



Request for Proposals

February 2015

**To Perform
Phase I, Environmental Document
Phase II, Design**

For Reconstruction of Sheyenne St.:

Segment #1

Sheyenne Street Reconstruction from 13th Avenue E. to 19th Avenue W

Segment #2

**I-94 and Sheyenne Street Interchange Reconstruction
Sheyenne Street Reconstruction from 19th Avenue W. to 32nd Avenue E**

Segment #3

Sheyenne Street Reconstruction from 32nd Avenue E. to 40th Avenue E

Proposals Due:

March 23, 2016

10:00 AM

CITY OF WEST FARGO – REQUEST FOR PROPOSALS ENGINEERING SERVICES

The City of West Fargo is requesting proposals from qualified consultants to provide engineering services for the following tasks:

Phase I – Environmental Document: This document will cover the proposed improvements for all three projects as described in the project descriptions below.

Phase II – Design: It is anticipated that the Sheyenne Street corridor improvements will be constructed over three consecutive years. Plans, specifications, and bid documents will be delivered to accommodate the following schedule:

- **2020 Construction** – Segment #1 - 13th Avenue W to 19th Avenue W (Widening & Reconstruction)
- 2018 Construction – Segment #2 - 19th Avenue W to 32nd Avenue E (Widening & Reconstruction) including I-94 interchange (Reconstruction)
- 2019 Construction – Segment #3 - 32nd Avenue E to 40th Avenue E (Widening & Reconstruction)

The Design phase shall also include right-of-way acquisition and utility coordination.

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

Sealed RFP Submittals will be received at:

Mr. Chris Brungardt
Public Works Director
810 12th Ave NW
West Fargo, ND 58078

All RFP submittals must be submitted by **10:00 AM, March 23, 2016**, at which time the submittals will be opened and reviewed. Late submittals cannot be accepted and will be returned unopened to the Offeror. All RFP submittals must be placed in an envelope securely sealed therein and labeled: "**City of West Fargo RFP – Engineering Services, Sheyenne Street Reconstruction**" clearly denoted.

The City is soliciting proposals concurrently on three projects. All three projects will be awarded to a single firm or consultant team. The proposal format requirements are noted in Section IV of this RFP and, in general, shall consist of a section noting the firms’ background, experience, and personnel and specific sections pertaining to each individual project that is covered in the proposal.

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.

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I. Overview

Segment #1 – This project includes the reconstruction and widening of Sheyenne Street between 13th Avenue S and 19th Avenue W. The consultant will be responsible for the overall environmental clearance (to be completed in conjunction with the other projects), the final design, specifications & bid documents, right-of-way acquisition, plats, utility coordination and construction administration. It is assumed today that this section will be a full reconstruction and widening consisting of a five lane section with turn lanes, pedestrian facilities, lighting, and signals. This project is anticipated to be under construction in **year 2020**.

Segment #2 – This project includes the reconstruction and widening of Sheyenne Street between 19th Avenue W and 32nd Avenue E as well as the reconstruction of the I-94/Sheyenne Street interchange. The consultant will be responsible for the overall environmental clearance (to be completed in conjunction with the other projects), the final design, specifications & bid documents, right-of-way acquisition, plats, and utility coordination. It is assumed today that the Sheyenne Street section will be a full reconstruction and widening consisting of a six lane section with raised medians and turn lanes, pedestrian facilities, lighting, and signals. The work will also include the replacement of the bridge over the Sheyenne Diversion south of the interchange. The interchange will require completion of an interchange access request (IAR). (See the project location map in the appendix for alternatives) This project is anticipated to be under construction in year 2018.

Segment #3 – This project includes the reconstruction and widening of Sheyenne Street between 32nd Avenue E and 40th Avenue E. The consultant will be responsible for the overall environmental clearance (to be completed in conjunction with the other projects), the final design, specifications & bid documents, right-of-way acquisition, plats, utility coordination and construction administration. It is assumed today that this section will be a full reconstruction and widening consisting of a six lane section with raised medians and turn lanes, pedestrian facilities, lighting, and signals. This project is anticipated to be under construction in year 2019.

