

**REQUEST FOR QUALIFICATIONS
16TH ST SW RECONSTRUCTION 14TH AVE TO 2ND AVE
CITY PROJECT 4780**

Background Information

The City of Minot is requesting qualification submittals for preliminary, design and construction engineering services for 16th St SW Reconstruction 14th Ave to 2nd Ave.

The project will consist of a roadway reconstruction of a four-lane urban arterial. The existing pavement is primarily asphalt, and the City desires a continuous concrete pavement section. Project will also include replacement of 16" and 30" water transmission mains, storm drain system with detention pond, shared use path with retaining walls, LED street lighting, and replacement of two traffic signals. The project will also reconstruct Burdick Expressway 300 feet east and west of 16th St.

A detailed traffic operations study and full environmental document meeting NDDOT requirements will be required. Right of way and easement negotiation, appraisals, and acquisition will be required on this project. All right of way and easement acquisitions must meet all NDDOT requirements.

This project is being funded by the North Dakota Department of Transportation Urban Roads program and other local match funding. This project is desired to be bid in fall of 2024 or spring of 2025.

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 City. Consultant must also comply with Title VI requirements.

General Scope of Work

1. Preliminary Design Engineering
 - a. Obtain as-built information from City records.
 - b. Perform preliminary surveys of above ground and below ground infrastructure.
 - c. Perform geotechnical exploration of the design area to determine utility constructability and pavement design.
 - d. Determine construction limits needed to construct the project.
 - e. Perform property appraisals for land needed for temporary construction easements, permanent easements, and right of way acquisitions.
 - f. Obtain all necessary permits for construction. Anticipated permits include USACE 404 permit and City Floodplain Development permit.
 - g. Prepare required environmental document including solicitation of view letters, traffic operations study, and all other NEPA, NDDOT/FHWA requirements.
 - h. Prepare and conduct a minimum of one public input meeting and one city council presentation.
 - i. Provide a qualified project information coordinator (PIC) for this project. The scope shall include at a minimum:
 1. Coordinate public information releases regarding the project with the City's public information officer
 2. Write press releases, conduct interviews, prepare city staff for interviews, coordinate field press visits
 3. Be the project's point of contact by phone, email, or in person for project

questions, relay this information to city staff, consulting staff, and the contractor.

4. Prepare mailings to property owners regarding the project
5. Host project website and Facebook site for project related communications. Link this site to City website.
6. Prepare graphics to help display information regarding detours and access routes for the project.

2. Underground Infrastructure Design

- a. Design storm sewer system to drain roadway improvements and contributing land area. A trunk storm sewer system is needed for this area.
 1. Prepare storm water network model to be used for design following City Stormwater Design Standards manual.
 2. Detention pond is needed at the intersection of 11th Ave/16th St SW to conform with previous watershed study.
 3. USACE 404 permit may be needed and City Floodplain Development permits will be required as we anticipate adoption of new floodplain maps for this area.
- b. Several cast iron watermains need replacement ranging in size from 6" to 30" in diameter. Watermains carry raw and potable water.
 1. Extensive coordination will be required with water plant personnel for shutdowns, rerouting, or temporary lines.
- c. Vitrified clay sanitary sewer lines need to be replaced or lined. Services must be replaced to the right of way line. Manholes may need replacement or lining.

3. Street Design

- a. Design street section to City of Minot urban section requirement and AASHTO requirements taking into account future traffic projections.
 1. 25 MPH design speed is desired from 2nd Ave to 11th Ave SW.
 2. 40 MPH design speed south of 11th Ave.
- b. Design street lighting system to City of Minot requirements with LED lighting.
- c. Analyze traffic operations report and design recommended improvements based upon future projections.
 1. Staff has studied the section from 4th Ave NW to Burdick Expressway as a road diet from 4 lanes to 3 lanes. It is anticipated the road diet will continue south from 2nd Ave to Burdick Expressway with bicycle lanes. The bicycle lanes would transition back to a shared use path near Burdick Expressway.
 2. It is anticipated that south of Burdick Expressway the section would continue as 4 lanes with the addition of turn lanes at key intersections or expand south as a 5 lane section.
- d. Design required turn lanes to service future traffic projections.
- e. Design concrete pavement section to support future traffic projections.
- f. Replace concrete and bituminous path to a consistent width concrete shared use path on the east side of 16th St south of Burdick. Replace sidewalks and driveways throughout project with ADA compliant sidewalks and pedestrian ramps.
- g. Spot replacements and diamond grinding of existing concrete pavement sections north of Burdick Expressway.

