



Request for Proposals
to Perform
Preliminary and Construction Engineering Services
&
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 several projects. This RFP lists the projects and specific requirements of the proposals being requested.

A. Projects

(1) 4th Ave East Street Improvements (21st St. to 26th St.)

The project will consist of asphalt pavement improvements and miscellaneous street improvements funded with FHWA dollars administered through the NDDOT. This project will go through a formal NDDOT QBS selection process at a later date.

Final plans to the city engineer are due on June 30, 2021.

(2) State Ave Street Improvements (Villard St to 15th St.)

The project will consist of asphalt pavement improvements and miscellaneous street improvements funded with FHWA dollars administered through the NDDOT. This project will go through a formal NDDOT QBS selection process at a later date. However, underground improvements will likely be required that may involve a project phasing plan.

The NDDOT portion of the project is scheduled for construction in 2023.

(3) 2021 Mill and Overlay

A. Project Detail and Timeline

- i. Create project areas based on 2021 Budget and 2019 Pavement Management Plan and understanding of local unit prices.
 - Preliminary project areas to be presented to the City Commission on August 11, 2020.
- ii. Preliminary Engineering (50% Plans), Cost Estimate, and Preliminary Engineering Report
 - To comply with ND Century Code a Preliminary Engineering Report shall be completed for the project.
- iii. The P.E.R. is due on September 10, 2020.
- iv. Final Design
 - If SID is not protested out by the public by October 30th, proceed with final design of concrete and asphalt improvements.
- v. Bidding
 - Plans must be completed for a January 2021 bid opening.

(4) Sims St. Street and Utility Improvements (2nd St. to Museum Dr.)

The City is interested in making street and utility improvements on all or portions of Sims St. Project phasing will be required to implement utility improvements while minimizing disruption to traffic.

Construction is scheduled for the 2020 through 2022 seasons.

(5) Westgate Dr. and W. Business Loop Frontage Road Street Improvements (Const. Eng. Only)

The City has completed design for these street improvements and is interested in hiring a consultant to bid and administer the contract.

Construction is anticipated for the 2020 season.

(6) North Annexation Water Sewer and Street Improvements

The City has completed a preliminary engineering report for this project and is interested in hiring a consultant to complete final design, bid and administer the contract.

Construction is anticipated for the 2021 season.

(7) 4th St. E., 5th St. E. and 26th Ave E Street Improvements

The City is interested in hiring a consultant to design, bid and administer the contract.

Construction is anticipated for the 2021 season.

(8) 21st St. Frontage Rd. and 4th Ave E Street Improvements

The City is interested in hiring a consultant to design, bid and administer the contract. The City has already completed a preliminary design which it intends to use.

(9) 21st Ave E. (E. Villard St. to E. Bus. Loop)

The City is interested in hiring a consultant to design, bid and administer the contract.

(10) East Broadway Dam (Hazardous Dam Mitigation Plan)

The City has a hazardous dam on the Low-Head Dam list. The City is interested in hiring a consultant to design, bid and administer the contract.

(11) Crooked Crane Trail Connection including BNSF Coordination

The City is interesting in hiring a consultant to design bid and administer a project to connect the Crooked Crane Trail, Phase Two, west of Dickinson to a point near the State Avenue railroad.

(12) On-Call Construction Engineering Services for privately funded, publicly owned infrastructure construction (*pre-qualification only*)

B. 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 2022 and 2023 Urban Roads projects 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:

- Preliminary cost estimates at all plans submittal stages.
- Exhibits for public and landowner meetings
- FHWA Environmental Approval (Urban Roads Project 1 and 2 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

C. Contract Information

The City anticipates that the selection process will be completed by approximately June 30, 2020. 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 July 15, 2020 and December 4, 2020.

D. 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.

E. Selection Criteria Information

Emphasis should be placed upon providing information concerning your proposed project understanding and approach, similar projects your firm has recently performed, and the availability, proximity 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.

- 1) Experience, Expertise and Location of staff assigned to the project - 35%
 - Describe the qualifications, location and experience of the project manager, key staff and sub-consultants. Describe relevant past projects for the city.
- 2) Project Understanding and Approach - 35%
 - 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.

- 3) Project Deliverables – 10%
 - Describe how your firm will organize and deliver information during and at the completion of the project.
- 4) Schedule – 20%
 - Describe how your availability and location of staff will allow for successful and timely completion of projects.

F. 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 two most applicable projects. Keep the project approach and experience to two pages maximum. For project teams that include a member you consider an expert, please include a half-page resume for that individual.
- 3) The office location, of the key team members, who will be working on the project.
- 4) A disclosure of all work for other clients that may be affected, positively or negatively, by work on the proposed contract. Potential conflicts of interest must be disclosed.
- 5) Identify the firm's principal or project manager, who will serve as the 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 project number 12, the proposer must include a statement that they will be able to perform the construction engineering work for 10% of the construction cost, unless approved by the city.

On the cover page of the proposal, please include title of the RFP "**2020 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 a 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.

Engineering
Department

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.

Five hard copies of the proposal, along with an electronic copy must be submitted to Sylvia.Miller@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 12:00 pm (MT) on Friday June 19, 2020. If City Hall is not open to the public by said date, electronic files shall be set shared with the City by 12 PM on said date.

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, June 10, 2020. 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.

Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontract for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any 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>

G. Funding

Projects 1 and 2 intend to use Federal Highway Administration Funding through the NDDOT, and City Sales Tax Funding. All preliminary design and construction engineering will comply with NDDOT and City of Dickinson Standards.

The scope of all the projects are listed in the RFP. If your firm is interested in providing services for one or more project, please submit a proposal(s) meeting all the requirements listed in the RFP. The complete RFP can be found on our website: www.dickinsongov.com or by emailing sylvia.miller@dickinsongov.com.