II. Scope of Engineering Services

All design services shall be provided in accordance with the North Dakota Department of Transportation (NDDOT) standards, which are listed below:

- MS Word and MS Excel
- MicroStation 8.11.07 (V8i) or AutoCAD (current version)
- GEOPAK 8.11.07 (V8i)
- NDDOT CADD Manual
- Microsoft “Project”
- NDDOT Survey and Photogrammetry Manual Chapter 19
- NDDOT Survey and Photogrammetry 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.

Scoping Phase

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, and NDDOT as well as the selected consultant. The intent of the meeting will be to develop a scope of work and fee for Phase I and II of the project. The scope and fee must be reviewed and approved by the City of West Fargo and NDDOT. A preliminary scope of work and fee must be submitted to the City of West Fargo within 21 days of receiving a signed contract.

Phase I – Environmental Documentation

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

- Wetland delineation – Portions have been completed for the corridor study,
- Cultural survey – Portions have been completed for the corridor study,
- Preliminary topographic survey,
- Preliminary roadway design,
- Right-of-way activities,
- Preliminary structure design,
- Noise analysis – Portions have been completed for the corridor study,
- Preliminary geotechnical studies,
- Public involvement,
- Interstate Access Request,
- Utility 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 – Roadway Design

Phase II shall include all activities necessary to complete final roadway construction plans for Segments I, II, and III. These activities include but are not limited to:

- Final roadway design,
- Final structure design,
- Final right-of-way plats,
- Right-of-way negotiation & acquisition,
- Final engineers estimate,
- Permits.

Segment #1

Prepare final roadway plans for Sheyenne Street from 13th Avenue West to 19th Avenue West. This section of roadway is proposed as a five lane section with turn lanes and pedestrian facilities. This section of roadway is intended to be constructed during the 2020 construction season.

Segment #2

Prepare final roadway plans for Sheyenne Street from 19th Avenue West to 32nd Avenue East as well as reconstruction of the I-94 Sheyenne Street interchange. Sheyenne Street through this section is proposed as a six lane section with a raised median, turn lanes and pedestrian facilities. Both bridges on the Sheyenne interchange are proposed to be reconstructed. The bridge over the Sheyenne Diversion will be reconstructed. This section of roadway is intended to be constructed during the 2018 construction season.

Segment #3

Prepare final roadway plans for Sheyenne Street from 32nd Avenue East to 40th Avenue East. This section of roadway is proposed as six lane section with a raised median, turn lanes and pedestrian facilities. This section of roadway is intended to be constructed during the 2019 construction season.

Final Roadway Plan Deliverables for Phase II

The final roadway plan deliverables at a minimum shall contain following items:

- Title Sheet,
- Table of Contents,
- Scope of Work,
- Plan Notes,

- Estimate of Quantities,
- Basis of Estimate,
- General Details,
- Typical Sections,
- Removals,
- Drainage Structure Summary,
- Underground Utility Plan & Profile,
- Roadway Plan & Profile,
- Wetland Mitigation,
- Temporary Erosion Control,
- Permanent Erosion Control,
- Survey Data Layout,
- Paving Plan,
- Construction Traffic Control,
- Permanent Signing,
- Permanent Striping,
- Guardrail Layout,
- Lighting,
- Bridge Plan.

Final Bid Documents:

- Plans and Specifications,
- Engineer's Estimate,
- Final Quantities,
- Bid advertisement will be completed by NDDOT,
- Bid period support on questions from Contractors,
- Bid opening, tabulation and award recommendations will be made by the NDDOT,
- Preparation of contracts will be completed by the City of West Fargo.

