**REQUEST FOR PROPOSAL**

**NOVEMBER 27, 2024**

**TO PERFORM**

**CONSTRUCTION ENGINEERING SERVICES**

**FOR**

**THE 2025 CONSTRUCTION SEASON**

**2025 CE RFP 1**

**RONALD J. HENKE, PE**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**CHAD TAYLOR,**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**BY 12:00 NOON DECEMBER 20, 2024**

**REQUEST FOR PROPOSAL (RFP)**

**CONSTRUCTION ENGINEERING SERVICES**

**2025 CE RFP 1**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) intends to execute one cost plus fixed fee contract requiring monthly billings with the chosen consultant(s) to complete Phase I. The NDDOT reserves the right to assign work in phases and have the selected consultant(s) perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

The NDDOT will engage the services of qualified engineering firms to perform construction engineering work such as surveying, sampling and testing of materials, and construction inspection. Consultants submitting proposals must be qualified to perform the construction engineering activities identified in this RFP. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

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

*Attached to this RFP is the list of projects included in the 2025 CE RFP I and the Risk Management Appendix.*

**ADMINISTRATION & INSPECTION**

For Contract Administration projects, the selected firms will be responsible for all construction inspection, material testing and survey to assure the contractor’s work is performed according to the governing specifications, plans, and special provisions including the provisions of the Department’s Standard Specifications for Road and Bridge Construction, Field Sampling and Testing Manual, and Construction Records Manual.

The consultant’s material sampling and testing personnel must be certified under the NDDOT Technical Certification Program (TCP). It is the consultant Project Manager’s responsibility to ensure field testing personnel are certified through the TCP and may at any time during the project be required to provide a list of testing technicians, their certifications, and contact information.

The selected consultants shall provide a Registered Engineer to directly supervise all Construction Engineering projects as required by Title 28 of the North Dakota Administrative Code. The selected consultants will prepare engineering and administrative documents and records as required by the Department.

The selected consultants must provide a work force adequate to meet the contractor’s work schedule. The consultant engineer’s assigned Project Manager shall be capable of reading and interpreting project documents for proper execution of the project in accordance with the plans and specifications.

**SURVEY**

The consultant’s survey crew chief assigned to each project shall be capable of reading and interpreting project documents in order to place survey controls for the proper execution of the project. The consultant shall perform all construction layouts and reference staking necessary for the accurate control and completion of the project. The surveying and staking for each project will vary to fit the project. The survey crew provided will be required to have the ability to perform all work activities required for the project, such as:

* performing structural surveys (i.e. excavation limits, centerline points, pier and abutment elevations, deck risers, etc.)
* staking construction control lines and grades
* slope staking for establishing final roadway sections
* taking final measurements taking original and final cross sections for earthwork quantities, including topsoil stockpiles, common excavation locations, subcut and calculate quantities
* locating reference points as required
* staking construction and permanent signs, and verifying new sign support lengths prior to contractor ordering material
* establishing benchmarks
* providing grade control for the trimmer and verifying trimmer work
* providing blue top grades for mainline subgrade and bases
* performing minor adjustment to the grade lines to accommodate changes made by field personnel
* installing survey monuments and record survey points as required by Standard Drawing D-720-1 and the North Dakota Century Code Chapter 47-20.1
* staking locations of R/W pins and markers
* verifying and adjusting grades at existing tie in-points
* preparing final as built plans

On survey only projects, the firm selected will be required to designate a survey crew contact person who shall keep in daily contact with the Project Engineer’s representative and the Contractor. A diary of work requested, work completed, comments, daily weather, daily work hours, and survey personnel on the project that day shall be made and submitted to the Project Engineer on the first working day of the next week. The consultant’s designated contact person shall work directly with the NDDOT representative. Any questions or concerns regarding the survey or project plans will be brought to the attention of the NDDOT representative. The consultant’s designated contact person shall answer all questions the Contractor or NDDOT may have concerning the construction surveying.

**MATERIALS SAMPLING & TESTING**

Consultant’s material sampling and testing personnel must be certified under the NDDOT Technical Certification Program. All Material testing and project data will become the property of NDDOT upon completion of the final submittal. Acceptance of all material shall be as specified in Section 106 of the NDDOT Standard Specifications for Road and Bridge Construction manual and Sections 100 and 106 of the NDDOT Field Sampling and Testing Manual. Where the Department's Specifications or Special Provisions require that materials meet AASHTO, ASTM, AWPA or other Specifications, the latest Specifications together with all interim Specifications which have been printed and distributed before the date of the invitation for bids shall apply.

On Materials Testing only projects, the firm selected will be required to submit a list of testers and designate a contact person who shall keep in daily contact with the Project Engineer’s representative and the Contractor. A diary of work requested, work completed, comments, daily weather, daily work hours, and testing personnel on the project that day shall be made and submitted to the Project Engineer. All testing documentation shall be uploaded into the materials dropbox in the Construction Automated Records System (CARS) upon completion of the test. The Consultant’s designated contact person shall work directly with the NDDOT representative. Any questions or concerns regarding materials sampling and testing will be brought to the attention of the NDDOT representative. The consultant’s designated contact person shall answer all questions the contractor or the NDDOT may have concerning materials testing.

**CONSULTANT STAFFING REQUIREMENTS**

Consultant Project Manager

The consultant Project Manager shall be an Engineer or Senior Level Technician with sufficient experience to make engineering decisions in the field and oversee the project on a daily basis.

