

Bridge Design Services

The Department of Transportation is soliciting engineering firms interested in being considered for the following category of **Bridge Design Services**.

For this category, three (3) lists (Large, Medium and Small) will be established according to project size. No firm may be placed on more than two of the three lists for the Bridge Design Services category. Firms that are placed on these Pre-Qualified lists may be invited to receive RFPs (Request for Proposals) on selected Capital Bridge Projects without additional public notification.

Pre-qualification Criteria shall include:

Small Bridge Design:

(for projects of less than \$15 million in construction cost)

In order for a firm to be Pre-Qualified as a "Small Bridge Design Firm" the following criteria must be satisfied:

1. A minimum of 15 full time technical employees must be employed.
2. At least two Professional Engineers on staff full time with at least eight years' experience must have successfully completed a bridge design project within the last five years.
3. A minimum of 5 full time Bridge Design Engineers must be employed.
4. Over the previous 3 years, the attrition rate of technical employees of the firm must not exceed an average of 25% annually. If the attrition rate exceeds specified limits due to a firm's elimination of a unit unrelated to bridges, supporting documentation may be submitted with the application for consideration.
5. The firm must have a published and adopted QA/QC procedure manual.
6. The firm must have the ability to provide CADD drawings, that is must possess one CADD Station.
7. The firm must have an available line of credit in excess of \$250,000 or equivalent that must be verified by an officer of the lending institution in writing.
8. New firms/firms who are currently on the PassPort System and which have not received any performance evaluation ratings must not have a negative performance evaluation record for public contract work.
9. A qualified firm must have design experience in understanding highway traffic flow, local traffic flow, alternate routes and transit accommodation.

Medium Bridge Design:

(for projects of \$15 million to \$40 million in construction cost)

In order for a firm to be Pre-Qualified as a "Medium Bridge Design Firm" the following criteria must be satisfied:

1. A minimum of 30 full time technical employees must be employed.
2. At least four Professional Engineers on staff full time with at least eight years' experience must have successfully completed a bridge design project within the last five years.
3. A minimum of 10 full-time Bridge Design Engineers must be employed.
4. The firm must have successfully completed three "Medium" or "Large" Bridge Design Projects, as the prime consultant, within the last five year and/or as a sub consultant to a prime consultant involved in structural design of bridges, in this case a letter from the prime consultant shall be submitted. The letter should show the type of design work performed and the construction cost.
5. Over the previous 3 years, the attrition rate of technical employees of the firm must not exceed an average of 20% annually. If the attrition rate exceeds specified limits due to a firm's elimination of a unit unrelated to bridges, supporting documentation may be submitted with the application for consideration.
6. The firm must have a published and adopted Employee Manual.
7. The firm must have a published and adopted QA/QC procedure manual.
8. The firm must have the ability to provide CADD drawings, that it must possess two CADD Stations.
9. The firm must have an available line of credit in excess of \$500,000, or equivalent that must be verified by an officer of the lending institution in writing.
10. Satisfactory record of contract performance/ PassPort disclosures.

Large Bridge Design:

(for projects in excess of \$40 million in construction cost)

In order for a firm to be Pre-Qualified as a "Large Bridge Design Firm" the following criteria must be satisfied:

1. A minimum of 60 full time technical employees must be employed.

2. At least eight Professional Engineers on staff full time with at least eight years experience must have successfully completed a bridge design project within the last five years
3. A minimum of 15 full time Bridge Design Engineers must be employed.
4. The firm must have successfully completed three "Large" Bridge Design Projects, as the Prime Consultant, within the last five year.
5. Over the previous 3 years, the attrition rate of technical employees of the firm must not exceed an average of 10% annually. If the attrition rate exceeds specified limits due to a firm's elimination of a unit unrelated to bridges, supporting documentation may be submitted with the application for consideration.
6. The firm must have a published and adopted Employee Manual.
7. The firm must have a published and adopted QA/QC procedure manual.
8. The firm must have the ability to provide CADD drawings, that it must possess three CADD Stations.
9. The firm must have an available line of credit in excess of \$1,000,000 or equivalent that must be verified by an officer of the lending institution in writing.
10. The most recent 12 month billings cannot be less than 75% of the average of the last 5 years' billings.
11. Satisfactory record of contract performance/ PassPort disclosures.

GLOSSARY:

Full Time:	A full time employee works at least 35 hours per week.
Successfully Completed:	Successful completion of a bridge construction project as the prime consultant must be supported by references and evaluations upon request.
Technical Employees:	Employees who would be compensated under the Department's current definition of Direct Technical Salary Cost.
Bridge Design Engineers:	Employees with Baccalaureate (4) year degrees in engineering who have spent at least 50% of their work efforts in the past two (2) years on bridge design and/or bridge condition inspection projects.
Attrition Rate:	(For a year) The ratio of the number of technical employees that left the firm during a calendar year (January to December) compared with the total number of employees at the firm on August 1st of the year. When calculating the number of employees that left the firm, the following must be included: retirement, reduction of staff, layoffs, termination, and resignation. An employee is defined as anyone employed on a full-time basis for over four (4) months. NOTE: If the technical staff attrition rate exceeds specified limits due to a firm's elimination of a unit unrelated to bridges, supporting documentation may be submitted with the application for consideration.
Employee Manual:	A published document citing the firm's policies and guidelines of operation.
QA/QC Procedure Manual:	A published document citing the firm's policies and guidelines to ensure Quality Assurance and Quality Control for all firm operations.
Contract Performance:	Performance Evaluations including any Unsatisfactory/Marginal Performance Ratings for Public contract work or cautions in PassPort System.

TO SUBMIT PRE-QUALIFICATION MATERIALS:

Pre-qualification packages can be e-mailed to Gail Hatchett the Authorized Agency Contact Person.

E-Mail Address: ghatchett@dot.nyc.gov