**REQUEST FOR PROPOSAL**

**November 25, 2024**

**TO PERFORM**

**ENGINEERING SERVICES**

**FOR PROJECT**

**SPR-P044(003) PCN 24240**

**PROFESSIONAL WRITING SERVICES FOR A BRIDGE DESIGN Manual**

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**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**chad Taylor**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By**

**12:00 PM Central Time December 20, 2024**

**REQUEST FOR PROPOSAL (RFP)**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of a qualified consultant to develop a new Bridge Design Manual (Manual). The consultant is expected to complete a comprehensive examination of current Department of Transportation (DOT) Bridge Design practices, related NDDOT Design Standards, and current industry practice.

The Manual will be organized into chapters to follow the layout of the current version of the American Association of State Highway and Transportation Officials Load and Resistance Factor Design Bridge Design Specifications with references incorporated into the Manual where necessary.

The Manual must provide references for example design plan sets, standard plan notes, Standard Drawings, Special Provisions, and Design Memorandums. These should be included as appendices that can be easily reviewed and updated without affecting the broader document.

The consultant must have experience related to roadway design, geotechnical engineering, structural engineering, bridge design, technical writing, and manual writing. The consultant is required to have prior experience in developing bridge design manuals for state DOT’s.

Interviews will be conducted tentatively 14 days from the due date of this RFP.

The project must be completed on or before **July 1, 2026.**

*Attached with the RFP is a draft Table of Contents for the Bridge Design Manual, a Progress Report example spreadsheet, and the Risk Management Appendix.*

**SCOPE OF SERVICES**

The consultant will work with NDDOT Bridge Division staff to determine the current Department practices. The consultant will conduct a gap analysis to determine outdated or missing information. The consultant will research Bridge Design Manuals from various state transportation agencies to ensure that best practices and current industry standards are incorporated into the Manual.

The consultant must submit drafts for Department review and permission to proceed on a chapter-by-chapter basis. Each draft must allow a minimum of 14 days for the NDDOT to review, and following the first draft of each chapter the consultant will schedule a meeting with the Department to discuss approach, address feedback, and ensure alignment with NDDOT objectives. Work on multiple Manual chapters may be completed concurrently and review meetings may be scheduled to discuss multiple chapters within a single meeting.

The consultant will ensure the Manual addresses all critical topics relevant to bridge design, rehabilitation, and replacement including structural design methods and materials.

The Manual must be developed for online publication with interactive features, such as hyperlinks, embedded tools, and search functionality. The Manual must be formatted to be easily printed by users.

The NDDOT intends to execute one cost plus fixed fee contract requiring monthly billings with the selected consultant. The NDDOT reserves the right to assign work in phases and have the selected consultant perform any additional work not initially assigned. Project work items may be added or removed from the contract by work authorization or supplement agreement.

Proposals must include a proposed work plan and project schedule, milestone of activities, and staffing plan through project completion. The work plan must include all work activities and deliverables to be completed by the consultant.

Consultants will allow 14 days for the review and/or approval of all project deliverables. Meetings required for development of the Manual will be held using Microsoft Teams with no in person meetings required. The NDDOT is not responsible for added cost or lost time for the rework of the project deliverables.

**PROJECT PHASING**

Phase I, Manual Review, Gap Analysis & Scoping

Phase I will include a project kickoff meeting with representatives from NDDOT Bridge Division to discuss anticipated roles and responsibilities for project team members representing the consultant and the NDDOT. The kickoff meeting will be used to complete a preliminary review of the current NDDOT Design Manual and provide background related to the organization and content of the current manual. Following the kickoff meeting, the consultant will conduct a comprehensive review of the current NDDOT Design Manual and related resources, including Standard Construction Specifications related to bridge work.

The consultant will complete a gap analysis to guide the course of Manual development followed by a scoping meeting with representatives from NDDOT Bridge Division to review a draft table of contents and scope of work for developing individual chapters of the Manual. The consultant will also submit a proposed style template for approval prior to developing the Manual. This template must include the overall format, text style, color scheme, link formatting, and any other design elements to be used in the Manual. This template will be used as the foundation for maintaining consistency throughout the Manual. Upon completion of the scoping meeting, the consultant will submit to the NDDOT a proposed scope of work for Manual development, including a schedule of tasks and hours for work to be completed in Phase II.

The consultant will have 90 days, from the date that the Phase I contract is executed, to complete the work required for Phase I and to secure an approved scope of work and hours for phase II.

**Project Submittals/Deliverables**

1. Project kickoff meeting agenda & minutes
2. Gap analysis report
3. Scoping meeting agenda & minutes
4. Draft/Final Table of Contents for the Manual
5. Draft/Final Style Guide
6. Final approved scope of work and hours for Phase II

Phase II, Document Writing

Phase II will include all work necessary to develop and write the finished Manual, including draft versions to be submitted to the NDDOT for review. It is anticipated that development of the Manual will be broken out by chapter, and that 2 draft submittals and 1 final submittal will be required for each chapter of the finished Manual. A review meeting with the NDDOT representatives will be held following each draft submittal to discuss comments on the submittal.

At the end of Phase II a final copy of the complete Manual will be furnished to the NDDOT.

**Project Submittals/Deliverables**

1. Draft versions of Manual chapters (anticipate preliminary and pre-final)
2. Comment/Response log for draft submittals
3. Meeting agenda/minutes for draft chapter review
4. Final Manual chapters
5. Final complete Manual

**PROJECT SCHEDULE**

A proposed work plan and work schedule with the Completion Date, work activities, and deliverables must be completed by the consultant and approved by the NDDOT.

The consultant will allow 14 days for the review and/or approval of project deliverables by the NDDOT. All deliverables must be submitted in a manner to allow for review and decisions by the NDDOT by the proposed Completion Date.

The NDDOT shall not be responsible for added cost or lost time for the rework of the project deliverables at the fault of the consultant.

The consultant is responsible for project management including monitoring the project schedule, providing status reports, and reporting of late milestones or issues that arise. The consultant shall provide a written plan to recover late schedule/milestone activities. The NDDOT will maintain the ability to monitor the schedule/milestone activities and request a status update at any point.

**PROJECT SUBMITTALS**

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

* MS Word and MS Excel
* Adobe Acrobat (standard or compatible)
* MicroStation 23.00
* OpenBridge Designer 23.00
* NDDOT CADD Manual
* Microsoft “Project”

**PROJECT PROGRESS REPORTS**

A bi-weekly progress report is required for all projects. The report must state the project number, PCN, the reporting period dates, and be numbered in sequential order. Detail the activities completed during the reporting period, describe issues encountered, list any added work not contemplated in the RFP or original contract, and actions required and/or directives given by the NDDOT.

The report must contain a spreadsheet style breakdown of activities. For each activity and/or deliverable detail the following:

* Original projected start date
* Actual start date
* Original completion date from the approved scope of work
* Actual completion date for completed activities
* Percent complete at the start of reporting period and end of reporting period
* Explanation of delays for the given activity
* Plan to correct issues and get activity back on track

**PROPOSED SUBCONSULTANT REQUEST**

Subconsultants that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with the NDDOT must submit an original form and one copy to be attached to the prime consultant’s proposal. This form is used for informational purposes only. See the NDDOT website for form SFN 60232. <http://www.dot.nd.gov/dotnet/forms/forms.aspx>

**PRIME CONSULTANT REQUEST TO SUBLET**

The successful consultant will be required to include the attached ‘Prime Consultant Request to Sublet’ form for each subconsultant listed on the contract prior to execution of the contract. The form assures that the contract between the Prime consultant and all subconsultants contains all the pertinent provisions and requirements of the prime contract with the NDDOT. See the NDDOT website for form SFN 60233. If the prime consultant has a DBE as a subconsultant then they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF).

