

REQUEST FOR PROPOSAL

April 1, 2010

**TO PERFORM
ENGINEERING/ARCHITECTURAL SERVICES
FOR PROJECT:**

**North Dakota Department of Transportation
Bismarck, Jamestown, Fargo, Grand Forks, Devils Lake, Minot, Williston and Dickinson
Drivers License Office Upgrade Project
608 East Boulevard Avenue
Bismarck, North Dakota 58505**

Francis G. Ziegler, P.E.

DIRECTOR

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

**PROPOSALS MUST BE DELIVERED TO
STEVE CUNNINGHAM
ENVIRONMENTAL & TRANSPORTATION SERVICES
BY 12:00 NOON CST April 22, 2010**

REQUEST FOR PROPOSAL

PROJECT OVERVIEW

The North Dakota Department of Transportation (NDDOT) is requesting the services of an engineering or architectural firm to prepare plans and specifications, advertise bids for construction, and to provide construction administration and construction observation services for the renovation of eight Driver's License site locations.

SCOPE OF WORK

The Driver's License sites are located in Bismarck, Jamestown, Fargo, Grand Forks, Devils Lake, Minot, Williston and Dickinson. The existing sites vary in size and production capacity, and the renovations are anticipated to address general site layout and conditions, compliance with American Disability Act (ADA) regulations, security measures, and customer service.

The physical site layouts must provide for improved queue management, especially for large volume sites, to enhance customer movement and satisfaction; improved customer privacy when conversing and providing personal information; improved customer privacy while completing examinations (via computerized work stations) by removing customers from lobby areas and providing shields at work stations. Additionally, the physical layouts must provide for improved security for personnel, materials, information, and funds at each site; and improved egress safety, either by a new exit door or security glass at the main door.

Specific features to be addressed by the renovations at each site include, but are not limited to:

- New customer service counters, with one ADA compliant counter, and a camera counter at each site
- Security glass
- Security/ surveillance cameras
- Security alarm systems
- Badge-in security doors leading into the secure space and badge system
- Safes of sufficient capacity for licensing materials, personal information, and fund storage – all sites except Bismarck
- Credit card processing machines
- Scanners for source documents
- Construction of semi-permanent walls
- Painting
- Ceiling tile replacement where needed – all sites except Williston
- Installation of new carpet squares
- Evaluation of negative heating and AC impact due to construction of walls and glass at counters and means to resolve effectively
- Relocation of IT and electric system control / access boxes as needed
- Installation / movement of electrical, data and telephone lines and other miscellaneous items or furnishings

The following items will be provided by NDDOT (subject to change as specifications are developed):

- All counters and cabinets
- Security camera system
- Security alarm system
- Safes
- Credit card processing machines

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

- Design and prepare plans and specifications for each site renovation, following all applicable building codes and permit requirements
- Prepare bid documents for each site renovation and applicable equipment
- Solicit bids from qualified contractor(s) capable of building this work, award contract(s)
- Provide construction administration and observation of the contractor(s) to ensure the contractor performs the work in accordance with the intent of the plans and specifications and building codes and permit requirements
- With a NDDOT representative inspect the facility for final acceptance and/or correct any discrepancies found during the inspection
- Manage to a tight timeline to minimize customer service interruption

Other features and appurtenances of the renovation project are included as an attachment to this RFP. Prospective firms who have technical questions regarding this work may contact:

Glenn Jackson
Drivers License Division
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700
Phone: (701)328-4792

The consultant firm will design and bid the drivers license site upgrade project in accordance with North Dakota Century Code Chapter 48-01.2.

PROJECT SCHEDULE

NDDOT anticipates Bid Opening for this project within 60 days from contract execution and construction to be completed by January 15, 2011.

All design and project data will become the property of NDDOT upon completion of the final submittal.

EVALUATION AND SELECTION PROCESS

Consulting firms interested in performing the work must submit six hard copies and one electronic copy in PDF format.

Proposals shall be submitted to:

Steve Cunningham
Environmental and Technical Services Division
NDDOT
608 East Boulevard Avenue
Bismarck, ND 58505
scunning@nd.gov

- NDDOT will only consider proposals received prior to 12:00 Noon CDT on April 22, 2010. Late proposals will be considered unresponsive and will not be considered.
- The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience.
- The proposal should include the estimated engineering/architectural fees for the project, including the construction management.
- The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the 5 page length requirement will not be considered.
- Each proposal shall contain a cover letter signed by an authorized officer of the firm. The pages of the cover letter will not be counted as a part of the 5 pages

Selection will be on the basis of the following criteria:

- Past performance
- Ability of professional personnel
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads of the persons and/or firms
- Related experience on similar projects
- Recent and current work for the agency
- Project understanding, issues, & approach
- Project schedule

RIGHT OF REJECTION

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

RISK MANAGEMENT FOR PROFESSIONAL SERVICES

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant.