



**Request for Proposals
to Perform
Preliminary and Construction Engineering Services
For the City of Dickinson
Various Infrastructure and Engineering Improvements**

The City of Dickinson is interested in entering into professional services contracts with a consulting firm to provide the professional engineering services necessary for the **2020 Mill & Overlay Project**. This RFP lists the project and certain requirements of the proposals being requested.

2020 MILL & OVERLAY PROJECT

1. Project Detail and Timeline

a. Create project areas based on 2020 Budget and 2019 Pavement Management Plan and understanding of local unit prices.

- Preliminary project areas to be presented to the City Commission on November 5th, 2019.
- Project areas to be finalized on November 10th, 2019.

b. Coordinate with Staff to incorporate City Special Assessment Policy for street Maintenance Projects

c. Preliminary Engineering (30% Plans), Cost Estimate, and Preliminary Engineering Report

- To comply with ND Century Code a Preliminary Engineering Report shall be completed for the project.

d. The P.E.R is due on December 3rd, 2019

e. Final Design

- If SID is not protested out by the public by December 31st, proceed with final design of concrete and asphalt improvements.

f. Bidding

- Plans must be completed for a March 12, 2020 bid opening.

2. Scope of Services

The services performed by the consulting firm shall include all work, materials, and equipment necessary to survey, design, and prepare contract documents, reports, etc. The consultant will assist with the contract award.

The deliverables shall use AutoCAD Civil 3D, Microsoft Word, Microsoft Excel, Adobe Acrobat and ARCGIS. The deliverables are to include, but are not limited to, the following:

- Preliminary cost estimates.
- Exhibits for public meetings
- 50% reports and Final signed Preliminary Engineering Report
- 90% plans, specifications and estimate
- Final plans, specifications and estimates

The construction engineering services required would include but are not limited to:

- Contract administration
- Construction staking and observation
- Records Keeping including assessment amounts per property.
- Change Order Preparation
- Preparation of As-Builts

3. Contract Information

The City anticipates that the selection process will be completed by approximately **October 1, 2019**. Negotiation with the selected consultant will commence upon notice that the selection process is completed. The City will not guarantee a set amount of work or contract value for these services. The contract is anticipated to begin on **October 15, 2019**.

4. General Requirements

Qualification of consultants will be based on experience, typical licensure, certification or registration, or past work for the City as demonstrated in the consultant's reply to the Request for Proposal (RFP). Any additions to or replacement of consultant team members during the contract period shall have the prior approval of the City of Dickinson.

5. Selection Criteria Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed, and the availability and qualifications of your key staff. Innovative approaches that add value to the City will be given preference. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements. The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each.

Engineering Department

- a. Project Understanding and Approach - 35%
- b. Describe your firm's understanding and approach to the processes, from initial planning through field work and final deliverables. Firms must demonstrate a thorough understanding of the City's standards and procedures. Preference will be given to creative engineering solutions.
- c. Experience, Expertise and Location of staff assigned to the project - 30%
Describe the qualifications and experience of the project manager, key staff, and sub-consultants. Describe relevant past projects for the city.
- d. Project Deliverables – 10%
Describe how your firm will organize and deliver information during and at the completion of the project.
- e. Schedule – 25%
Describe how your availability and location of staff will allow for successful and timely completion of projects. Demonstrate that current work allows for key staff to be dedicated to the project

6. Proposal Requirements

Please provide the following information in the order listed:

- a. A cover letter that states your interest in the project.
- b. Include your firm's approach to addressing the identified tasks, your understanding of the projects' scope, and key issues. Include potentially unique or out of the box solutions to those key issues
- c. Briefly discuss similar projects the members on your team have completed recently. This listing should be limited to the three most applicable projects.
- d. Organizational chart of your project team. Identify the Principal responsible for the project and the manager who will serve as the project manager and primary point of contact for your firm.
- e. Resumes, including the office location of the key team members that will be working on the project.
- f. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
- g. Provide a list of all current projects your firm is currently under contract with the City of Dickinson
- h. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period.
- i. Current Rate Sheet with direct reimbursable rates, if applicable.

On the cover page of the proposal, please include the title of the RFP "**2020 Mill & Overlay Project**", and the email address of the person who should receive the results of the selection.

The proposal shall be limited to 7 single-sided pages. However, a single page cover letter can be utilized that will not count against the 7 pages. Similar project experience and resumes can be included in an

Engineering
Department

appendix, but should be kept brief. Each proposal will be evaluated by a selection committee on the basis of the information shown above.

Upon completion of the evaluation process, the firms will be ranked in order of qualifications. The City of Dickinson reserves the right to hold interviews with firms whose proposals most clearly meet the RFP requirements. It is anticipated that one firm will be selected

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the City reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated.

All costs associated with proposal preparation shall be borne by the proposer. The City reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

Seven (7) hard copies of the proposal along with an electronic copy must be submitted to Sylvia.Armstrong@dickinsongov.com. The proposal must be submitted as a single electronic PDF. An email will be sent confirming receipt of the proposal. For a firm to be considered, their proposal must be received by **5:00 pm (MT) on Wednesday September 25, 2019**.

Any technical questions or questions regarding this RFP must be submitted via email to craig.kubas@dickinsongov.com. Any questions about this RFP must be received by 5:00 pm on Wednesday, September 18, 2019. Questions and answers regarding this RFP will be shared with all participating consultants.

Any proposal not complying with all requirements stated in the RFP may be rejected.

Title VI assures that no person or group of persons may, on the ground of race, color, nation 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, refer to the NDDOT External Civil Rights manual at: <https://www.dickinsongov.com/title-vi-and-non-discrimination-policy-statement>