



**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 one or more consulting firms to provide the professional engineering services necessary for the several projects. This RFP lists the projects and certain requirements of the proposals being requested.

**1. Projects**

**(1) Stormwater Ordinance Revision**

Requirements for stormwater management systems in the City of Dickinson are set in our municipal code Article 38.14. We are interested in revising the code which could involve repealing and a full rewrite of the Article. In addition to the code update, a design manual may be requested to guide design professional in the detailed work of planning designing and constructing a stormwater management system.

Dickinson is interested in a stormwater management code that is easy to use, requires a reasonable level of attainability, and protects upstream and downstream landowners while allowing creative designs within the subject property.

Draft Ordinance to present to the City Commission is due on March 29, 2019.

Final Ordinance and Design Manual shall be completed on May 31, 2019.

**(2) Water Modeling Update**

Dickinson had a water model created in 2015 using Infowater software. The City is interested in updating the model with recent additions to the city's water system. The City would prefer to enter into a 2-4 year contract with the selected consultant to:

- Update model to current conditions
- Perform routine updates as infrastructure is added or decommissioned.
- Perform "on-call" water modeling tasks
- Make recommendations as to future water main, pump and storage improvements.

The updated model is due on March 1, 2019

**(3) Pavement Management Plan Update**

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The city is requesting that a firm complete an update of the 2014 Pavement Management Plan. Visual inspection of pavements will be required as well as updates to the pavement conditions, based on projects completed subsequent to the 2014 study.

The Draft Plan is due June 21, 2019

The Final Plan is due August 2, 2019

### **(4) Lift Station 1 Improvements Construction Engineering**

The City is currently completing the design of Lift Station #1 Improvements. The City is interested in engaging a consultant to administer the Construction Contract. Duties will include:

Attending Meetings

Material Certification Approval and oversight of testing

Construction Engineering

Construction Inspection

Preparation of Progressive Pay Estimates and Change Orders

Final Inspections, Warranty Inspections and Project Closeout

Construction is scheduled for the 2019 season.

### **(5) Reuse Fill Station Design**

The City is interested in extending the reuse water line along 116<sup>th</sup> Ave SW from the point where water custody is transferred to the city, north to a location near the intersection of 116<sup>th</sup> Ave SW and Highway 10. At that location the city would like to construct a fill station that would serve industrial, agricultural and energy service companies with the City's reuse water. The city would like to engage a consultant to complete the following tasks:

- Design of a reuse watermain approximately 1 mile in length
- Design a fill station with the following capabilities
  - Load out of two trucks at a time
  - Storage capacity 75,000 gallons
  - Ability to connect for future pumping and piping of water to a remote location
- Obtain easements or deeds to construct the water lines and fill station

Plans must be completed for a June 1 Bid Opening.

### **(6) 2019 Mill and Overlay Design and Construction Engineering**

This project intends to use City sales tax funding. All preliminary, design and construction engineering will comply with City of Dickinson Standards. The scope of the project is to mill and overlay an undefined group or groups of asphalt streets within Dickinson. Estimated construction budget is \$1.5 million. Final Plan delivery date will be Feb 1, 2019 for a March bid letting and 2019 construction.

**(7) 2018 NDDOT Urban Roads Design and Construction Engineering**

The City has two projects on the NDDOT STIP for 2019 construction. The first project is a Mill and Overlay on 12th Street W from State Avenue to Hillside Drive. The second project is a Mill and Overlay on 10th Ave W from 15th Street W to 21st St W. While the projects will have separate PCN's, they are proposed to be tied together on the April 12<sup>th</sup> NDDOT Bid Letting.

**(8) General Landfill Engineering Services**

The following Task Order is to coordinate, evaluate, and prepare the required semiannual and annual reports for the 2019 water quality data from the Environmental Monitoring System (EMS). This will include preparing the 2019 Spring and Fall Groundwater Reports, 2019 Annual Facility/Groundwater Report, and Annual waste survey report for the Dickinson Disposal Landfill. These reports are required by the North Dakota Department of Health (NDDH) under the terms of the City of Dickinson Solid Waste Permits 0315, 0030, and 0194.

