

Request for Engineering Qualifications
Anne Street Bridge Condition Assessment P#4385

The City of Minot Public Works department is requesting qualification submittals for engineering services for a condition assessment of the Anne Street Pedestrian Bridge over the BNSF Railroad and Mouse River. This structure is a Historical property and any analysis will need to be coordinated closely with the State Historical Society.

The work will include a condition assessment of the existing structure, estimate of cost for repairs as well as coordination with BNSF and North Dakota State Historical Society on proposed allowable repairs and techniques.

Funding for this analysis 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 of Minot Public Works Department, City Engineering Department and City Disaster Recovery office. Any analysis must take into account the possibility of compliance with CDBG-DR rules and regulations as well as any other State and/or Federal funding requirements. CDBG-DR contract language will need to be incorporated into the consultant contract and any bidding documents, if required to be completed and CDBG-DR funds are identified as a funding source, will require strict compliance with CDBG-DR rules and regulations. 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:

- Review prior reports completed to determine structural analysis needs.
- Conduct review of existing structure.
- Coordinate with NDSHPO on allowable types of repairs.
- Coordinate with BNSF on proposed work as well as review of existing easement and discussions.
- Preparation of an estimate of costs to repair or replace needed items to maintain a safe pedestrian bridge crossing.

Upon completion of this analysis and report, the engineer may be retained under a separate contract to design, bid, manage and coordinate further improvements that may be identified in the analysis. This additional work will be at the discretion of the Minot City Council. Should such additional work be funded through CDBG-DR then it will be subject to the HUD procurement rules and established city procurement policies governing CDBG-DR funds.

Department Contacts

Prospective responders who may have questions regarding this Request for Qualifications may 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

Lance Meyer
City Engineer
PO BOX 5006
Minot, ND 58702-5006
Phone: 701-857-4100
email: Lance.Meyer@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 October 5, 2018.

The firm must submit 5 bound copies and one digital copy in either Word, Pdf or Publisher format. The RFQ must be labeled "Qualifications Submittal for "Anne Street Bridge Condition Assessment - Project 4385".

Future work may consist of the following, depending on the findings of the initial analysis

1. Design and Construction Engineering, Surveying, and As-built
 - a. Prepare design plans for the repairs or reconstruction of noted deficiencies for bidding.
 - b. Bid identified repairs and issue contracts documents for the work.
 - c. 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.
 - d. Engineer shall provide project surveying needs which include preliminary, construction, and as-built surveying.
 - e. Engineer shall submit survey quality as-built consistent with the City of Minot record plan policy. All as-built 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.
2. 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.

SELECTION PROCEDURE

The selection will follow the procedure detailed in NDCC Chapter 54-44.7. The City of Minot will form a selection committee whose members will score the submittals and rank them by score. From the ranked list, the committee will select a list for interviews, which will also be scored. Negotiations will be initiated with the highest scoring firm or firms, and only if an

agreement on a contract cannot be reached with that firm the committee will move down the list. The final contract price will be subject to the necessary and reasonable independent cost determination required by HUD for use of CDBG-DR funds.

SCOPE OF WORK

General

The general scope of work is as follows:

1. Preliminary Engineering analysis
 - a. Obtain as-built information and prior reports from City records for review.
 - b. Perform preliminary surveys of Anne Street Bridge Pedestrian Structure
 - c. Prepare safety analysis of existing bridge
 - d. Prepare detailed report of minimal expected maintenance or structural repairs
 - e. Prepare detailed estimate of preliminary cost for repairs identified in the report.
 - f. Work with City staff from information currently on file to determine deficiencies identified in prior reports and items that have been addressed on prior projects to address these items vs what is left to complete.

SCOPE OF SERVICES

The work will include a condition assessment of the existing structure, estimate of cost for repairs as well as coordination with BNSF and North Dakota State Historical Society on proposed allowable repairs and techniques.

Funding for this analysis 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 of Minot Public Works Department, City Engineering Department and City Disaster Recovery office. Any analysis must take into account the possibility of compliance with CDBG-DR rules and regulations as well as any other State and/or Federal funding requirements. CDBG-DR contract language will need to be incorporated into the consultant contract and any bidding documents, if required to be completed and CDBG-DR funds are identified as a funding source, will require strict compliance with CDBG-DR rules and regulations. 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.

Project Contact

If you have a question or suspect an error, you must immediately notify the Project Contact identified in this section. Do not discuss the solicitation or your proposal, directly or indirectly, with any City officer or employee other than the City Project Contacts. Only written answers to questions either by email or written correspondence shall be allowed and be binding on the City. Any and all questions submitted in writing will be answered regarding the project and will be posted on the City of Minot website. www.minotnd.org.

