



Kathy Hurst/ODOT
10/04/2010 04:09 PM

To "Tiffany Hilton" <THilton@hubengineers.com>
cc
bcc
Subject Re: Letter of Interest - Off System Bridge Inspections -
Response Packet 1

Ms. Hilton,

I opened the attachment successfully and submitted your information.

Thank you.

Kathy Hurst
Contract Administrator
Project Management Division
200 NE 21st Street, 1 C-4a
Oklahoma City, OK 73105
405.522.7606
khurst@odot.org

"Tiffany Hilton" <THilton@hubengineers.com>



"Tiffany Hilton"
<THilton@hubengineers.com>

10/04/2010 03:56 PM

To <khurst@odot.org>
cc
Subject Letter of Interest - Off System Bridge Inspections - Response
Packet 1



Please find the attached submission from Holloway, Updike and Bellen, Inc.

Submission for Off System Bridge Inspections – Response Packet 1 – Contract EC-1321.

Please respond back to this email to confirm receipt.

Sincerely,

**Tiffany Hilton per Jay Updike
Holloway, Updike and Bellen, Inc.
Consulting Engineers
Muskogee x Broken Arrow
918.682.7811 – Phone
918.682.4551 – Fax
thilton@hubengineers.com**



Off System Bridge Inspections - Response Packet 1 - Contract EC-1321.pdf





Letter of Interest



Solicitation for Engineering Services

For the
Off System Bridge Inspections



Response Packet 1
Contract EC-1321



Holloway, Updike and Bellen, Inc.

Muskogee – Broken Arrow



October, 2010



E N G I N E E R S

HOLLOWAY, UPDIKE AND BELLEN, INC.

818 East Side Boulevard
Post Office Box 1543
Muskogee, Oklahoma 74402
(918) 682-7811
(918) 682-4551 Fax

October 4, 2010

Walt Peters, PE
ODOT - Bridge Division
200 NE 21st Street
Oklahoma City, OK 73105

Re: Off System Bridge Inspections

Dear Mr. Peters:

This is our letter of interest for performing "Off System Bridge Inspections" for local governments in Oklahoma.

Holloway, Updike and Bellen, Inc. (HUB) has performed bridge inspections for counties and cities in northeast Oklahoma for over 12 years. Clients have included Muskogee County, Wagoner County, Haskell County, Cherokee County, Adair County, Payne County and the cities of Muskogee, Henryetta and Okmulgee.

Our project team includes Ron Cagle, P.E. (Program Manager) and Wes Stewart, PE (QA/QC). Mr. Cagle and Mr. Stewart have both attended the 2 week NHI Course No. 130055.

HUB should be selected to provide Off System Bridge Inspections for the following reasons:

1. **Project Team Experience:** Our team inspected over 2000 bridges for local governments.
2. Our team has 14 years of combined experience in off system bridge inspections.

Mr. Peters

10/04/10

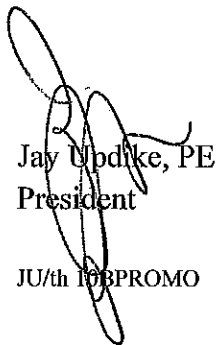
Page 2

3. We provide local governments with bound copies of inspection reports including color photographs of each bridge and a location map with local bridge numbers.
4. We perform the work efficiently and on time. Our "per bridge" inspection cost is consistently below the state average. We do not charge for travel time.

We request that our firm be selected to continue to perform "Off System Bridge Inspections" for local governments in Oklahoma.

