**REQUEST FOR PROPOSAL**

**july 2, 2025**

**TO PERFORM**

**Professional SERVICES**

**FOR PROJECT**

**SPR-p045(004) PCN 24650**

**PROFESSIONAL WRITING SERVICES FOR A north dakota Multiple property documentation forms (MPDF)**

**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 july 25, 2025**

**REQUEST FOR PROPOSAL (RFP)**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of a qualified consultant to complete a National Register Multiple Property Documentation Form (MPDF) for historic bridges throughout North Dakota. A blank form can be found at the National Park Service website at [NPS Form 10-900-b](NPS%20Form%2010-900-b). This MPDF will serve as a policy document for National Register of Historic Places (NRHP) evaluation for historic bridges of North Dakota. The anticipated title for the final deliverable is *Historic Bridges of North Dakota*. For this RFP, that final deliverable will be referred to as ND-MPDF.

The consultant is expected to complete a comprehensive examination of the 1997 Historic Roadway Bridges of North Dakota (1997 MPDF), [Secretary of the Interior National Register Bulletin 16B](https://www.nps.gov/subjects/nationalregister/upload/NRB16B-Complete.pdf) guidance on composing MPDF documents, and similar MPDF documents from other states.

The consultant must have experience in completing historic bridge studies, preferably statewide historic bridge contexts, NRHP nominations, and technical writingfor manuals and policy documents. Preference will be given to consultants with experience in completing historic bridge MPDF documents.

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

The expected completion date is **October 1, 2027.** The ND-MPDF must be prepared and submitted for NRHP nominated by October 1, 2026.

*Attached with the RFP is a draft project task list which includes anticipated scope items and suggested workflow, the 1997 MPDF, a Progress Report example spreadsheet, and the Risk Management Appendix.*

**SCOPE OF SERVICES**

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 during development of the ND-MPDF will be held using Microsoft Teams with minimal in-person meetings expected. The NDDOT is not responsible for added cost or lost time for the rework of the project deliverables.

**PROJECT PHASING**

Phase I, 1997 MPDF Review, Gap Analysis & Scoping

Phase I will include a project kickoff meeting with representatives from NDDOT Cultural Resources Section to discuss anticipated roles and responsibilities for project team members complete a preliminary review of the 1997 MPDF, and provide background information Following the kickoff meeting, the consultant will conduct a comprehensive review of the 1997 MPDF and related resources, conduct a gap analysis to determine outdated or needed information, and research MPDFs related to Historical Contexts on historic bridges from other states to ensure that best practices and current standards are incorporated into the ND-MPDF.

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, including a schedule of tasks and hours for work to be completed in Phase II.

**Project Submittals/Deliverables**

1. Project kickoff meeting agenda & minutes
2. Gap analysis report
3. Scoping meeting agenda & minutes
4. 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 ND-MPDF. The development of the ND-MPDF will be reviewed section by section with approval given by the Department to proceed on subsequent sections. Prior to review by the Department, the consultant will QCQA draft section submittals for content, clarity, and writing standards. A review meeting with the NDDOT will be held following section submittal reviews to discuss comments and action items. Multiple sections may be worked on concurrently, and section submittal review meetings may be scheduled to discuss multiple sections within a single meeting, but each section draft must have correspondence from the Department to be considered accepted for substance.

In Phase II, the consultant will successfully prepare, submit, and complete an NRHP nomination of a historic bridge to serve as an example and guidance within the ND-MPDF.

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

**Project Submittals/Deliverables**

1. Draft versions of ND-MPDF sections
2. Comment/Response log for draft submittals
3. Meeting agenda/minutes for draft section review
4. Bridge candidates for the National Register
5. Successful NRHP nomination
6. Final draft of the complete ND-MPDF for Department and interagency review
7. Final complete ND-MPDF

**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”
* NDDOT Consultant Services Manual Chapter 19
* NDDOT CADD Editing Manual Chapter 21
* NDDOT Data Collection Codes and Procedures
* NDDOT Design Manual and Plan Preparation Guide Website
* [National Register of Historic Places and National Historic Landmarks Program Photograph Policy](https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf)

The consultant will use the Secretary of the Interior National Register Bulletin 16B as the format for the ND-MPDF.

The ND-MPDF must be developed for online publication. The ND-MPDF must be formatted to be easily printed by users.

**PROJECT PROGRESS REPORTS**

A monthly 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 with copies to Joy Glasoe jglasoe@nd.gov and Travis McCloud tmccloud@nd.gov.

Each proposal must contain a cover letter signed by an authorized officer who can sign contracts for the consultant. Include contact information and 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. The pages of the cover letter will not be counted as a part of the pages. 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:

* \_\_ 5%\_\_ 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
* \_\_20%\_\_ 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.