


COUNCIL COMMUNICATION

	Number:	25-207	Meeting:	May 19, 2025
	Agenda Item:	7	Roll Call:	25-0723
	Submitted by:	Steven L. Naber, P.E., City Engineer		

AGENDA HEADING:

Approving exception to Request for Proposals (RFP) process for good cause and approving Professional Services Agreement (PSA) with Calhoun-Burns and Associates for professional services for Citywide Bridge Evaluation – 2025, for an amount not to exceed \$250,000.

SYNOPSIS:

Recommend approval of exception to the Engineering Department's RFP process for good cause and approval of the PSA with Calhoun-Burns and Associates (Jonathan Konzett, Vice President; 6775 Vista Drive, West Des Moines, Iowa 50266) for a total cost not to exceed \$250,000, based on hourly rates, to provide professional services for the Citywide Bridge Evaluation – 2025.

FISCAL IMPACT:

Amount: \$250,000

Funding Source: Fiscal Year (FY) 2025-2026 Capital Improvement Program (CIP), Page 47, Citywide Bridges, BR003, Gaming Monies and Road Use Tax Fund

ADDITIONAL INFORMATION:

- The 1968 passing of the Federal Highway Act by Congress, U.S. Code Title 23, Section 151 set forth the requirement to establish the National Bridge Inspection Standards (NBIS). The NBIS governs how the nation's bridges are inspected, load rated and maintained. In 1978, the NBIS was extended to include all public bridges regardless of whether they were on the Federal-aid highway system. Therefore, all states are required to perform periodic inspections of bridges greater than 20-feet in span length on at least a biennial basis. The State of Iowa has delegated inspection duties to local agencies that have bridges under their jurisdiction through Iowa Code section 314.18.
- The Citywide Bridge Evaluation – 2025 will provide for a detailed inspection of 52 bridges, 17 culverts, and 29 pedestrian bridges. The consultant will perform a field inspection of each structure to determine its structural condition and identify any needed repair or rehabilitation work. Inspections will be completed in accordance with the Specifications for the National Bridge Inventory (SNBI) in coordination with the NBIS and reporting will be prepared for each applicable structure and appropriate information and approvals will be recorded in the Iowa Department of Transportation (IDOT) Structure Inventory and Inspection Management

System database. The City will also receive a comprehensive report identifying the condition of each bridge and providing recommendations for repair, rehabilitation, and replacement for each structure, and an Engineer's opinion of probable construction costs for a 10-year implementation plan.

- Calhoun-Burns and Associates was selected to perform the bridge evaluation based on their extensive expertise and their knowledge and experience with the City's bridge system. Calhoun-Burns and Associates has completed these biennial inspections for the City since 2005. The City Engineer recommends that good cause exists to exempt the procurement of these services from the RFP procurement process, including advertisement, due to the inherent knowledge of the City's entire bridge system possessed by Calhoun Burns and Associates, and that Calhoun-Burns and Associates has successfully completed their past assignments and have a good track record with performing these services for the City. Additionally, Calhoun-Burns and Associates has maintained extensive statewide experience with bridge inspection programs and has an established relationship with the IDOT.
- For these reasons, staff have negotiated a PSA with Calhoun-Burns and Associates for a total cost not to exceed \$250,000, based on hourly rates, to provide professional services for the Citywide Bridge Evaluation – 2025 Project.

PREVIOUS COUNCIL ACTION(S):

Date: May 22, 2023

Roll Call Number: [23-0702](#)

Action: [Approving](#) exception to the RFP for good cause and approving PSA with Calhoun-Burns and Associates, Inc. for the City-Wide Bridge Evaluation – 2023, not to exceed \$220,000. ([Council Communication No. 23-247](#)) Moved by Gatto to adopt. Second by Boesen. Motion Carried 6-1.
Absent: Sheumaker.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff does not anticipate any future Council actions on this PSA at this time; however, unanticipated changes to this PSA would require a Supplemental Agreement, which may require Council action.

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