



REQUEST FOR PROPOSALS

MARCH 11, 2024

TO PERFORM ENGINEERING SERVICES FOR:

TMA-CRP-8-992(052), PCN 24260
City Improvement District No. 6060
Rivers Bend Multiuse Path

PROPOSALS MUST BE DELIVERED TO THE CITY OF WEST FARGO
BY:
10:00 AM CENTRAL TIME ON MARCH 29, 2024

REQUEST FOR PROPOSAL

PROJECT OVERVIEW

The City of West Fargo is requesting proposals from qualified consultants to provide engineering services for the project below.

TMA-CRP-8-992(052), PCN 24260
City Improvement District No. 6060
Rivers Bend Multiuse Path

A complete RFP Package is available to download by clicking the “Business” tab followed by “Bid Opportunities” at the City’s website: www.westfargond.gov.

SCOPE OF WORK

The City of West Fargo intends to execute one cost plus fixed fee contract to complete Phase I and Phase II. The city reserves the right to assign work in phases and have the firm selected perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

PROJECT DESCRIPTION AND LIMITS

This project consists of the construction of a 10’ wide concrete multiuse path connecting Sheyenne Street and 23rd Ave E which includes a pedestrian bridge over the Sheyenne River in the approximate location as shown in the attached exhibit. This project is tentatively scheduled to be **bid January 1, 2027** and constructed in 2027.

The consultant will be responsible for preliminary engineering and environmental clearance (Phase I), as well as assistance in final design and ensuring all requirements are satisfied to meet the tentative bid date (Phase II). This is intended to include (but not limited to): assisting in preparation of construction plans and bid documents; right-of-way acquisition; permitting; utility coordination; public outreach; etc.

Scoping Phase

Scoping Phase shall be limited to conducting a scoping meeting, preliminary right-of-way review, preliminary environmental review and developing an approved scope of work and hours. Preliminary right-of-way review will allow for consultant to determine work required to clean up existing right of way issues in the corridor.

The selected consultant shall organize a scoping meeting and field review with all project stakeholders, which at a minimum shall include representatives the City of West Fargo, the NDDOT as well as the selected consultant. The selected consultant will have 30 days, from the date that the Scoping Phase contract is executed, to conduct the scoping meeting, right-of-way review and secure an approved scope of work and hours. Pending approval of the scope of work and hours completed in Scoping phase, the City may authorize the selected consultant to perform Phase I and any additional work not currently assigned or completed in Scoping Phase.

Phase I – Preliminary Engineering and Environmental Documentation

Phase I shall consist of all activities necessary to complete the environmental document as referenced in the NDDOT Local Government and Design Manuals. These activities include but are not limited to:

- Wetland delineation
- Cultural survey

- Preliminary topographic survey
- Preliminary roadway design
- Right-of-way activities
- Preliminary structure design
- Preliminary geotechnical studies
- Public involvement
- Utility coordination
- Army Corps of Engineers Coordination
- Analyze option(s) identified in the corridor study and select a preferred alternative

Phase I will be considered complete upon receiving environmental clearance from the Federal Highway Administration (FHWA) and NDDOT.

Phase II – Design

Phase II shall include activities necessary to complete construction plans. These activities include but are not limited to:

- Final path design
- Final structure design (Abutments, etc.)
- Final right-of-way plats
- Right-of-way negotiation & acquisition
- Final engineers estimate
- Permits

Firms interested in performing the work must be qualified to perform roadway design. No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to the City, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the City; or who is deemed to be irresponsible or unreliable by the City. Project bid date for TMA-CRP-8-992(052), PCN 24260 is 1/1/2027.

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

- MS Word and MS Excel
- MicroStation (current version) or AutoCAD (current version)
- NDDOT CADD Manual
- Microsoft Project
- NDDOT Consultant Services Manual Chapter 19
- NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20
- NDDOT CADD Editing Manual Chapter 21
- NDDOT Data Collection Codes and Procedures
- NDDOT Design Manual and Plan Preparation Guide Website
- NDDOT Right of Way Manual
- Adobe Acrobat (standard or compatible)

As well as any required City of West Fargo standards.

City Provided Data for Phase I and Phase II

- Record plans of any past projects that the City has completed
- TIFF format digital imagery 0.5' pixel resolution
- Digital plat and parcel base maps
- Municipal infrastructure information - paving, underground utilities (sewer, water, and storm) street lights, etc.
- LiDAR/DEM to 1" = 100' National Map Accuracy Standards. 2020 captured.

RFP SCHEDULE

Proposal Submission Date: March 29, 2024

Consultant Interviews (if necessary): Week of April 1, 2024

Consultant Selection: April 5, 2024

Recommendation of Award to City Commission: April 15, 2024

Consultant Negotiation: April 16, 2024

Approve Contract, issue Notice to Proceed: May 20, 2024

SUBMISSION REQUIREMENTS

A qualified submittal shall include a cover letter, proposal (not to exceed 5 pages) and the appendices as listed below. The cover letter must be signed by an officer having the authority to sign contracts for the submitting firm. The officer's name, title and email address shall be printed below the signature line of the cover letter.

The proposal should effectively convey the submitters understanding, approach, and process for this project and how they're best suited to help the city achieve a successful project. Submittals will be discarded if the proposal section exceeds 5 pages (not including the cover letter and appendices).

Include the following appendices:

Appendix A

A schedule for the project. If accepted the schedule will be included as part of the contract.

Appendix B

- A staffing plan identifying the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.
- Firm's relevant experience.

Appendix C

Sub-consultants and associated activities to be completed by the sub-consultants.

Appendix D

Separate "sealed" cost proposal for scoping phase. Full cost proposal will be developed during scoping phase. See end of proposal for example form.

EVALUATION AND SELECTION PROCESS

Firms interested in performing the work must submit one electronic copy in PDF format. The electronic copy must be submitted prior to the date and time listed on the cover of this RFP. Submittals that are late and/or don't meet the instructions of this advertisement, will NOT be evaluated, and therefore returned to the submitter.

Submittals shall be addressed to:

Dan Hanson
City Engineer
800 4th Ave E, Suite 1
West Fargo, ND 58078
Daniel.Hanson@westfargond.gov

The submittal must clearly identify the primary consulting firm and include the following label: **City of West Fargo RFP – Engineering Services for Rivers Bend Multiuse Path**

Evaluation Criteria

The Selection Committee will evaluate and validate all qualifying proposals. The evaluation process will permit the Selection Committee to identify the submittal that best meets the needs of the City and NDDOT. If needed, interviews will be conducted to further evaluate firms. The City reserves the right to limit interviews to teams whose submittal most clearly meet the intent and requirements of this RFP. The evaluation will be based on the following weighted criteria:

- (40%) Project understanding, approach, and process
 - Identification of tasks, services necessary and deliverables
 - Work plan to streamline process and achieve success
- (15%) Past performance
- (15%) Ability of team and key personnel
- (15%) Recent, current and projected workloads of the persons and/or firms
- (15%) Related experience on similar projects

Selection Committee

The Selection Committee tentatively includes the following representatives:

Dan Hanson, City Engineer
Andrew Wrucke, Assistant City Engineer
Matt Andvik, Public Works Director
Aaron Nelson, City Planner
Brad Olson, City Commissioner with Streets Portfolio

RIGHT OF REJECTION

The City of West Fargo reserves the right to accept any proposal submittal received, to reject any or all proposal submittals, in whole or in part, to waive irregularities and/or formalities as deemed appropriate, to request clarification of any proposal submittal, and to negotiate with the preferred firm to provide the requested services. If contract negotiations with the preferred firm are at an impasse as deemed by the City, the City reserves the right to contract subsequent firms to negotiate a contract to provide the requested services.

QUESTIONS AND ANSWERS

All questions related to this Request for Proposal must be submitted by email to City Engineer, Dan Hanson at Daniel.Hanson@westfargond.gov. City staff will not be available to meet in person with individual firms to answer any questions that they may have. The question period shall expire 48 hours prior to the due date and time of the proposal.

The answers to questions will be compiled and posted on the same website used for downloading the RFP, either as an addendum, or as Project Q&A. Proposers shall bear the responsibility for checking the website for Project Q&A. Failure to do so may result in the Proposer not receiving all clarifications necessary to present a responsive Proposal.

