



City of Watford City
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REQUEST FOR PROPOSAL

**TO PERFORM PRELIMINARY AND CONSTRUCTION ENGINEERING SERVICES:
FOR THE CITY OF WATFORD CITY
3RD AVENUE SOUTHWEST RECONSTRUCTION
FROM 2ND AVENUE SOUTHWEST TO MAIN STREET SOUTH**

**PROPOSAL RELEASE DATE:
OCTOBER 27TH, 2021**

**REQUEST FOR PROPOSAL UPDATE DATE:
NOVEMBER 3RD, 2021**

**PROPOSALS MUST BE DELIVERED TO THE CITY ENGINEER BY:
BY 12:00 (NOON) CT NOVEMBER 18TH, 2021**

**REQUEST FOR PROPOSAL
TO PERFORM
PRELIMINARY ENGINEERING SERVICES**

Watford City will engage the services of a qualified engineering firm to perform professional design engineering, construction engineering, and affiliated services on the following project in Watford City scheduled to be constructed in 2022.

**3rd Avenue Southwest Reconstruction
From Main Street S to 2nd Avenue SW**

SCOPE OF WORK

Phase I of the project consists of design engineering, surveying, right of way acquiring and platting, private and public utility coordinating, and environmental permitting work to develop plans, specifications, contract documents, cost estimates, and bid documents for the reconstruction of 3rd Avenue SW between Main Street S and 2nd Avenue SW. The existing road consists of approximately 2180 ft of gravel, 1480 ft of asphalt with curb and gutter, and 230 ft of concrete at the intersection of Main Street S. The concrete was installed by the North Dakota Department of Transportation (NDDOT) in 2017 and does not need to be replaced. The intersection of 3rd Avenue SW and Main Street S should be reviewed as part of the preliminary design to determine if a different intersection configuration would be considered by the NDDOT. The project consists of reconstructing 3rd Avenue SW to a collector asphalt road including curb and gutter, sidewalks on both sides of the road, **street lights**, and storm sewer infrastructure. The project also involves replacing, improving, and/or abandoning the existing underground water and sanitary sewer utilities, which includes approximately 1900 ft 6" PVC watermain, 570 ft of 10" PVC sanitary sewer, and 1,430 ft of 8" PVC sanitary sewer. The existing underground water and sanitary sewer utilities do not always run under and/or parallel with 3rd Avenue SW. The selected consultant shall review the existing underground utility locations to determine if they are able to be relocated under 3rd Avenue SW. The selected Consultant shall also be familiar with setting up Special Improvement Districts and utilizing Special Assessments as a funding source.

The project shall be designed per NDDOT standards and shall reference NDDOT standard drawings and specifications. The selected Consultant shall work with City Staff to determine any necessary plan notes and standard drawings that do not align with the NDDOT's.

The City completed some preliminary design work for this project in 2014. The documents associated with the preliminary work are available upon request.

Phase II of the project consists of engineer of record and construction engineering services. Engineer of Record services shall consist of consultation, answering questions, pre-job meetings, plan revisions, change orders, and shop drawing review, as needed. Construction engineering services shall include the following:

- **Administration & Inspection:** On this project, the selected firm will be responsible for all construction inspection, material testing and survey to verify the contractor's work is performed according to the governing specifications, plans, and special provisions including the provisions of the NDDOT's Standard Specifications for Road and Bridge Construction, Materials Sampling and Testing Manual, and Construction Records Manual. The Consultant's material sampling and testing personnel must be certified under the NDDOT Testing Qualification Program. The selected firm shall provide a Registered

Engineer to directly supervise the Construction Engineering project as required by Title 28 of the North Dakota Administrative Code. The selected firm will prepare the required engineering and administrative documents and records as required by the City. The selected firm shall provide a work force adequate to perform the work necessary to meet the Contractor's work schedule. The Consulting Engineer's Project Manager assigned to the project shall be capable of reading and interpreting project documents for proper execution of the project in accordance with the plans and specifications