Sincerely,

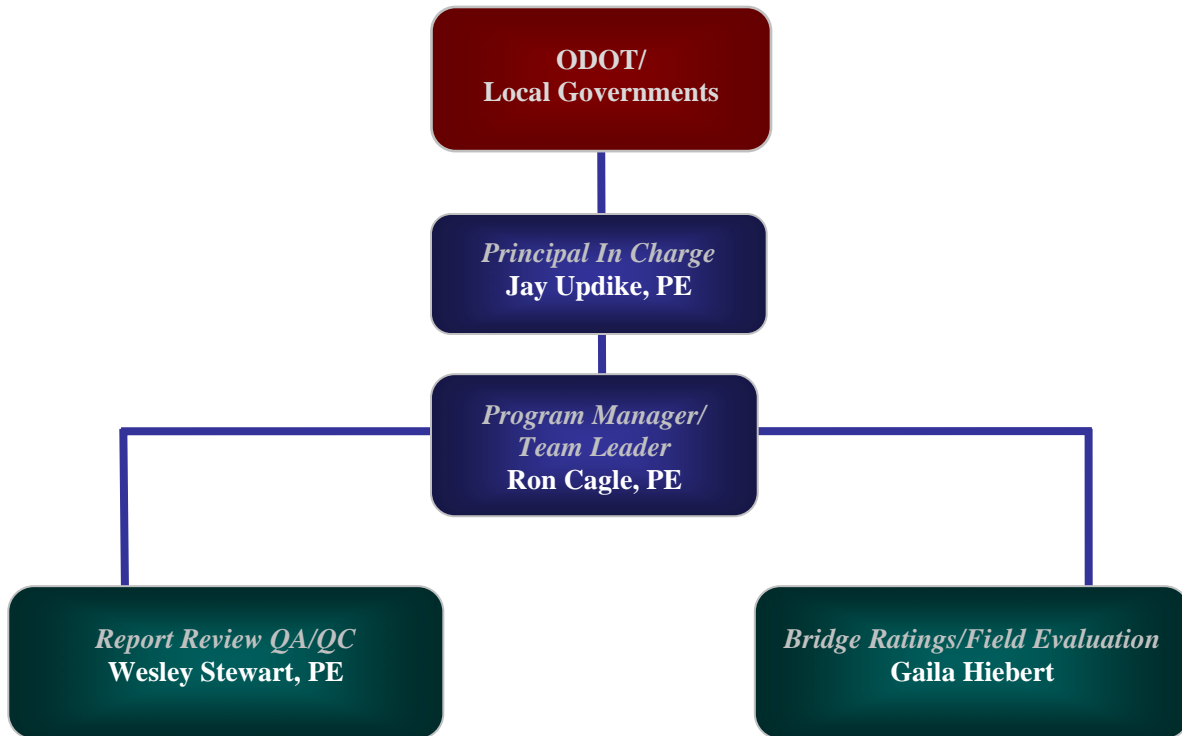
HOLLOWAY, UPDIKE AND BELLEN, INC.



Jay Updike, PE
President

JU/th 10BPRMO

*Organizational Chart
Off System Bridge Inspections*



Holloway, Updike and Bellen

Consulting Engineers
Muskogee · Broken Arrow

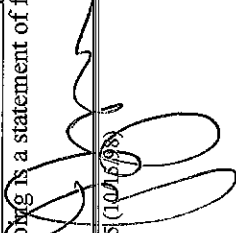
6. Brief resume of key persons, specialists, and individual consultants anticipated for THIS PROJECT.	
a. Name and Title: Jay Updike, PE President	a. Name and Title: Ron Cagle, PE
b. Project Assignment: Principal In Charge	b. Project Assignment: Program Manager and Team Leader
c. Name of firm with which associated: Holloway Updike & Bellen, Inc.	c. Name of Firm with which associated: Ron Cagle, Sole Propriety
d. Years experience: With this firm 34 With other firms	d. Years experience: With this firm 14 With other firms 33 (ODOT)
e. Education: Degree(s)/Year/Specialization BS/1974//Civil Engineering – University of Oklahoma	e. Education: Degree(s)/Year/Specialization NHI Course No. 130055 ODOT QA/QC Training ODOT Scour Evaluation
f. Active Registration: State/Year first registered/Discipline/License # Oklahoma 1987 P.E. 15072 Arkansas 2002 P.E. 10709	f. Active Registration: Oklahoma 1991 PE 16210
Oklahoma Certificate of Authority Number (if any) 219	Oklahoma Certificate of Authority Number (if any) _____
g. Other experience and qualifications relevant to the proposed project: <ul style="list-style-type: none"> Mr. Updike has 34 years of experience in civil engineering including the management of road and bridge projects in Oklahoma. Mr. Updike has been the principal in charge for the bridge inspection program for Holloway, Updike and Bellen for the past 10 years. Mr. Updike has been responsible for insuring that the bridges are inspected on a timely basis. Mr. Updike serves as the contact with the local governments to present the bridge inspection reports. 	g. Other experience and qualifications relevant to the proposed project: <ul style="list-style-type: none"> Program manager for Holloway, Updike and Bellen, Inc. for local bridge inspections from 2009 to Present. Team leader for Kelly Engineering/EST from 1996 to Present.

7. Brief resume of key persons, specialists, and individual consultants employed by sub-consultants anticipated for THIS PROJECT.	
a. Name and Title: Wes Stewart, PE	a. Name and Title: Gaila Hiebert Associate Engineer
b. Project Assignment: Assistant Program Manager	b. Project Assignment: Bridge Ratings/Field Evaluation
c. Name of Firm with which associated: Holloway Updike & Bellen, Inc.	c. Name of firm with which associated: Holloway Updike & Bellen, Inc.
d. Years experience: With this firm 5 With other firms 0	d. Years experience: With this firm 11 With other firms
e. Education: Degree(s)/Year/Specialization BS/Civil Engineering 2004/Oklahoma State University NHI course No. 130055/2008 ODOT QA/QC Bridge Inspection Training	e. Education: Degree(s)/Year/Specialization BS/1994//Civil Engineering
f. Active Registration: State/Year first registered/Discipline/License # Oklahoma 2004/PE/ 24031	f. Active Registration: State/Year first registered/Discipline/License # Oklahoma Certificate of Authority Number (if any)
g. Other experience and qualifications relevant to the proposed project: <ul style="list-style-type: none"> • Since joining Holloway, Updike and Bellen, Inc., Mr. Stewart has been responsible for the preparation of plan and specifications for roadway and bridge projects in northeastern Oklahoma. • Mr. Stewart attended NHI Course No. 130055 in 2008. • Mr. Stewart has performed hydrology/hydraulics for bridges and structures on local roads in northeast Oklahoma. 	g. Other experience and qualifications relevant to the proposed project: <ul style="list-style-type: none"> • Engineer for bridge ratings on off system bridges for last 5 years. • Ms. Hiebert is a Senior Design Engineer with over 13 years of roadway design experience. She specializes in geometric design along with hydraulic design of culverts, bridges and storm sewers. • Design Engineer for over 42 miles of county highways for the Cherokee Nation. Projects were grade, drain and surface using ODOT Standards and Specifications. Included design of 5 span bridge structures. • Design Engineer for SH3, Pushmataha County. Project consisted of 8.0 miles of new roadway, one 3 span bridge and 4 bridge boxes. • Design Engineer for 11th Street in Muskogee. Project included unbonded concrete overlay and received 1st place award from ACPA. • Currently completing design for 6 miles of county highway in Delaware County and 3.0 miles of county highway in Mayes County, and multiple county and municipal street and drainage projects.

8. Work by firm or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects)

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address	d. Completion Date (Actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which Firm was/is responsible
(1) Muskogee County Bridge Inspections	Inspection of 175 bridges every 2 years for 10 years	Muskogee County P.O. Box 2307 Muskogee, OK 74402	1998-2010	\$150	\$150
(2) Haskell County Bridge Inspections	Inspection of 90 bridges every 2 years for 8 years	Haskell County 202 E. Main Stigler, OK 74462	2000-2010	\$55	\$55
(3) Payne County Bridge Inspections	Inspection of 240 bridges every 2 years since 2004	Payne County 315 W. 6th Ave., Suite 203 Stillwater, OK 74074	2004-2010	\$72	\$72
(4) City of Muskogee Bridge Inspections	Inspection of 12 bridges every 2 years for 12 years	City of Muskogee P.O. Box 1927 Muskogee, OK 74402	1996-2010	\$12	\$12

9. The foregoing is a statement of facts.

Signature: 

CAP Form 255 (10/16/98)

Typed Name and Title: Jay Updike, PE President

This form may be copied or computer generated, but not altered. Page 4 of 4 Pages

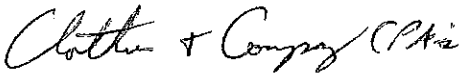
Date:

October 4, 2010

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Company's schedule is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management, the State of Oklahoma awarding agencies, federal awarding agencies, pass-through entities, and the State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.



Clothier & Company CPA's
July 25, 2008