The consultant Project Manager shall be under the direction of the designated Project Engineer, the NDDOT District Engineer, and the District Construction Coordinator. The consultant Project Manager must be onsite daily during the contractor’s core working hours. The consultant Project Manager has immediate charge of the engineering aspects of the construction project. The consultant Project Manager is responsible for the activities and efficiency of all consultant personnel assigned to the project, and for oversight of the actual construction to assure contract compliance. The consultant Project Manager should be involved with the initial phases of the project, if possible, as early as the Preconstruction Conference. After the project becomes active, the consultant Project Manager shall:

1. Oversee all field inspection to ensure the project is constructed in accordance to NDDOT plans, standards and specifications
2. Instruct, train, and supervise consultant personnel
3. Oversee and approve:
   1. Project records,
   2. Progress reports,
   3. Determination of pay quantities, and
   4. Prompt payment to the contractor
4. Be responsible for regular consultant safety meetings and enforcement of safety policies for all consultant and subconsultant employees

**PROJECT PHASING**

Preconstruction: Phase I shall, as applicable, include but not be limited to conducting the preconstruction meeting, mobilization, initial survey control, initial materials testing, if needed, and developing an NDDOT approved scope of work and hours for Phase II based on the contractor’s schedule and proposed method of operations.

The Engineer will have 14 days, from the date that the preconstruction meeting is completed to secure an approved scope of work and hours for Phase II. A preliminary scope of work and hours for Phase II shall be provided by the firm within 7 days of completion of the preconstruction meeting. Pending NDDOT approval of the Phase II scope of work and hours completed in Phase I, the NDDOT may authorize the Engineer to perform Phase II and any additional work not currently assigned or completed in Phase I.

Construction: Phase II shall, as applicable, include but not be limited to, construction engineering and inspection, construction survey, sampling and testing of materials, measuring and computing pay quantities, contract administration, claims, plan revisions, shop drawings, preparing and submitting final documentation and project closeout. Phase II will be considered complete upon final inspection and project acceptance by the NDDOT’s District Engineer and by the FHWA. Phase II may also include developing an NDDOT approved scope of work and hours for Phase III if needed.

Dispute Resolution: Phase III shall, as applicable, include but not be limited to activities addressing extended contract dispute resolution resulting in arbitration.

**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

• MicroStation 23.00

• OpenRoads Designer 23.00

• 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)

**EVALUATION AND SELECTION PROCESS**

Consultants 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 to be considered. Late proposals will not be considered.

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

Each proposal must contain a cover letter signed by an authorized officer who can sign contracts for the consultant. Include the email addresses of these individuals. The pages of the cover letter will not be counted as a part of the pages.

The proposal pages shall 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. Consultants may select one or more projects to discuss in their proposal.

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

* The consultant will number the projects in order of preference. Tied projects will count as one selection regardless of the number tied to it. If the project list is broken up into Administration, Survey and Material Testing, then you will continue your sequence numbering and not use the same number twice.

Appendix B

* A staffing plan identifying the key project personnel (including titles, education, certifications, and work experience) and the respective roles and responsibilities for the project.

Appendix C

* A general QC/QA Plan which covers the firm’s process for ensuring checks and reviews are being conducted to ensure quality and standards are being met.

Appendix D

* Subconsultants and associated activities to be completed by the sub-consultants. Attach sublet forms 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 firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be based on the following weighted criteria:

* \_\_10%\_\_\_ i. Past performance
* \_\_10%\_\_\_ ii. Ability of professional personnel
* \_\_10%\_\_\_ iii. Willingness to meet time and budget requirements
* \_\_10%\_\_\_ iv. Location
* \_\_10%\_\_\_ v. Recent, current, and projected workloads of the persons and/or firms
* \_\_10%\_\_\_ vi. Related experience on similar projects
* \_\_10%\_\_\_ vii. Recent and current work for the agency
* \_\_30%\_\_\_ viii. Project understanding, issues, and approach
* \_\_5%\_ ix. DBE: Up to 5 points may be awarded for good faith efforts to utilize DBE’s in case of tied scores

Weights for each criteria are assigned independently for each specific project by CAS and the Project Technical Representative. Maximum total weight is 100 points. Five additional points maybe 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 sub consultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for sub-consulting.

Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration during the negotiation stage of each contract.

**REQUEST TO SUBLET**

Subconsultants that have been contacted and agree to be listed on the prime consultant’s project proposal must submit one copy of [SFN 60232, Proposed Subconsultant Request](https://www.dot.nd.gov/forms/sfn60232.pdf) to be attached to the proposal. This form is used for informational purposes only.

Prime consultants shall include a [SFN 60233, Prime Consultant Request to Sublet](https://www.dot.nd.gov/forms/sfn60233.pdf) form for each subconsultant 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.

If the prime consultant has a Disadvantaged Business Enterprise (DBE) as a subconsultant, they shall submit [SFN 61412, Prime Consultant Request To Sublet, DBE Consultant – Commercially Useful Function (CUF) Certification](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 US.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, sub recipient, 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 responsibility of the consultant or subconsultant to include the two above paragraphs in every subcontract.*

**PROMPT PAYMENT**

Consultants will be required to make prompt payment to subconsultants as required by 49 CFR 26.29. The Consultant shall make payment to all subconsultants within thirty (30) calendar days from receipt of payment from the State. Such payment shall 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 all 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.

**PROJECTS MAY BE ADDED OR WITHDRAWN SUBJECT TO THE AUTHORIZATION AND AVAILABILITY OF FUNDS.**