**REQUEST FOR PROPOSAL**

**March 09, 2018**

**TO PERFORM**

**ENGINEERING /ARCHITECTURAL SERVICES FOR:**

**Building Facility-Relocation of the Material Laboratories**

**for**

**Valley City, Minot, Grand Forks, Dickinson and Fargo**

**and**

**Grand Forks Construction Office**

**Thomas K Sorel**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**STEVE CUNNINGHAM**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By**

**12:00 PM Central Time March 30, 2018**

**REQUEST FOR PROPOSAL**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of an engineering or architectural firm to perform engineering and architectural design and construction plans for the relocation of the existing material laboratories for the following Districts; Valley City, Minot, Grand Forks, Dickinson and Fargo. Additionally Grand Forks shall also move their existing construction office to the District Shop area that will accommodate 17 employees. NDDOT reserves the right to assign work in phases and have the firm or firms selected perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

**SCOPE OF WORK**

NDDOT intends to execute five cost plus fixed fee contracts with monthly billings with the chosen firm to complete above mentioned projects.

It is anticipated that the project will be the design of bid plans and specifications, to relocate the existing material laboratories to a portion of the NDDOT District Office building in Valley City, Minot, Grand Forks, Dickinson and Fargo, ND.

This project is to relocate and build five new material laboratories and a construction office. NDDOT shall address compliance with American Disability Act regulations and asbestos abatement if required.

The new material laboratories would consist of a wood framed structure that would be approximately 1,000 square feet that would be inside the existing building with a drop ceiling, which also includes a separate dust room. Also include a sink with running water and sanitary sewer; floor and ceiling finishes; window; lighting; power outlet for testing equipment. Each room will have a separate heating/cooling wall mounted unit and an air handling ventilation system for the material testing.

CAT 5E communication lines and other miscellaneous furnishings to allow a cubicle to be erected and add a lockable steel door to provide enhanced security measures.

In the event asbestos material is found, a supplement will be added to this scope of work to address and dispose of such material.

Tasks the consultant firm will be responsible for shall include, but not limited to the following:

* Design rooms, following all applicable building codes and permits
* Design demolition plan including proper disposal of all material resulting from demolition
* Produce a bid package and specifications
* Solicit bids from qualified contractors capable of performing this work, and award contract(s).
* With a NDDOT representative inspect the facility for final acceptance and/or correct any discrepancies found during the inspection

The consultant firm will design and bid the renovation/remodel projects in accordance with North Dakota Century Code Chapter 48-01.2

Tasks the NDDOT will be responsible for shall include, but not limited to:

* Demolition and disposal of material of existing walls laboratories.

Interviews will be conducted tentatively 30 days from the due date of this proposal.

Attached with the RFP, are the Risk Management Appendix.

All design and project data will become the property of NDDOT upon completion of the final submittal. All project information will be **generated** in the following formats and standards:

* MS Word and MS Excel
* MircoStation SS4 (8.11.09.832)
* Geopak SS4 (8.11.09.878)
* NDDOT CADD Manual
* Microsoft “Project”
* NDDOT Consultant Services Manual Chapter 19
* NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20
* NDDOT CADD Editing Manual Chapter 21
* NDDOT Data Collection Codes and Procedures
* NDDOT Design Manual and Plan Preparation Guide Website
* Adobe Acrobat (standard or compatible)

**PROJECT SCHEDULE-Design completion date is October 31, 2018.**

**PROPOSED SUB CONSULTANT REQUEST**

Sub Consultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal.  This form is used for informational purposes only.  See NDDOT web site for form SFN 60232. (http://www.dot.nd.gov/dotnet/forms/forms.aspx )

**PRIME CONSULTANT REQUEST TO SUBLET**

The successful firm will be required to include the attached ‘Prime Consultant Request to Sublet’ form for each Sub consultant listed on the contract prior to execution of the contract.  The form assures that the contract between the Prime consultant and all Sub consultants contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). See NDDOT web site for form SFN 60233.

(<http://www.dot.nd.gov/dotnet/forms/forms.aspx>)

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant  shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts.  Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. **For information regarding the DBE Program, see the 2016 DBE Program Manual at** [**http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf**](http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf)

**TITLE VI/NON-DISCRIMINATION AND ADA**

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department.  For information regarding Title VI, see the **2016 Title VI/Nondiscrimination and ADA Program at** [**http://www.dot.nd.gov/divisions/civilrights/docs/titlevi/NDDOT-Title-VI-ADA-2016.pdf**](http://www.dot.nd.gov/divisions/civilrights/docs/titlevi/NDDOT-Title-VI-ADA-2016.pdf)

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant’s, or sub consultant’s responsibility to include the two above paragraphs in every subcontract.

**EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work must submit 5 hard copies of their proposal and one electronic copy in PDF format. Both the hard copies and electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Late proposals will not be considered.

**Proposals shall be submitted to:**

Steve Cunningham

Environmental and Transportation Services Division

NDDOT

608 East Boulevard Avenue

Bismarck, ND 58505

scunning@nd.gov

* Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.
* The proposal pages shall be numbered and must be limited to 3 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.
* The consultant’s proposal shall include an appendix. The appendix may include updated Federal form 330 if you do not have one on file with CAS. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

 **Appendix A**

* + A schedule for the project. If accepted the schedule will be included as part of the contract.

**Appendix B**

* + A staffing plan identifying the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.

**Appendix C**

* + Project Specific QC/QA Plan including check lists, persons, responsibilities, proposed submittals and reviews, and DOT response timelines. The QC/QA Plan will be reviewed by the NDDOT and, if accepted, become part of the project after the contract has been signed.

**Appendix D**

* + Sub-consultants and associated activities to be completed by the sub-consultants. Attach proposed sublet form SFN 60232 for each sub at the end of this section.

Each proposal will be evaluated by a selection committee consisting of NDDOT staff members and/or representatives. NDDOT reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following weighted criteria:

Weight

* \_\_10%\_\_\_ i. Past performance
* \_\_10%\_\_\_ ii. Ability of professional personnel
* \_\_10%\_\_\_ iii. Willingness to meet time and budget requirements
* \_\_10%\_\_\_ iv. Location
* \_\_10%\_\_\_ v. Recent, current, and projected workloads of the persons and/or firms
* \_\_10%\_\_\_ vi. Related experience on similar projects
* \_\_10%\_\_\_ vii. Recent and current work for the agency
* \_\_30%\_\_\_ viii. Project understanding, issues, and approach
* \_\_5%\_ ix. DBE: Up to 5 points may be awarded for good faith efforts to utilize DBE’s in case of tied scores

Weights for each criteria are assigned independently for each specific project by CAS and the

Project Technical Representative. Maximum total weight is 100 points. 5 additional points

may be awarded for good faith efforts to utilize DBE’s in the event of a tie.

Consultants are strongly encouraged to use DBE sub consultant services where applicable. The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for sub-consulting. Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration during the negotiation stage of each contract.

**RIGHT OF REJECTION**

The North Dakota Department of Transportation reserves the right to reject any or all proposals.

**DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of the short-listed proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

**RISK MANAGEMENT FOR PROFESSIONAL SERVICES**

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant. Firms must be able to provide a proper Certificate of Insurance within 15 days of notification of Selection.

**AUDIT**

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm’s Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Out of state firms can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to firms that do not have a compliant rate.

**CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving RFP's via email