**REQUEST FOR PROPOSAL**

**June 25, 2015**

**TO PERFORM**

**ENGINEERING /ARCHITECTURAL SERVICES FOR:**

**District HQ Remodel/Driver’s License Remodel or Addition, Williston District**

**District HQ and Driver’s License Remodel, Grand Forks District**

**Grant Levi, P.E.**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**STEVE CUNNINGHAM**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By**

**12:00 PM Central Time July 16, 2015**

**REQUEST FOR PROPOSAL**

**PROJECT OVERVIEW**

North Dakota Department of Transportation (NDDOT) is requesting services of an engineering or architectural firm to perform engineering and architectural design, develop renovation construction plans, procure contractor bids and perform construction management for completion of two separate projects. One is an District HQ Remodel/Driver’s License Remodel or Addition project in Williston ND and the second is District HQ and Driver’s License Remodel project in Grand Forks, ND. The NDDOT reserves the right to perform a portion of, or all of the work activities in-house for the following projects.

**SCOPE OF WORK**

**WILLISTON DISTRICT (District HQ Remodel/Driver’s License Remodel or Addition)**

This project includes asbestos abatement (report will be provided) and the remodeling of Williston District Headquarters building **(Approx. $969,400).**

The office remodeling and attached shop facility upgrades will include; updating electrical and mechanical systems, adding overhead doors, updating bathrooms to meet ADA standards, door upgrades, windows, carpet, floor and drain improvements and asbestos removal. The current district conference room is inadequate; this remodel will include a bigger conference room for public and district meetings. The District office space is poorly configured, dated and inadequate.

Also included in this project is the addition or remodeling of the driver’s license building and remodel **(Approx. $250,000).** The Williston Driver’s License building lacks testing space, office space and a waiting room. There have been times where customers have had to wait outside so as not to exceed the number of people allowed inside the building by the fire code.

Part of this project will be to evaluate viable alternatives for both projects. Part of the success of this remodel is dependent upon the features of the proposed truck barn to be located at the current District yard.

Alternatives should explore some of the space needed for maintenance employees and Driver’s license. The overall project must include the amount of truck barn office space available for district office/shop and driver’s license personnel.

**GRAND FORKS DISTRICT (District HQ and Driver’s License Remodel)**

This project includes asbestos abatement (report will be provided) and the remodeling of the Grand Forks District Headquarters building **(Approx. $750,000).**

The construction staff is currently located in an aging building that does not provide sufficient space. The office remodeling will include; leaking roofs, nonfunctioning boilers, HVAC units, replace carpet, and new paint. Also update the bathrooms to meet ADA standards, door upgrades, asbestos removal, and update the attached shop facilities.

A remodel of the Grand Forks Driver’s License building is needed. No space for the stored equipment needed for construction inspection and surveying. The Grand Forks Driver’s License building lacks testing space, office space and a waiting room. There have been times where customers have had to wait outside so as not to exceed the number of people allowed inside the building by the fire code **(Approx. $250,000).**

Part of this project will be to evaluate viable alternatives for both projects. The Grand Forks architectural services will need to include the current construction building and what it would take to possibly expand it to accommodate current staff.

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

* Design room renovations, following all applicable building codes and permits
* Design demolition plan including proper disposal of all material resulting from demolition
* Design shall take into account need for continuous operation of District operations while under construction.
* Produce a bid package and specifications
* Solicit bids from qualified contractors capable of performing this work, and award contract(s).
* Supervise construction of project to ensure contractor performs work in accordance with plans and specifications, follows all building codes and permit requirements, and provide connection to all utilities.
* With a NDDOT representative inspect facility for final acceptance and/or correct any discrepancies found during inspection.

Consultant firm will design and bid renovation/remodel project in accordance with North Dakota Century Code Chapter 48-01.2

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

1. MS Word and MS Excel
2. MicroStation 8.11.07 (V8i)
3. GEOPAK 8.11.07 (V8i)
4. NDDOT CADD Manual
5. Microsoft “Project”
6. NDDOT Survey and Photogrammetry Manual Chapter 19
7. NDDOT Survey and Photogrammetry Manual Chapter 20
8. NDDOT CADD Editing Manual Chapter 21
9. NDDOT Data Collection Codes and Procedures
10. NDDOT Design Manual and Plan Preparation Guide Website
11. NDDOT Right of Way Manual
12. Adobe Acrobat (standard or compatible)

**PROJECT SCHEDULE**

NDDOT anticipates Bid Opening for this project within 90 days and construction to be completed by May 30, 2016.

**Technical questions may be directed to:**

Damian Geyer, PE

Facilities Engineer

Email: [dgeyer@nd.gov](mailto:dgeyer@nd.gov)

Phone: 701-328-2549

Cell: 701-400-9984

**PROPOSED SUB CONSULTANT REQUEST**

Sub Consultant firms that have been contacted and agree to be listed on Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to 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**

Successful firm will be required to include attached ‘Prime Consultant Request to Sublet’ form for each Sub consultant listed on contract prior to execution of contract.  Form assures that contract between Prime consultant and all Sub consultants contains all pertinent provisions and requirements of the prime contract with 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 consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in solicitation, award, and administration of USDOT-assisted contracts. Failure by consultant, to carry out these requirements is a material breach of contract, which may result in termination of contract or such other remedy as recipient deems appropriate.

In addition, Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or handicap 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, refer to External Civil Rights Manual at <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm>

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

**EVALUATION AND SELECTION PROCESS**

Consulting firms interested in performing this work should submit **five hard copies of their proposal** and **one** **electronic copy in PDF format**.

**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)

* NDDOT will only consider proposals (hard copies and PDF) received prior to date and time listed on cover of this Request for Proposal. Late proposals will not be considered.
* Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. Cover letter will not be included in count of pages. Also include individuals email address below each signature on cover letter.
* Proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed page length requirement will not be considered. This section should contain your approach and project specific plan.
* Consultant’s proposal shall include an appendix. Appendix may include updated Federal form 330 if you do not have one on file with CAS. Pages in appendix will not be included in count of pages. Appendix shall include the following in this order:

**Appendix A**

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

**Appendix B**

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

**Appendix C**

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

**Appendix D**

* + Sub-consultants and associated activities to be completed by sub-consultants. Attach proposed sublet form SFN 60232 for each sub at 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 interviews to a minimum of three firms whose proposals most clearly meet RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be based on following criteria:

1. Past performance
2. Ability of professional personnel
3. Willingness to meet time and budget requirements
4. Location
5. Recent, current, and projected workloads of persons and/or firms
6. Related experience on similar projects
7. Recent and current work for agency
8. Project understanding, issues, & approach
9. Project schedule

Consultants are strongly encouraged to use DBE sub consultant services where applicable. Proposal must contain a list of any tasks that may be let to sub consultants should consultant be awarded contract. It must also contain specific good faith efforts made by consultant, to achieve DBE participation, in 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 negotiation stage of each contract.

**RIGHT OF REJECTION**

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

**DISCLOSURE OF PROPOSAL**

At conclusion of selection process, contents of short-listed proposals will be subject to North Dakota's Open Records Law and are open to inspection by interested parties. Any information included in proposal that 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**

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

**AUDIT**

Firms must have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates on file with NDDOT or must provide this audit information at the interview. If an audit has not been completed on Engineer's prior fiscal year costs, percentage will be an estimated billing rate, subject to adjustment to a final audited. 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