Example for “Appendix D”

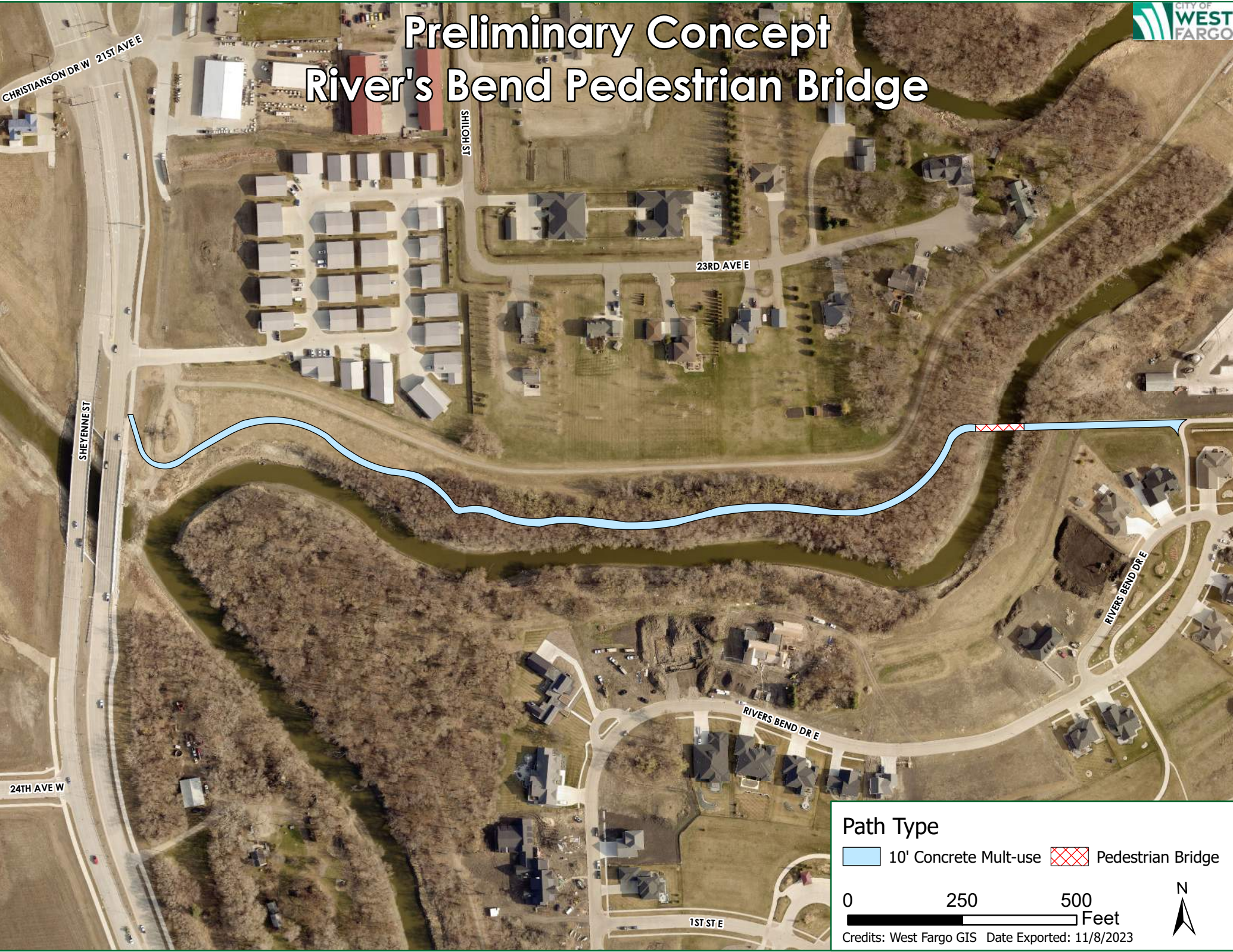
Include completed form in a separate file. Label file “Sealed Cost Form – Vendor Name”, and submit with the proposal.

Cost Proposal Form

The cost estimated should be based on a not to exceed cost as negotiated with the most qualified respondent. Changes in the final contract amount and contract extensions are not anticipated.

Direct Labor	Hours	X	Rate	=	Total
Task					
Name, Title , Function	0.00	X	\$0.00	=	\$0.00
Task					
Name, Title, Function	0.00	X	\$0.00	=	\$0.00
Overhead					
General & Administrative Overhead					
Subcontractor Costs					
Materials and Supplies Costs					
Travel Costs					
Fixed Fee					
Miscellaneous Costs					
Total Cost					

Preliminary Concept River's Bend Pedestrian Bridge



Path Type

10' Concrete Multi-use Pedestrian Bridge

0 250 500 Feet

Credits: West Fargo GIS Date Exported: 11/8/2023