Dan Jonasson
Minot Director of Public Works
1025 31st Street SE
Minot, ND 58701
Phone: 701 857-4140
Fax: 701 857-4130
email: dan.jonasson@minotnd.org

The City of Minot will open Proposals at the due date, time and delivery location. Prior to the due date, you may mail or hand-deliver proposals, modifications, or withdrawals. We do not allow email, fax, or other electronic submissions. We must physically receive submissions as specified; it is not sufficient to show you mailed or commenced delivery before the due date and time. We will not consider proposals, modifications, or withdrawals submitted after the due date and time. All times are City of Minot local times.

Proposal Page Limit

The proposal shall be limited to 20 pages. Resumes and references can be included in an appendix and will not count against the page limit.

Number of Copies

You must submit **1** signed original and **4** copies of the Proposal in a sealed envelope. In addition, you must submit [1] copy on CD in the following format: MS WORD or in an Adobe PDF file or publisher format.

Offer Firm Time

Your Proposal must remain firm for 120 days from opening.

Proposals become the property of the City of Minot and these and late submissions will not be returned. Your proposal will be subject to disclosure or examination by the public under North Dakota Century Code Chapter 44-04-17.1 through 44-04-31 (open records law).

Public Records and Requests for Confidential Treatment

Proposals become the property of the City of Minot and these and late submissions will not be returned. Your RFQ/Proposal will be open to the public under North Dakota Century Code Chapter 44-04-17.1 through 44-04-31. We will disclose the successful Vendor's name and the substance of the proposal.

Reservations

You must read and understand the solicitation and tailor your Proposal and activities to ensure compliance. We reserve the right to amend the solicitation, reject any and all Proposals; to award by item, group of items, or grand total; and to waive minor defects. We may request a clarification; inspect your premises; interview staff; request a presentation; or otherwise verify the contents of the Proposal, including information about subcontractors and suppliers. We may request Best and Final Proposals when appropriate. We will make all decisions on compliance, evaluation, terms, and conditions, and shall make decisions solely in the best interests of the City. This competitive process requires that you provide additional information and otherwise cooperate with us. If you do not comply with requests for information and cooperate, we may reject your proposal. You have no right to an award by submitting a Proposal. We are not responsible for and will not pay any costs associated with the preparation and submission of your Proposal. If you are the awardee, you shall not commence, and will not be paid for any billable work prior to the date all parties execute the contract, unless approved in writing in advance by the City Director of Public Works.

Governing Law and Forum

North Dakota law and rule govern this solicitation and any resulting contract. You must bring any action relating to this solicitation or any resulting contract in the appropriate court in North Dakota. We do not allow binding arbitration.

SUBMISSION REQUIREMENTS

Format of Proposed Statement

In order to conduct a reasonable and efficient evaluation of prospective engineering firms, the City requires that firms prepare proposals that are clear and concise, and which follow the format outlined below. Proposals shall be bound and submitted on typewritten, 8-1/2" x 11" paper. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. The proposal shall contain a Table of Contents that cross-references each requirement with specific page in the proposal.

Submittal Requirements

In addition to the Submittal Form included in this Request for Qualifications (RFQ), all companies shall submit one (1) original and four (4) copies of their proposals to demonstrate the extent to which the company and/or team meets the requirements of this RFQ. Submissions shall follow the outline below and include, at a minimum: company profile, project understanding and approach, staff experience, including resumes of each associate or individual working under the terms of the contract, a list of any sub-consultants that the company proposes to use including resumes of key personnel, and examples of recent work similar in nature to the work described under this RFQ.

Qualification Statements

All qualification statements shall be organized in the following manner:

Company Profile: Provide a general description of the company, a brief history of the firm, with particular regard to the number of years in business and the number of years of specific relevant experience. Identify office locations, number, and type of personnel available to serve the City. Provide the name of the principal contact person at the company to whom all questions should be addressed.

Key Personnel: Each prospective firm must submit a list of key personnel, their areas of expertise, licenses and certifications, and a description of the manner in which the engineering tasks will be organized within the firm. The lead engineer must be a North Dakota licensed professional engineer, specializing in one or more of the required disciplines. All support personnel must be identified with their respective roles enumerated. Provide complete resumes for all key personnel along with an organizational chart.

Project Understanding and Approach

The proposal must demonstrate that the proposer understands the scope of the overall work of the bridge assessment.

Engineering and Project Experience

The proposal must include examples of work for a minimum of three (3) clients which demonstrate experience with bridge analysis and assessments experience in coordinating and working with the NDSHPO as well as coordination or work with BNSF personnel.

The firm and/or team must have at least five (5) years experience in bridge analysis and design and engineering. Experience in value engineering, plan preparation, preparation of construction bidding documents, permitting, and construction administration services is mandatory.

References

A minimum of three (3) references of similar type project for related engineering services work shall be provided with recently verified phone numbers and addresses.

Supplemental Information

Respondents are encouraged to submit any other information which they deem useful in presenting their related abilities and qualifications.

Format of submittal

The committee will base its evaluations on the criteria listed below. The submittal will be divided into eight (8) tabbed sections labeled A through H. For each criterion the committee members will use only the information included in the respective tabbed section. Failure to follow this format may result in rejection of the submittal.