4. Construction Engineering, Surveying, and As-builts

- a. Engineer shall provide a resident project representative (RPR) when construction is taking place. RPR shall document all construction activities, witness all testing,

- document quantities, and prepare pay estimates, process change orders, participate in meetings, and other typical duties.
- b. Engineer shall prepare all construction engineering documents and records in conformance with NDDOT standards and FHWA requirements.
 - c. Engineer shall provide project surveying needs which include preliminary, construction, and as-built surveying.
 - d. Engineer shall perform or sub-consult material testing in compliance with City of Minot specifications and NDDOT specifications.
 - e. Engineer shall submit survey quality as-builts consistent with the City of Minot record plan policy. All as-builts must be CAD drafted and submitted electronically in dwg, pdf, and one 11x17 paper copy.
 - f. All as-built utility information must also be submitted in GIS format to be incorporated into the City's GIS.
5. Project Management
- a. Engineer shall designate a project manager for management duties throughout the contract period. Manager shall oversee the design, plan production QA/QC, bidding and award, shop drawing approval, construction administration, and project closeout.
6. Project Submittals
- a. Engineer shall submit environmental document, traffic operations report, stormwater design report, and other preliminary design information for review and comment and incorporate into the design documents.
 - b. Engineer shall submit 50% plans for review and comment.
 - c. Engineer will address the comments from the 50% review and produce 90% plan, specification, and estimate sets for review by the City and NDDOT.
 - d. Engineer will produce final bid documents for advertising.
 - e. Engineer will produce final records and documents for this project and submit any requested information to the applicable funding agencies.

Department Contacts

Prospective responders who may have questions regarding this Request for Qualifications may call, email, or write:

Lance Meyer, PE
Minot City Engineer
PO BOX 5006
Minot, ND 58702-5006
Phone: 701-857-4100
email: lance.meyer@minotnd.org

Submission of Qualifications and Ranking

All submittals must be sent to and received by:

Lance Meyer, PE
Minot City Engineer
1025 31st St SE
Minot, ND 58701

Responses to the request for qualifications must be submitted to the City Engineer's office by 4:00 pm, February 10, 2023. The firm must submit 5 bound copies and one digital copy. The SOQ must be labeled "Qualifications Submittal for 16th St SW Reconstruction 14th Ave to 2nd Ave, Project 4780"

Responders to the request for qualifications must provide the following:

Statements of Qualifications are to be a maximum of 20 sheets double sided of 8 ½" x 11" paper. Resumes may be included in an appendix which is in addition to the 20 sheet maximum. Statements of Qualifications shall include at a minimum the following information which will be scored as follows:

1. Relevant experience with design of municipal infrastructure, ADA upgrades for pedestrian walkways, easement and right of way acquisitions, and City/NDDOT/FHWA design requirements. (20 pts)
2. Relevant experience providing construction engineering services for municipal infrastructure and City/NDDOT projects including project management, construction inspection, surveying, and as-built plan production. (20 pts)
3. Resumes of key personnel and any sub-consultant (if any) who will be assigned to the project. List personnel experience with designing, managing, and construction observation on City and NDDOT projects, with emphasis on NDDOT projects. (15 pts)
4. List and describe in detail a minimum of 3 relevant and comparable infrastructure projects, preferably NDDOT Urban Road or Transportation Alternative Projects and/or other NDDOT program projects. (20 pts)
5. Firm's current and projected workload during the project timeline and percentage of time available for staff assigned to this project. (10 pts)
6. Background of firm or firms (if submitting as a team). (5 pts)
7. Location of firm's office and how expenses would be charged. (5 pts)
8. List of 4 references with one being a financial reference. (5 pts)

Each firm will be evaluated on the basis of values assigned to the above factors. One or more firms may be selected for the interview portion of the selection process as determined by appropriate City officials. Interviews will be conducted with the top-ranked firms.

The firm ranked highest through the selection process will be notified by phone and in writing. All firms, other than the highest ranked, will be advised in writing.

