

Request for Qualifications

Professional Engineering Services

For

Icelandic State Park Roads  
Project # CI 209020-19

To

State of North Dakota  
North Dakota Parks and Recreation  
1600 E. Century Avenue, Ste. 3  
Bismarck, North Dakota 58503

August 26, 2020

## I. INTRODUCTION

The State of North Dakota, acting through its Parks and Recreation Department (NDPRD), will receive Statements of Qualifications for Engineering Services for the Icelandic State Park Roads Project.

## II. PROJECT INFORMATION

Icelandic State Park, located 5 miles W of Cavalier, North Dakota, has an existing roadway that totals approximately 4.4 miles of existing asphalt pavement, 23,500 sf of asphalt parking lots and .75 of a mile of gravel. The asphalt is in need of crack seals, chip seals, repairs and overlays; while the existing gravel needs shaping as well as additional gravel. Due to the requirements of NDCC 48-01.2-02, NDPRD is seeking the professional services from an architect or engineer to develop the plans, drawings, and specifications for use in the bidding and construction of this public improvement. The final scope of work will be negotiated with the successful firm.

## III. SCOPE OF SERVICES

The purpose of the project is to evaluate the existing Icelandic State Park road and parking infrastructure; and recommending appropriate measures for safe life cycle enhancements. The scope of services includes, but is not limited to:

### A. Land Survey

Provide necessary field surveys and topographic and utility mapping for Consultant's design purposes. Property boundary surveys, topographic surveys, collection and depiction of existing subsurface utility data, construction staking, and post-construction survey services.

### B. Study and Report Phase

Assist NDPRD in determining whether NDPRD's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Consultant's study and evaluation, or are such that it will be necessary for Consultant to identify, study, and evaluate multiple potential solutions.

### C. Preliminary Design Phase

Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project. Based on the information contained in the Preliminary Design Phase documents, prepare an opinion of probable Construction Cost, and assist NDPRD in tabulating the various cost categories which comprise Total Project Costs.

#### D. Final Design Phase

Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. Provide technical criteria, written descriptions, and design data for NDPRD's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist NDPRD in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.

In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from NDPRD. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from NDPRD.

#### E. Bidding or Negotiating Phase

Assist NDPRD in advertising for and obtaining bids or proposals for the Work, assist NDPRD in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.

Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. Provide information or assistance needed by NDPRD in the course of any review of proposals or negotiations with prospective contractors. Attend the bid opening, prepare bid tabulation sheets to meet NDPRD's schedule, and assist NDPRD in evaluating bids or proposals, assembling final contracts for the Work for execution by NDPRD and Contractor, and in issuing notices of award of such contracts.

#### F. Construction Phase

General Administration of Construction Contract: Consult with NDPRD and act as NDPRD's representative as provided in the Construction Contract.

Resident Project Representative (RPR): Provide the services of an RPR at the Site to assist the Consultant and to provide more extensive observation of Contractor's work.

Selection of Independent Testing Laboratory: Assist NDPRD in the selection of an independent testing laboratory to perform the services.

Visits to Site and Observation of Construction: In connection with observations of Contractor's Work while it is in progress.

Clarifications and Interpretations: Accept from Contractor and NDPRD submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs) or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

Change Orders and Work Change Directives: Recommend Change Orders and Work Change Directives to NDPRD, as appropriate, and prepare Change Orders and Work Change Directives as required.

Shop Drawings, Samples, and Other Submittals: Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents.

Inspections and Tests: Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Consultant's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Consultant shall be entitled to rely on the results of such inspections and tests.

Applications for Payment: Based on Consultant's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation.

Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with NDPRD and Contractor, visit the Site to review the Work and determine the status of completion.

Final Notice of Acceptability of the Work: Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Consultant may recommend, in writing, final payment to Contractor.

#### IV. CONSULTANTS

The project team shall include all consultants deemed necessary to complete the work.

V. SUBMITTAL REQUIREMENTS

1. Submit qualifications on GSA Form 330 Architect-Engineer Qualifications: Part 1, Sections A-I. In addition, also provide the following:
2. Statement of Interest. Maximum one (1) page.
3. Provide a description of your team's approach to the project. Please be specific. Maximum four (4) pages.
4. Include three letters of reference that highlight the Consultant's work.

VI. SELECTION CRITERIA – (100 points)

1. Past performance. (Weight: 5%)
2. The ability of professional personnel. (Weight: 30%)
3. Willingness to meet time and budget requirements. (Weight: 5%)
4. Location, with higher priority given to firms headquartered in North Dakota. (Weight: 5%)
5. Recent, current and projected workloads of the persons or firms projected through 2021. (Weight: 15%)
6. Related experience on similar projects. (Weight: 30%)
7. Recent and current work for the agency. (Weight: 10%)

VII. PROCEDURES FOR SUBMISSIONS

- A. Firms or persons wishing to be considered shall submit five (5) copies of their qualification materials and a .PDF file of the submittal no later than 3pm, July 1, 2020 to:

Lynn Spomer, Procurement Officer  
North Dakota Parks & Recreation  
1600 Century Avenue, Suite 3  
Bismarck, ND 58503  
(701) 328-5357  
parkrec@nd.gov

- B. For specific project-related inquiries, please contact Jason Johnston, Project and Maintenance Coordinator, 701-214-0982, [jjohnston@nd.gov](mailto:jjohnston@nd.gov).

- C. Sequence of Events: The following estimated timeline represents the sequence of events contemplated in the qualification and selection procedure:

Advertise for Proposals  
August 26, 2020

Proposals Due  
September 17, 2020

2020	Review Responses and Prepare Interview Shortlist	September 24,
	Notification of Selections	October 1, 2020
October 5, 2020	Interview Selected Candidates	Week of
	Selection Notification & Contract Negotiation	Week of October 12, 2020
	Documents ready for bid	
	February 15, 2021	

VIII. ADDITIONAL INFORMATION

- A. All non-resident corporations, LLC's, and LLP's must be registered with the Secretary of State to do business in this state before they can enter into the contract.
- B. The State of North Dakota will not include an arbitration clause in any contract with the successful firm.

END OF REQUEST FOR QUALIFICATIONS