SELECTION CRITERIA

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the engineer/consultant to provide information, evidence, or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

A. PAST PERFORMANCE

Performance on previous similar work performed for the City of Minot. (20 pts)

B. ABILITY OF PROFESSIONAL PERSONNEL (20 pts)

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications, and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated by showing each persons availability and workload. Specific project experience relevant to this Scope of Services must be demonstrated and project experience identified to specific company experience identified above or other projects, including specific project responsibilities, must be included.

C. WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS (5 pts)

Provide schedule of firm's availability to complete the bridge assessment in a timely manner and availability of personnel for any projects in the next two years.

D. LOCATION - WITH HIGHER PRIORITY GIVEN TO FIRMS HEADQUARTERED IN NORTH DAKOTA (5 pts)

Provide location from which mileage and expenses will be charged from.

E. RECENT, CURRENT, AND PROJECTED WORKLOADS OF PERSONS OR FIRMS (5 pts)

Provide schedule of each person assigned to the project and availability toward future projects and work load for those persons.

F. RELATED EXPERIENCE ON SIMILAR PROJECTS (25 pts)

Relevant experience with structural and condition analysis for bridges. Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The engineer/consultant must indicate specific experience in the required areas.

G. RECENT AND CURRENT WORK FOR PROJECTS OF THIS TYPE. (5 pts)

A list of references of at least three (3) recent contracting offices on projects of similar type, magnitude and complexity is required, which demonstrate experience with similar types of analysis or assessments. References must include current telephone numbers and affiliation.

H. PROJECT UNDERSTANDING (15 pts)

The engineer/consultant must demonstrate an understanding of bridges and structural analysis.

In addition to the understanding of the Scope and approach, the engineer/consultant must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues, CDBG guidelines and practices and rules, NDSHPO guidelines and rules as well as previous experience in all of these matters and in coordinating with BNSF and all listed entities. State-of-the-art practices and procedures in the relevant technical areas previously discussed.
2. Experience demonstrated on similar projects.
3. An ability to coordinate with City personnel and other entities for the implementation of improvements and updates to the City as projects are identified.
4. The ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants.
5. Methods for assuring product quality, cost control, delivery schedule, and project deliverables.

EVALUATION PROCEDURE

1. All proposals will be reviewed and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal.
2. Preference will be given to firms with North Dakota experience and prior knowledge and work experience with the City of Minot.

Based upon the results of this review process, a contract may be developed with the highest-rated engineer/consultant. If the City and the selected firm are unable to reach a mutually negotiated agreement, the City shall terminate negotiations with the selected firm and begin negotiations with the second ranked firm.

ADDITIONAL REQUIREMENTS

Rejection of Proposals

Proposals that do not conform to the requirements set forth in this RFQ may be rejected by the City. Proposals may be rejected for reasons that include, but are not limited to, the following:

- The Proposal contains unauthorized amendments to the requirements of the RFQ
- The Proposal is conditional
- The Proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous

- The Proposal is not received by the deadline
- The Proposal is not signed by an authorized representative of the party
- The Proposal contains false or misleading statements or references
- The Proposal does not follow the indicated format

Acceptance of Proposals

The City reserves the right, in its sole discretion, to waive minor irregularities in Proposals. A minor irregularity is a variation of the RFQ, which does not give one party an advantage or benefit not enjoyed by the other parties, or adversely impacts the interest of the City. Waivers, when granted, shall in no way modify the RFQ requirements or excuse the party from full compliance with the RFQ specifications and other contract requirements, if the party is awarded the contract.

Exceptions and Deviations

Proposers taking exception to any part of section of the solicitation shall indicate such exceptions on the Proposal and shall be fully described. Failure to indicate any exception will be interpreted as the Proposer's intent to comply fully with the requirements as written. Conditional or qualified Proposers, unless specifically allowed, shall be subject to rejection in whole or in part.

Nonconforming Terms and Conditions

A Proposal that includes terms and conditions that do not conform with the terms and conditions in the RFQ is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its Proposal prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

Expenses Incurred in Preparing Offers

The City accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the Proposer.

Proprietary Information

All submittals become public information. The Submitter should not include any information considered proprietary or confidential.

Additional Information

Questions concerning the RFQ document must be submitted in writing to the City of Minot, Attn: Dan Jonasson, or Lance Meyer, PO Box 5006 - 1025 31st Street SE, Minot, North Dakota 58701, via email at dan.jonasson@minotnd.org, or lance.meyer@minotnd.org or by facsimile to (701) 857-4130. Questions will be received through October 1, 2018 at 4:00 p.m. Responses to all questions will be distributed in writing via email or fax to all known Proposers and will be posted to the City of Minot's website (www.minotnd.org). Proposers are cautioned that any statements made by the contact person that materially change any portion of the RFQ shall not be relied upon unless subsequently ratified by a formal written amendment to this RFQ.

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 _____