Additional services may include, but are not limited to: meeting with the North Dakota Department of Health (NDDH) regarding the groundwater monitoring system performance, conducting additional evaluation of groundwater results, performing landfill cut/fill surveys, and responding to NDDH comments

**(9) South State Ave Watermain Construction Engineering**

The City is completing the right of way acquisition for the South State Ave Watermain Improvement Project and anticipates construction in 2019. The City is interested in engaging a consultant to administer the Construction Contract. Duties will include:

Attending Meetings

Material Certification Approval and oversight of testing

Construction Engineering

Construction Inspection

Preparation of Progressive Pay Estimates and Change Orders

Prepare Reimbursement Requests to the State Water Commission

Final Inspections, Warranty Inspections and Project Closeout

**1. 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 awards when applicable. The 2018 Urban Roads project will be bid through the NDDOT bid letting.

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:

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- Preliminary cost estimates.
- Exhibits for public and landowner meetings
- FHWA Environmental Approval (Urban Roads Project only)
- 90% plans, specifications and estimate
- Final plans, specifications and estimates
- 50% reports and Final signed reports

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

- Contract administration
- Construction staking and observation
- Records Keeping
- Change Order Preparation
- Preparation of As-Builts

### **2. Contract Information**

The City anticipates that the selection process will be completed by approximately November 1, 2018. 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. Each contract is anticipated to begin between November 5, 2018 and December 4, 2018.

### **3. 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.

### **4. 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. Include a detailed statement for each evaluation criteria.

- A. Experience, Expertise and Location of staff assigned to the project - 40%  
Describe the qualifications and experience of the project manager, key staff, and sub-consultants. Describe relevant past projects for the city.
- B. Project Understanding and Approach - 30%  
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. Project Deliverables – 10%  
Describe how your firm will organize and deliver information during and at the completion of the project.

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D. Schedule – 20%

Describe how your availability and location of staff will allow for successful and timely completion of projects.

**5. Proposal Requirements**

Please provide the following information in the order listed:

1. A cover letter that states your interest in one or more of the projects listed. If your firm is proposing on more than one project, please prioritize your project interest in the letter.
2. Include your firm's approach to addressing the identified tasks, your understanding of the projects' scope, and key issues. Briefly discuss similar projects the members on your team have completed recently. This listing should be limited to the three most applicable projects.
3. The office location of the key team members that will be working on the project.
4. 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.
5. Identify the principal or manager who will serve as the project manager and primary point of contact for your firm.
6. 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.
7. Current Rate Sheet with direct reimbursable rates, if applicable.
8. For projects 1-3 please provide a Lump Sum fee that is commensurate with your proposed project approach and deliverables.

On the cover page of the proposal, please include title of the RFP "**2019 Dickinson Engineering Projects**", the name of the project(s) included in the proposal, and the email address of the person who should receive the results of the selection.

The proposal shall be limited to 5 single-sided pages. Each project can use up to 5 pages. However, a single cover shall be utilized along with a single rate sheet. Similar project experience can be included in an appendix, but should be kept brief and should be combined for similar project types as appropriate. 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 per project, but that a single firm may be selected for more than one project.

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.

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Five hard copies of the proposal along with an electronic copy must be submitted to [Sylvia.Armstrong@dickinsongov.com](mailto: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 12:30 pm (MT) on Friday October 26, 2018.

Any technical questions or questions regarding this RFP must be submitted via email to [craig.kubas@dickinsongov.com](mailto:craig.kubas@dickinsongov.com). Any questions about this RFP must be received by 5:00 pm on Wednesday, October 17, 2018. 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.dot.nd.gov/divisions/civilrights/civilrights.htm>