement and federal authorization prior to entering into a contract with their selected consultant and authorizing the consultant to begin work.**

Counties MUST use the provided Contract Template. County Engineers will send a copy of their signed consultant contract to the Office of Local Projects so that funds can be encumbered.

## **STEP NO. 5**

- A) The consulting firms will perform the work as stated in their contract. Once the work is completed, the consultant will supply the load ratings and the signed and stamped, most current version of the BR100 form, associated load rating output from BrR, as well as the .xml file to the County Engineer in AASHTO BrR 7.4.1 or newer format.

For each bridge, all fracture critical members will be identified on the plans and placed with a separate folder labeled fracture critical members within the bridge file.

County Engineers will enter the load ratings into AssetWise.

County Engineers will post their bridges as necessary, as determined by the load ratings.

## **STEP NO. 6**

- A). County Engineers will submit the completed invoice template as well as documentation that consultant invoices have been paid so that reimbursement with federal funds can be processed. Counties will be reimbursed **80%** of the costs awarded or actual fee whichever is less. The percentage of reimbursement will be established in the LPA Agreement. ODOT will perform an audit of the counties' QBS processes.