**REQUEST FOR PROPOSAL**

**NOVEMBER 27, 2024**

**TO PERFORM**

**ENGINEERING And architectural design, construction plans, and construction administration**

**FOR:**

**TOWNER EQUIPMENT Storage BUILDING**

**BOWBELLS EQUIPMENT Storage BUILDING**

**ROLLA EQUIPMENT Storage BUILDING**

**ELLENDALE EQUIPMENT Storage BUILDING**

**GARRISON EQUIPMENT Storage BUILDING**

**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 PM Central Time december 20, 2024**

**REQUEST FOR PROPOSAL (RFP)**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of one or more qualified consultant(s) to perform engineering and architectural design, construction plans, and affiliated services to complete the following projects. For each of these projects, the bidding (Phase II) and construction administration (Phase III) will be added by supplement as funding becomes available.

**TOWNER EQUIPMENT STORAGE BUILDING**

**401 Airport Road, Towner, ND**

**Building Dimensions: 104’ x 90’**

The new equipment storage building will provide office and truck storage space. The office portion will include an office, break room, locker space, two restrooms, and mechanical room. City water and sewer is not available and a well will be needed. Water and septic tanks will be needed. The shop area will have four drive-through bays.

Existing building will need to be removed.

**BOWBELLS EQUIPMENT STORAGE BUILDING**

**506 Centennial Drive, Bowbells, ND**

**Building Dimensions: 104’ by 90’**

The new equipment storage building will provide office and truck storage space. The office portion will include an office, break room, locker space, two restrooms, and mechanical room. Connected to 2” city water and sewer, a larger city water line is available. The shop area will have four drive-through bays.

No existing building will be removed.

**ROLLA EQUIPMENT STORAGE BUILDING**

**113 1st Street NE, Rolla, ND**

**Building Dimensions: 123’ by 90’**

The new equipment storage building will provide office and truck storage space. The office portion will include an office, break room, locker space, two restrooms, and mechanical room. Connected to 6” city water and city sewer. The shop area will have five drive-through bays.

The District preference is to remove the two existing buildings for the new building location.

**ELLENDALE EQUIPMENT STORAGE BUILDING**

**888 97th Street SE, Ellendale, ND**

**Building Dimensions: 85’ by 90’**

The new equipment storage building will provide office and truck storage space. The office portion will include an office, break room, locker space, two restrooms, and mechanical room. Connected to 1” city water and city sewer, a larger city water line is available. The shop area will have three drive-through bays.

District preference is to keep existing building, but salt shed will need to be removed.

**GARRISON EQUIPMENT STORAGE BUILDING**

**515 Hwy 37 SE, Garrison, ND**

**Building Dimensions: 104’ by 90’**

The new equipment storage building will provide office and truck storage space. The office portion will include an office, break room, locker space, two restrooms, and mechanical room. Connected to 6” city water and city sewer. The shop area will have four drive-through bays.

The existing building will need to be removed for the new building.

*All sizes listed in the project descriptions are approximate and may be adjusted to meet any regulations and requirements while also achieving the best possible efficiency of the building space.*

**SCOPE OF SERVICES**

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

All facilities must conform to North Dakota building codes and be American with Disability Act compliant upon completion.

All equipment buildings will be new pre-engineered steel storage facilities that support highway maintenance activities. The structures must be rigid and self-supporting, utilizing structural steel framing with necessary foundations for durability and safety. The facilities will include work areas, equipment storage areas, office space, areas for vehicle maintenance, cleaning, and washing, and employee amenities. Facility layouts must incorporate drive-through bays, shop area, office space, a break room, two bathrooms, work area, mechanical room, and loft.

Mechanical systems will include HVAC, plumbing, floor heat, air, and fire suppression with a pump and tanks as necessary based on local code requirements systems. Power and lighting shall be supplied throughout the entire facility. Backup power from a generator shall also be included.

The selected consultant(s) shall work with utility companies and local jurisdictions to provide modern services to the facilities and ensure they meet all requirements of local and state jurisdictions. The facilities shall be connected to city or rural services when possible. If city or rural services cannot be utilized, other options shall be pursued to ensure the facility has needed modern services. Existing facilities may need to be removed and addressed in the construction documents. If asbestos material is found, a supplement may be added to the contract to address and dispose of the material.

