**REQUEST FOR PROPOSAL**

**September 12, 2018**

**TO PERFORM**

**PRELIMINARY ENGINEERING SERVICES**

**FOR PROJECT:**

**2-999(051), PCN 22280**

**Valley City, Main Street from 2nd Ave W to 3rd Ave E, Central Ave from Main St to 4th St S, and City Park**

**Decorative Lighting, Traffic Signals, Sidewalk, ADA Ramps, Benches, Trash Receptacles, Mill and Overlay**

**Roadside Improvements**

**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 October 3, 2018**

**REQUEST FOR PROPOSAL**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of qualified engineering firms to perform engineering and affiliated services to complete the following project.

**2-999(051), PCN 22280**

**Valley City, Main Street from 2nd Ave W to 3rd Ave E, Central Ave from Main St to 4th St S, and City Park**

**SCOPE OF WORK**

NDDOT intends to execute one cost plus fixed fee contract requiring monthly billings with the chosen firm to complete Phase I. NDDOT reserves the right to assign work in phases and have the firm 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.

**PROJECT DESCRIPTION & LIMITS:**

The project will consist of decorative lighting, traffic signals, sidewalk/ADA improvements, the inclusion of benches and trash receptacles. The Central Ave portion of the project will also include a mill and overlay along with the improvements noted above. The decorative lighting, benches and trash receptacles will also extend into the City Park along the shared use path.

Phase I, Scoping: Phase I shall be limited to conducting a scoping meeting, field review, initial preliminary survey and developing a NDDOT approved scope of work and hours for Phase II.

The Engineer will have 30 days, from the date that the Phase I contract is executed, to conduct the scoping meeting, field review and secure an approved scope of work and hours. A preliminary scope of work and hours shall be provided by the firm within 21 days of signing the contract. Pending NDDOT approval of the scope of work and hours completed in Phase I, the NDDOT may authorize the Engineer to perform Phase II and any additional work not currently assigned or completed in Phase I.

Phase II, Environmental Document and Preliminary Design: Phase II shall consist of all activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, perform preliminary design, and coordinate utility location and conflict plans. Phase II will be considered complete upon receiving environmental approval from FHWA and NDDOT approval of all other deliverables. Phase III may be negotiated and authorized based on the outcome of Phase II, Engineer’s proposal, Engineer’s performance, and available funding.

Phase III, Final Design: Phase III shall consist of design activities following preliminary design and preparation of final construction plans, specifications, and estimates; execute contracts for utility conflict plans for adjustments and relocations; final right of way acquisition, final mitigation plans and permitting. Phase III will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications, and NDDOT approval of all other deliverables. Phase IV may be negotiated and authorized based on the outcome of Phase III, Engineer’s proposal, Engineer’s performance, and available funding.

Phase IV, Engineer of Record: Phase IV, if necessary, shall consist of engineering services associated with Engineer of Record activities including, but not limited to, consultation and questions, pre-job meetings, plan revisions & change orders, and shop drawings. Phase IV does not include construction engineering.

Firms interested in performing the work must be qualified to perform roadway design.

Project completion date is 8/16/2019, Bid opening date: 10/11/2019.

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

Attached with the RFP, are the Milestone Reports, Scoping Report, Decision Document, Solicitation Check Lists and 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:

1. MS Word and MS Excel

* MircoStation SS4 (8.11.09.832)

1. Geopak SS4 (8.11.09.878)
2. NDDOT CADD Manual
3. Microsoft “Project”
4. NDDOT Consultant Services Manual Chapter 19
5. NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20
6. NDDOT CADD Editing Manual Chapter 21
7. NDDOT Data Collection Codes and Procedures
8. NDDOT Design Manual and Plan Preparation Guide Website
9. NDDOT Right of Way Manual
10. Adobe Acrobat (standard or compatible)

**PROJECT SCHEDULE-see milestone report**

**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>

If the Prime consultant has a DBE as a sub-consultant then they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF) <https://www.dot.nd.gov/forms/sfn61412.pdf>

**CIVIL RIGHTS**

The North Dakota Department of Transportation, in accordance  with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4) and the Regulations,  hereby notifies all bidders that it will affirmatively  ensure that any contract entered into pursuant to this advertisement,  disadvantaged  business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated  against on the grounds of race, color, or national origin in consideration for an award.

**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 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/Nondiscrimination 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 **Title VI/Nondiscrimination and ADA Program at** <https://www.dot.nd.gov/divisions/civilrights/docs/titlevi/Title-VI-Nondiscrimination-ADA-Program-Implementation-Plan.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.

**RIGHT OF WAY (If needed)**

**Scope of Work**

Project Coordination

1. Prior to commencing valuation work, a preliminary meeting will be held with the consultant and the NDDOT Review Appraiser.  A Preliminary Valuation Review form must be completed for every project requiring an Appraisal, Waiver Valuation, Short Form Report and/or Basic Data Book.

<http://www.dot.nd.gov/forms/sfn61346.pdf>

1. Prior to commencing initial right of way work, a preliminary meeting will be held with the consultant, sub consultant (negotiator), NDDOT ROW tech support, NDDOT Design tech support, NDDOT Designer and any additional participants as needed.  This will include reviewing forms, package submission, process review and reporting requirements.

**Consultant’s proposal**

Appendix

Any consultant or sub consultant performing right of way acquisition negotiations must submit a biography, including a certificate of completion for the following class:

FHWI – NHI Course # 141045, Real Estate Acquisition under the Uniform Act: An Overview

(<https://www.nhi.fhwa.dot.gov/training/course_search.aspx?sf=0&course_no=141045>)

Please refer to the attached biography as a referenced example.

<https://www.dot.nd.gov/divisions/environmental/docs/RFP%20Biography.pdf>

**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](mailto: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