<https://www.dot.nd.gov/forms/sfn61412.pdf>

**CIVIL RIGHTS**

The North Dakota Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Disadvantaged Business Enterprise (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, subrecipient, or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts.  Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. **For information regarding the DBE Program, see the DBE Program Manual at** [DISADVANTAGED BUSINESS ENTERPRISE PROGRAM](https://www.dot.nd.gov/sites/www/files/documents/civil-rights/DBE-Program-Administration-Manual.pdf)

**Title VI/Nondiscrimination and ADA**

Title VI assures that no person or group of persons may, on the grounds of race, color, national 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, see the **Title VI/Nondiscrimination and ADA Program at** [2025-Title\_VI\_Nondiscrimination\_and\_ADA\_Program\_Implementation-Plan.pdf](https://www.dot.nd.gov/sites/www/files/documents/civil-rights/2025-Title_VI_Nondiscrimination_and_ADA_Program_Implementation-Plan.pdf)

*The two paragraphs above apply to every consultant on the project, including every tier of subconsultant. It is the consultant’s or subconsultant’s responsibility to include the two above paragraphs in every subcontract.*

**EVALUATION AND SELECTION PROCESS**

Consultants interested in performing the work must submit one electronic copy in PDF format prior to the date and time listed on the cover of this RFP. Late proposals will not be considered.

**Submit proposals to** Chad Taylor [cataylor@nd.gov](mailto:cataylor@nd.gov) with copies to Joy Glasoe [jglasoe@nd.gov](mailto:jglasoe@nd.gov) and Travis McCloud [tmccloud@nd.gov](mailto:tmccloud@nd.gov).

Each proposal must contain a cover letter signed by an authorized officer who can sign contracts for the consultant. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.

The proposal pages must be numbered and must be limited to 5 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.

Include an updated Federal Standard Form 330 if you do not have one on file with CAS.

The consultant’s proposal shall include an appendix. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

**Appendix A**

A schedule/milestone for the project. 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.

**Appendix C**

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

**Appendix D**

Subconsultants and associated activities to be completed by the subconsultants. Attach proposed sublet form SFN 60232 for each sub at the end of this section.

Each proposal will be evaluated by a selection committee consisting of NDDOT staff members and/or representatives. The NDDOT reserves the right to limit the interviews to a minimum of three consultants whose proposals most clearly meet the RFP requirements. Consultants not selected to be interviewed will be notified in writing.

Selection will be based on the following weighted criteria:

* \_\_10%\_\_ i. Past performance
* \_\_15%\_\_ ii. Ability of professional personnel
* \_\_10%\_\_ iii. Willingness to meet time and budget requirements
* \_\_ 5%\_\_ iv. Location
* \_\_10%\_\_ v. Recent, current, and projected workloads of the persons/consultants
* \_\_15%\_\_ vi. Related experience on similar projects
* \_\_10%\_\_ vii. Recent and current work for the agency
* \_\_25%\_\_ viii. Project understanding, issues, and approach
* \_\_\_5%\_\_ ix. DBE: Up to 5 points for utilizing DBE’s in case of tied scores

Weights for each criterion are assigned independently for each specific RFP by CAS and the

Project Technical Representative. Maximum total weight is 100 points. Five additional points

may be awarded for good faith efforts to utilize DBE’s in the event of a tie.

Consultants are strongly encouraged to use DBE subconsultant services where applicable. The proposal must contain a list of any tasks that may be let to subconsultants should the consultant be awarded the contract. If no DBE firms are included on the proposed consultant team, the proposal must include the specific good faith efforts made by the consultant to achieve DBE participation in the areas intended for subconsultants. See 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H. DBE participation will be a consideration during the selection and negotiation of each contract.

**PROMPT PAYMENT**

Consultants will be required to make prompt payment to subconsultants as required by 49 CFR 26.29. The consultant must make payment to all subconsultants within thirty (30) calendar days from receipt of payment from the state. Such payment must be certified by the Consultant by submittal of the subsequent Consultant Contract Billing Form to the State. The State may withhold subsequent payment(s) to the Consultant if any subconsultants have not been paid for work satisfactorily completed.

**RIGHT OF REJECTION**

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

**DISCLOSURE OF PROPOSAL**

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

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

**AUDIT**

Consultants proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the consultant’s Fiscal Year. Consultants that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Consultants that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a consultant that is incomplete will not qualify. Out of state consultants can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to consultants that do not have a compliant rate.

**CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving emails and phone calls.