Proposals must include a proposed work plan and project schedule, staffing plan through project completion, and priority list of included projects. The work plan must include all work activities and deliverables to be completed by the consultant and approved during scoping in Phase I.

Consultants will allow 14 days for the review and/or approval of project deliverables by the NDDOT. The schedule will indicate which project phase the deliverable will begin. All deliverables must be submitted to allow time for approval from the NDDOT and all permitting agencies prior to the bid ready date. The NDDOT is not responsible for added cost or lost time for the rework of the project deliverables.

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

*The project(s) must be completed on or before the* ***Bid Ready Date of 06/30/2025.***

*Attached with the RFP is the standard building layouts, a Progress Report example spreadsheet, and the Risk Management Appendix. Soil boring data will be provided after selection has been completed.*

**PROJECT PHASING AND DELIVERABLES:**

The intent is to complete the design (Phase I) for each of these projects by the end of this biennium, **June 30th, 2025**. The projects are listed in order of priority, and though all projects within this RFP will be awarded, and the Department will only negotiate contracts as funding allows. For awarded projects that do not receive initial funding, the selected consultant will have a 12-month period of right to refuse the work until funding becomes available. In these cases, CAS will contact the selected consultant asking whether the consultant is still interested in the work.

Phase I, Architectural Design

Phase I will include cost estimates and all final architectural and engineering design culminating in a final construction “bid ready” architectural plan set. Phase I will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications, and NDDOT approval of all other deliverables. Phase II may be negotiated and added by a supplement based on the outcome of Phase I, Consultants’ proposal and performance, and available funding.

Phase II, Bidding (Supplement)

Phase II consists of bidding the project. Phase II will be considered complete upon delivery of apparent low bidder package.

Phase III, Construction Administration (Supplement)

Phase III consists of performing construction administration services and all affiliated services to complete the project. Phase III will be considered complete upon final inspection and approved by NDDOT.

**PROJECT SCHEDULE**

A tentative project schedule for the initial project is shown below.

• Phase I: Complete the final Bid Ready documents no later than **June 30, 2025** or earlier.

• Phase II: Complete bidding and selection by the fall of 2025.

* Phase III: Complete all construction no later than the summer of 2027 or earlier.

A more detailed schedule may be developed as necessary.

**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 prior to the date and time listed on the cover of this RFP. Late proposals will not be considered.

**Submit proposals by email 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. 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 five pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.

The consultant’s proposal shall include an appendix. The appendix may include updated Federal form 330 if you do not have one on file with CAS. 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 DOT 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
* \_\_05%\_\_ iv. Location
* \_\_10%\_\_ v. Recent, current, and projected workloads of the persons/consultants
* \_\_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 for utilizing DBE’s in case of tied scores

Weights for each criterion are assigned independently for each specific project 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 DBEs 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.

**Shortlisting**

Depending on the amount of interest for this solicitation, proposals may be subject to shortlisting. Following a review and evaluation of submitted proposals, the top three aggregate scorers will automatically earn an interview. Scoring categories match those stated previously. Any firm within 10% of the third-place score will be invited to interview. Shortlist scoring is independent of the interview scoring.

All firms that responded to the advertisement will be notified of the agency selection committee's determination for will be interviewed by email following a review and evaluation of all submitted proposal materials.

**PROJECT PROGRESS REPORTS**

A bi-weekly progress report is required for all projects. The report must state the project number, the reporting period dates, and be numbered in sequential order. The report will identify the percentage of progress on the contract, describe in detail the work performed by each task, and identify the remaining tasks. The report will identify any activity that is not completed or anticipated not to be completed on time. The report will include the reasons why any date was missed and what actions will be taken to get the project back on schedule.

**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 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 these two paragraphs in every subcontract.*

**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 Federal Audit Regulation (FAR) 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.

For State funded only projects, a calculated overhead rate may be accepted by the Department for firms that do not have an audited rate. Following selection, the consultant shall provide their firm’s overhead rate and, on request from CAS, must be prepared to provide their overhead calculation, general ledger information, and/or financial statements. Award will be contingent on review and acceptance of the overhead rate by the Department. Overhead rate review may be done in tandem with the contract scope and fee negotiations.

**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 shortlisted 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 provide a proper Certificate of Insurance within 15 days of notification of selection.

**CONSULTANT EMAIL CONTACTS**

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