III. General Information

1. City-Provided Items:

- a. Record plans of any past projects that the City has completed.
- b. TIFF format digital imagery 0.5', 1.0', 2.0', 4.0' & 8.0' pixel resolution. Hard copy output available in 1" - 100' scale.
- c. Digital plat and parcel base maps.
- d. Municipal infrastructure information - paving, underground utilities (sewer, water, storm) street lights, etc.
- e. Digital Terrain Model (DTM) to 1" = 100' National Map Accuracy Standards (LiDAR compiled). 2014 captured DTM.

2. Proposal Security

There is no proposal security requirement as part of this proposal.

3. Standing with City

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 contact; 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.

IV. Submission Requirements

Offerors are to submit five print (5) copies and one (1) digital copy of the submittal in accordance with the requirements set forth in this Request for Qualifications. Late submittals cannot be accepted and will be returned unopened to the Offeror. Proposals shall be concise as possible and limited to 5 printed pages. If a cover letter is included in the proposal, it will not be counted toward the page limit. All projects shall be included in one proposal, one consultant, or consultant team, will be selected for all phases and all projects. Resumes, Organization Charts and Similar Project Experience should be included in appendices.

All submittals must have the following sections at a minimum. Failure to do so may result in disqualification.

1. Introduction

- a. Firm name and business address, including telephone and fax number.
- b. Year established (include former firm names and year established, if applicable)
- c. Type of ownership and parent company, if any.
- d. Project Manager's name, mailing address, and telephone number, if different from Item 1.
- e. Project Manager's experience.

2. Administrative Questions

- a. Who will serve as the Offeror's authorized negotiator?
Give name, title, address and telephone number of the Offeror's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
- b. Provide workload and manpower summary to define Offeror's ability to meet the project timeline.

3. Summary of Technical Process

- a. Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. Include all aspects of

technical analysis, projections, advanced technology and software. Address any unique situations that may affect timely, satisfactory completion of this project.

4. Project Staff

- a. Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles, responsibilities, job title and no more than one-page resumes for all project participants. It is critical that firms commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the City and reviewed/approved in terms of project schedule impact.

5. Similar Project Experience

- a. Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his ability to perform or finance this work.

6. References

- a. References of three clients for whom similar work has been completed. Please include contact information for each reference (name, address, phone number and email address).

7. Cost Proposals

- a. Submit a separate cost proposal for the project work activities. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix A.
- b. The City will negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the most qualified consultant. If the City is unable to negotiate a reasonable contract for services with the selected firm, The City will begin negotiation with the next most qualified firm.

V. Evaluation Criteria

The Selection Committee will evaluate and validate all qualifying proposals. The proposal evaluation process will permit the Selection Committee to identify the proposal that best meets the needs of the City and NDDOT. Selection will rely on the Committee's assessment of the proposal's compliance with the requirements and intent of this Request for Proposal. The assessment will be based on the following criteria:

- Project understanding, issues and approach

- Identification of tasks, services necessary and deliverables
- Work plan to streamline process
- Past performance
- Ability of professional personnel
- Recent, current and projected workloads of the persons and/or firms
- Related experience on similar projects

Each proposal will be evaluated and ranked on the above criteria by the Evaluation Committee. The top ranking firm chosen by the Committee for the project will be recommended for award.

Selection Committee

The submittals will be reviewed by the Selection Committee. The Selection Committee will include the following representatives:

Chris Brungardt, Public Works Director
Tina Fisk, City Administrator
Mark Simmons, Commissioner with Streets Portfolio
NDDOT Representative

VI. Questions and Answers

All questions related to this Request for Proposal must be submitted in writing emailed to Chris Brungardt (Chris.Brungardt@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 24 hours prior to the due date and time of the proposal.

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

Answers to questions may not be given for any questions asked within 48 hours of the proposal due date and time. The timeline of the selection process is outlined below:

Proposal Submission Date: March 23, 2016
Consultant Interviews (if necessary) Week of March 28, 2016
Consultant Selection: March 31, 2016
Consultant Negotiation/Notice to Proceed: April 5, 2016

APPENDIX A

Include completed form in a separate sealed envelope. Label envelope “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					