

# REQUEST FOR QUALIFICATIONS DESIGN-BUILD

Project Number: SS-7-804(043)290  
Highway 1804 Bridge Removal and Box Culvert Installation Project

## NOTICE TO CONTRACTORS/CONSULTANTS:

The North Dakota Department of Transportation (NDDOT) is soliciting Statements of Qualification from Firms interested in providing design-build services to replace an existing bridge with a box culvert on ND Highway 1804 in northwest North Dakota.

The NDDOT will use a two-phase procurement process to select a design-build team (Firm) to deliver the Project. The design-build team (Firm) can consist of:

- Single Consultant/Construction entity
- Contractor and Consultant team with the Contractor as lead
- Contractor and Consultant team with the Consultant as lead

This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information from interested Firms. The NDDOT has established a Technical Review Committee that will determine, based on the Request for Qualifications, which Firms are most highly qualified to successfully deliver the Project. The Committee will short list, based on the received Statements of Qualifications (SOQ), no less than two and no more than five Firms deemed to be most qualified to perform the required services.

In the second phase, the NDDOT will issue a Request for Proposals (RFP) for the Project to the short listed Firms. Only the short listed Firms will be eligible to submit proposals for the project. The NDDOT will award the design-build contract to the Firm offering the best value, to be determined as described in the RFP.

## PROJECT DESCRIPTION:

Project Number: SS-7-804(043)290  
Project Control Number: 18982

The Project consists of removing the existing roadway section and a 31 ft. long by 36.8 ft wide channel beam bridge, and the design and construction of a box culvert and roadway section. The project will also include hydraulic analysis, material testing, and construction engineering and inspecting services. The existing bridge is located on Highway 1804, 28 miles east of Williston at Reference Point 290.195. The box culvert conveys the flow of an unnamed creek through ND Highway 1804. The exact size, location, and skew of the new structure shall be

determined by the hydraulic analysis. The project shall be complete by November 1, 2012. The current total ADT is 655 with truck traffic being 350. The 2031 forecast total ADT is 1030 with truck traffic being 575. The speed limit is 65 mph.

NDDOT will provide the boundary and alignment survey data. The NDDOT will also provide a partially completed survey of the utilities and topography. Any additional data the Firm requires will be the Firms responsibility.

Currently, measured from centerline, there exists 75 feet of right of way on both sides of the roadway. The NDDOT will acquire an additional 50 feet of permanent right of way on both sides of the roadway extending 200 feet East and 200 feet West of the existing structure.

The NDDOT will also acquire 25 feet of temporary easements on both sides of the road extending 200 feet East and 200 feet West of the existing structure.

If the Firm requires more temporary easement than that acquired by the NDDOT, it will be the Firm's responsibility.

## **SCHEDULE OF EVENTS**

Below is the current schedule of events that will take place in the selection process. The NDDOT reserves the right to make changes to the schedule as the NDDOT determines is in the best interests of the public.

<b>DATE</b>	<b>EVENT</b>
December 8, 2011	RFQ Advertisement Date
December 21, 2011	RFQ Question Due Date
December 23, 2011	NDDOT Response Date to RFQ Questions
January 5, 2012	RFQ Response Due Date
January 13, 2012	Short List Date
February 1, 2012	RFP Issue Date (Tentative)
February 22, 2012	RFP Question Due Date (Tentative)
February 29, 2012	NDDOT Response Date to Questions (Tentative)
March 14, 2012	Technical Proposal Due Date by Noon CT (Tentative)
March 14, 2012	Bid Price Proposal Due Date by Noon CT (Tentative)
March 29, 2012	Public Bid Price Proposal Opening at 10:00 CT (Tentative)
Up to 30 days from Proposal Opening	Anticipated Notice to Proceed Date

## **CONTRACTOR/CONSULTANT SELECTION:**

The design professional or construction contractor cannot team with other partners to submit more than one Statement of Qualifications in response to this RFQ.

The submittal shall have a maximum of 20 pages plus attachments.

**SOQ EVALUATION CRITERIA SCORING TABLE:**

EVALUATION CRITERIA NO.	DESCRIPTION	SCORING WEIGHT	PASS/ FAIL	SCORE	TOTAL SCORE
1	Name, address, include a brief history and description of the Firm.	10			
2	Show that someone assigned to the project is registered or will be registered in North Dakota to practice Engineering. <sup>1</sup>	10			
3	Provide proof of sufficient financial and bond capacity. Information currently on record with the Department can be used. Any new information provided will be a closed record.	10			
4	Ensure SOQ is a Maximum of 20 pages plus attachments.	10			
5	Include, as an attachment to the SOQ, a print out of NDDOT's Project Question and Answer website.	10			
6	The Firm must have a minimum of three recent years experience with the design of projects similar to this project. Describe other projects.	250			
7	The Firm must have a minimum of three recent years experience with the construction of projects similar to this project and be prequalified with the NDDOT. Describe other projects. <sup>2</sup>	250			
8	Describe the Firm's approach to planning, designing, and implementing this project.	100	N/A		
9	Include resumes of key personnel to be assigned to this project.	100	N/A		
10	Describe recent and current project workload.	20	N/A		
11	Describe the ability of the Firm to complete the work in a timely and satisfactory manner. Provide examples.	100	N/A		
12	Describe the Firm's capacity to meet time and budget requirements. Describe how the Firm will overcome delays.	100	N/A		
13	Describe experience and knowledge of local and regional conditions.	30	N/A		
<b>FIRM'S RATING</b>					