- Consultant Project Manager Designation Requirement:
 - The Consultant Project Manager shall be an Engineer or Senior Level Technician with sufficient experience to make engineering decisions in the field and oversee the project on a daily basis.
 - The Consultant Project Manager shall be under the direction of the designated person in Responsible Charge. The Consultant Project Manager has immediate charge of the engineering aspects of the construction project. The Consultant Project Manager is responsible for the activities and efficiency of all consultant personnel assigned to the project, and for oversight of the actual construction to assure contract compliance.
 - The Consultant Project Manager should be involved with the initial phases of the project, if possible, as early as the Pre-Construction Conference stage. After the project becomes active, the Consultant Project Manager shall:
 - Oversee all field inspection to ensure the project is constructed in accordance with the City plans, standards, and specifications
 - Instruct, train, and supervise consultant personnel
 - Oversee and approve:
 - Project records,
 - Progress reports,
 - Determination of pay quantities, and
 - Prompt payment to the Contractor
 - Be responsible for regular consultant safety meetings and enforcement of safety policies for all consultant and sub consultant employees.
- **Survey:** The Consulting Engineer's survey crew chief assigned to the project shall be capable of reading and interpreting project documents in order to place survey controls for the proper execution of the project. The Consultant shall perform all construction layouts and reference staking necessary for the accurate control and completion of the project. The survey crew provided will be required to have the ability to perform all work activities required for the project, such as:
 - performing structural surveys (i.e. excavation limits, centerline points, etc.)
 - staking construction control lines and grades
 - slope staking for establishing final roadway sections
 - taking final measurements
 - taking original and final cross sections for earthwork quantities, including topsoil stockpiles, common excavation locations, sub-cut and calculate quantities
 - locating reference points as required
 - staking construction and permanent signs, and verifying new sign support lengths prior to contractor ordering material
 - establishing benchmarks
 - providing grade control for the trimmer and verifying trimmer work
 - providing blue top grades for mainline subgrade and bases

- performing minor adjustment to the grade lines to accommodate changes made by field personnel
 - staking locations of R/W pins and markers
 - verifying and adjusting grades at existing tie in-points
 - preparing final as built plans.
 - take as-built location shots all utilities installed with the project to be utilized in the City's GIS database for utility locating purposes.
- **Materials Sampling & Testing:** Consultant's material sampling and testing personnel must be certified under the NDDOT Testing Qualification Program. All material testing and project data will become the property of City upon completion of the final submittal. Acceptance of all material shall be as specified in Section 106 of the NDDOT Standard Specifications for Road and Bridge Construction manual and the NDDOT Materials Sampling and Testing Manual. Where the NDDOT's Specifications or Special Provisions require that materials meet AASHTO, ASTM, AWWPA or other Specifications, the latest Specifications together with all interim Specifications which have been printed and distributed before the date of the invitation for bids shall apply.

All design and project data will become the property of the City upon completion of the final submittal.

PROJECT MILESTONES

Project Milestones are proposed and approximate. If milestones are not able to be met, Consultant and City shall work together to update project schedule.

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| 1. Design Task Order Approval: | December 2021 |
| 2. Final Plans, Certifications, Permit, etc. Due: | Spring 2022 |
| 3. Advertise for Bids | Spring 2022 |
| 4. Construction: | Spring/Summer 2022 |

EVALUATION AND SELECTION PROCESS

Engineering firms interested in performing the work shall submit 3 printed copies and 1 electronic copy of their proposals to:

Watford City Engineer
 PO Box 494
 Watford City, ND 58854
 3rd Avenue Southwest Reconstruction
 701-444-8433; gdemars@nd.gov

The proposal pages shall be numbered and must be limited to 5 pages (8.5" x 11") in length. Proposals that exceed the 5-page length requirement will not be considered. The cover letter will not be counted as one of the 5 pages. Watford City will only consider proposals received prior to 12:00 PM CT, November 18th, 2021. Late proposals will be deemed unresponsive.

The firm's proposal shall include an appendix. The appendix shall include the following in order:

- **Appendix A:** A schedule for the project. If accepted the schedule will be included as part of the contract.

- **Appendix B:** A staffing plan identifying the key project personnel (including titles, education, certifications, and work experience) and their respective roles and responsibilities for the project.

Each proposal will be evaluated by a selection committee. Watford City may conduct interviews, if deemed necessary by the selection committee. Firms not selected to be interviewed, if held, will be notified in writing. Selection will be based on the following weighted criteria:

Weight

- 15% i. Past performance
- 10% ii. Ability of professional personnel
- 15% iii. Willingness to meet time and budget requirements
- 5% iv. Location
- 10% v. Recent, current, and projected workloads of the persons and/or firms
- 15% vi. Related experience on similar projects
- 30% vii. Project understanding, issues, and approach

Maximum total weight is 100 points.

Fees shall be negotiated with the successful firm. 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 the proposal shall be borne by the proposer. The City reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all 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.

CONSULTANT EMAIL CONTACTS

If necessary, please update contact information for receiving RFP's via email

PROJECTS MAY BE ADDED OR WITHDRAWN SUBJECT TO THE AUTHORIZATION AND AVAILABILITY OF FUNDS.