

**Request for Qualifications
Street Rehab in Flood Inundated Areas
City Project #3873**

The City of Minot Public Works department is requesting qualification submittals for engineering services for Mill, Overlay, reconstruction and street Improvements throughout the 2011 flood zone. The project will construct an urban street section on 14th Avenue Se and 16th Avenue Se between Highway 2 bypass and 46th street SE, as well as reconstruction of 46th street SE and various mill overlay, patching and chip sealing of numerous streets throughout the 2011 flood zone. A map of the proposed work area is attached for reference of the proposed work area.

The work will include design of street section, storm sewer, lighting, asphalt patching, mill and overlay and chip seals and other related work. Construction engineering, surveying, project management, and record plans will also be required in the scope of services.

Funding for this project will come from Community Development Block Grant Disaster Recovery funding (CDBG-DR). The consultant will have to follow CDBG-DR regulations and will need to coordinate work with the City's disaster consultant. CDBG-DR contract language will need to be incorporated into the consultant contract and all bidding documents and strict compliance with CDBG-DR rules and regulations will be required. Attention of respondents is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, taking affirmative steps to use small, minority-owned and women-owned businesses in subcontracting, Segregated Facility, Section 109, Title VI and EO 11246.

The general scope of work is as follows:

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.
2. Underground Infrastructure Design
 - a. Design storm sewer system to tie into the City's existing system and acquire any permits necessary for discharge into NDDOT ROW.
 - b. Coordinate with the installation of water line expected to be installed along 16th Ave. SE.
3. Street Design
 - a. Design street section to City of Minot urban section requirement.
 - b. Design street lighting system to City of Minot requirements.
 - c. Determine if City minimum street section will be adequate or if a stronger section needs to be installed.
 - d. Work with City staff from information currently on file to determine, patching, milling, overlay and chip seal areas throughout the 2011 flood zone.
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 provide project surveying needs which include preliminary, construction, and as-built surveying.
- c. 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.
- d. 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 50% plans for review and comment.
- b. Engineer will address the comments from the 50% review and produce 90% plan, specification, and estimate sets for review by the City. A final set of plans and specifications will be sent to the City's disaster recovery consultant for their review and their comments will be addressed.
- c. Engineer will produce final bid documents for advertising.
- d. 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:

Dan Jonasson
Director of Public Works
PO BOX 5006
Minot, ND 58702-5006
Phone: 701-857-4140
email: dan.jonasson@minotnd.org

Jason Sorenson
Asst. Director of Public Works
PO BOX 5006
Minot, ND 58702-5006
Phone: 701-857-4140
email: jason.sorenson@minotnd.org

Submission of Qualifications

All submittals must be sent to and received by:

Dan Jonasson
Director of Public Works
PO Box 5006
1025 31st St SE
Minot, ND 58701

A complete copy of the "request for Qualifications is available on the City website at www.minotnd.org or by contacting the individuals listed above Responses to the request for qualifications must be submitted to the Director of Public Works office by 4:00 pm August 1, 2014. The firm must submit 5 bound copies and one digital copy. The RFQ must be labeled "Qualifications Submittal for "Street Rehab in Flood Inundated Areas - Project 3873"

Responders to the request for qualifications must provide the following:

Statements of Qualifications are to be a maximum of 15 sheets of 8 1/2" x 11" paper and shall include as a minimum the following information:

1. Relevant experience with design of municipal infrastructure as it relates to watermain, storm sewers, street and pavement design, and mill, overly and chip seal design. (30 pts)
2. Relevant experience providing construction engineering services for municipal infrastructure including project management, surveying, and as-built plan production. (20 pts)
3. Resumes of key personnel and any subconsultant (if any) who will be assigned to the project. (15 pts)
4. List and describe a minimum of 3 relevant and comparable infrastructure projects. (20 pts)
5. Background of firm or firms (if submitting as a team). (5 pts)
6. Location of firm's office and how expenses would be charged. (5 pts)
7. List of 3 references. (5 pts)

Each firm will be judged on the basis of values assigned to the above factors.

Based on the ranking of the submitted Request for Qualifications the City of Minot will select firms for an interview portion of the request for qualifications. The highest ranked firm based on the statement of qualifications and interview will receive verbal notification of selection. Within 48 hours, a detailed scope of work and engineering services contract will be negotiated with the selected firm. If the City of Minot and the selected firm are unable to reach a negotiated agreement, the City shall terminate negotiations with the selected firm and begin negotiations with the second ranked firm.

Any changes to key staff members assigned to this project must be approved by the City of Minot. Unauthorized changes can be a reason to void the award of contract.

The Minot City Council reserves the right to reject any and all proposals.

Notice to proceed for consulting services will be given only when the Minot City Council approves the engineering selection and after a negotiated contract is approved. All costs related to this proposal shall be solely at the responder's expense.

See attachment A for project area.

Debarment

By submitting a Proposal, the Proposer must certify by signing below, that it is not currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government and that it is not a person or entity that is currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government.

Company _____

Address _____

Contact Person _____

Telephone
Number _____

Email Address _____

**THE CITY OF MINOT
REQUEST FOR PROPOSAL
SUBMISSION FORM**

Company _____

Address _____

Contact Person _____
Telephone _____
Number _____

Email Address _____

NOTE: It is the Proposer's responsibility to provide adequate information in their Proposal package to enable the City to ensure that the Proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the Proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of the City, or members of his/her family, including spouse, parents, or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware (mark one box) of any information bearing on the existence of any potential organizational conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Signature _____
Date _____
Name _____
(Printed) _____
Title _____

Signature _____

CITY OF MINOT

Road Work

- Full Mill
- Edge Mill
- Lvl, patch, seal
- Minor work needed
- Concrete
- Other

Date: 4/1/14