<sup>1</sup> The NDDOT will not require the Firm to have someone registered in North Dakota to submit a Statement of Qualifications, but the NDDOT will require the Firm, if selected to be on the short list, to have someone registered in North Dakota to submit a proposal in response to the RFP.

<sup>2</sup> If the construction contractor is not currently prequalified the contractor must complete and submit a contractor's prequalification statement. The prequalification form can be found online at: <http://www.dot.nd.gov/business/contractor-consultants-engineers.htm>

## SOQ SCORING GUIDE:

The Firm must meet the requirements of items 1 through 7. Dependent upon whether or not the item meets the minimum requirements, the Technical Review Committee will mark these items as “pass” or “fail”. If the item is deemed “pass” the Committee will then score the item. If the item is deemed “fail” the SOQ will be considered unresponsive. Items 1 through 5 will be scored at full value if they are deemed “pass”. Items 6 and 7 will be scored as described below.

The Technical Review Committee will score each of the 13 items. To determine the Total Score of an item, the Score of the item will be multiplied by the Scoring Weight of the item. All the Total Scores will be added together to create the Firm’s Rating. The Firm’s Rating will have a maximum possible value of 10,000 points.

The short list will then be comprised of the firms with the highest Firm Ratings. All firms will be informed if they are successful or unsuccessful in making the short list. All Firms making the short list will be invited to submit a proposal.

If items 1 through 5 are deemed to “pass” the Technical Review Committee will score them as 10.0. The Technical Review Committee will evaluate items 6 through 13 and give a score based on the following criteria.

**Superior Response (9.5-10.0):** A superior response will be a highly comprehensive, excellent reply that meets all of the requirements of the areas within the specific criteria. In addition, the response covers areas not originally addressed within the SOQ evaluation criteria and includes additional information and recommendations that would prove both valuable and beneficial to the NDDOT. This response is considered to be an excellent standard, demonstrating the Firm’s authoritative knowledge and understanding of the project.

**Very Good Response (8.5-9.4):** A very good response will provide useful information, while showing experience and knowledge within the evaluation criteria. The response is well thought out and addresses all requirements set forth in the RFQ. The Firm provides insight into their expertise, knowledge and understanding of the subject matter outlined in the criteria.

**Good Response (7.5-8.4):** A good response meets all the requirements of the RFQ and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter outlined in the criteria. This response demonstrates an above average performance with no apparent deficiencies noted.

**Fair Response (6.5-7.4):** A fair response meets the requirements of the RFQ in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Firm.

**Poor Response (6.0-6.4):** A poor response minimally meets most requirements of the RFQ. The Firm has demonstrated knowledge of the subject matter only as outlined in the criteria.

**Inadequate Response (0-5.9):** An inadequate response does not meet the requirements of the RFQ. The Firm has not demonstrated knowledge of the subject matter outlined in the RFQ and their response is considered inadequate.

**ESTIMATED PROJECT COST:**

The estimated cost to construct this project is \$700,000 to \$800,000. There will be no stipends for this project.

**PROJECT INQUIRIES:**

All inquiries concerning this request shall be directed to the NDDOT's Project Question and Answer website at <http://www.dot.nd.gov/dotnet2/projectqna/projectqnaentry.aspx?job=1>  
As an acknowledgement of review include a print out of NDDOT's Project Question and Answer website, dated after December 23, as an attachment to the SOQ.

**STATEMENT OF QUALIFICATIONS SUBMITTAL DUE DATE:**

Firms interested in performing the work shall submit **ten hard copies** and **one electronic copy in PDF format** of the Statement of Qualifications.

**Statements of Qualifications shall be submitted to:**

Kristen Mund  
Environmental and Transportation  
Services Division  
NDDOT  
608 East Boulevard Avenue  
Bismarck, ND 58505  
(701) 328-2590

The Environmental and Transportation Division is located on the 4<sup>th</sup> floor of the Transportation Building in the North Dakota State Capital complex.

NDDOT will only consider Statements of Qualifications received prior to 5:00 PM Central Time on **January 5, 2012**. All forms of the Statements of Qualifications (hard copies and PDF) must be submitted on time. Late Statements of Qualifications will be considered unresponsive and will not be considered.

Each Statement of Qualifications shall contain a cover letter signed by an authorized officer(s) of the Firm.