Council Selection and Contracting

The firm selected by the committee will be recommended to the City Council for award. The City Engineer will negotiate a scope and fee with the selected firm. The scope and fee must conform to the City of Minot's Engineering Compensation Policy.

If the fee cannot be agreed upon, the City reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated.

All costs associated with preparation and submittal of qualifications shall be borne by the submitting firm. The Minot City Council reserves the right to reject any and all proposals.

CITY OF MINOT
ENGINEERING COMPENSATION POLICY

I. PURPOSE

This policy provides a basic compensation policy for engineering services based on a sliding scale percentage of construction costs. The policy is a general guideline for engineering contracts and is intended to fit most circumstances. When needed to fit applicable funding agency requirements or special circumstances (complex projects, multiple prime contracts, startup/testing of equipment, public information coordination), staff can modify the policy to adhere to those requirements or circumstances.

II. GENERAL

In general, each engineering contract will have three parts: preliminary engineering, design engineering, and construction engineering.

Each contract will be set up on an hourly fee not to exceed the contract amount unless authorized by contract amendment approved by the City Council. Reimbursable expenses will be included in the contract amount.

Sub-consultants must be billed through the consultant and included in the monthly invoice. Reimbursable expenses for sub-consultant fees shall not include a markup, however, administering sub-consultants may be included in the hourly fees of the consultant.

III. PRELIMINARY ENGINEERING

Preliminary engineering may include applicable tasks such as preliminary surveys, obtaining records, geotechnical exploration, hydrologic/hydraulic analysis, modeling, environmental engineering and environmental reports, permitting, right of way and easement acquisitions, public information coordination/public involvement, and other necessary engineering efforts or studies needed to initiate the design engineering phase.

Consultant and staff will negotiate the scope and fee of this phase. This phase shall be based on an hourly not to exceed the negotiated fee and reimbursable expenses for this phase.

IV. DESIGN ENGINEERING

Design engineering will include all necessary design work for plan and specification production for the project. It will include all necessary sub-consultant fees for any work performed by others in association with the contract. Design engineering will also include advertising, bidding, bid review, and construction contract award.

Fees for this phase of the work shall be included in the total contract amount based on the City's sliding scale percentage of construction cost and shall be billed hourly not to exceed the contract amount unless authorized by contract amendment.

V. CONSTRUCTION ENGINEERING

Construction Engineering will include survey, full time construction observation (RPR) (unless authorized for periodic inspection), project management, bi-weekly project status reports, RFI, change orders, reporting, pay estimates, preconstruction and other project meetings, punch list creation, Operation and Maintenance manuals review, equipment testing and startup, construction materials testing review and coordination, and record plan preparation according to the City's record plan policy.

Fees for this phase of the work shall be included in the total contract amount based on the City's sliding scale percentage of construction cost and shall be billed hourly not to exceed the contract amount unless authorized by contract amendment.

VI. MATERIALS TESTING QC/QA

Construction materials testing and other field geotechnical testing required for the project will be included in the scope for the consultant however, the cost for these services shall not be included in the sliding scale percentage and are in addition to the contract amount. If the consultant sub-consults this work, the fees for this work will be billed monthly without a markup, and included in the consultant monthly billing to the City. As an additional option, the material testing can be included as a bid item in the construction contract as long as the minimum required testing is specified for the contractor to bid.

VII. CITY OF MINOT PERCENTAGE OF CONSTRUCTION COST GUIDELINES FOR ENGINEERING FEES

Construction Cost Estimate Range	Maximum Fee* as a Percentage of Construction Cost
Less than \$100,000	Negotiated
\$100,000 to \$200,000	15.00%
\$200,000 to \$300,000	14.80%
\$300,000 to \$400,000	14.60%
\$400,000 to \$500,000	14.40%
\$500,000 to \$600,000	14.20%
\$600,000 to \$700,000	14.00%
\$700,000 to \$800,000	13.75%
\$800,000 to \$900,000	13.50%
\$900,000 to \$1,000,000	13.25%
\$1,000,000 to \$2,000,000	13.00%
\$2,000,000 to \$3,000,000	12.50%
\$3,000,000 to \$4,000,000	12.00%
\$4,000,000 to \$5,000,000	11.75%
Greater than \$5,000,000	11.00.%

*For design and construction engineering