

**South Dakota Science and Technology Authority
Sanford Underground Research Facility
Lead, South Dakota**

**Request for Proposal
Ross Dry/Foyer Roofing Project
Contract # 2019-15**

The South Dakota Science and Technology Authority (SDSTA) is seeking proposals for a roofing project at the Ross Dry Building at the Sanford Underground Research Facility in Lead, SD.

- A. Draft Contract
- B. Contractor Pre-Qualification & EHS Questionnaire
- C. Drawings

1. Scope of Work

The following scope of work is required, and the proposal must be based on this scope of work:

- Prepare the roof to be reroofed and properly dispose of all debris, inspect the existing roof deck and inform SDSTA of any damaged areas.
- Install a suitable substrate board on the interior face of the walls so new membrane flashings can be adhered.
- Install 1” polyisocyanurate rigid insulation adhered to the concrete roof deck.
- Install an adhered 60mil nonreinforced EPDM (black) roof system.
- Install retrofit drains into the existing drain piping.
- Apply all necessary flashings and terminations to complete the roof system.
- Fabricate and install prefinished steel parapet coping cap; color to be selected from manufacturer’s standard range.
- Contractor to provide a recommendation for best product to use.
- Provide manufacturer/contractor warranty options.

2. Submission Requirements

Proposals should be provided in digital format as a .pdf file with standard letter size format, including font size no smaller than Arial 11pt, maximum 50 pages with the exception of schedule information, matrices, or diagrams that require a larger format layout, which shall not exceed tabloid size paper.

The submission must contain the following:

- 2.1 Resume(s) for all member(s) of each firm contained within the submission that will be involved with this project, with a description of their relevant experience and their role in this project.
- 2.2 Description and references for three projects of a similar size and scope on which these individuals have worked within the last five years. Provide information related to the awarded cost and the final actual costs for each project. Indicate if these projects were CMAR contracts.
- 2.3 A detailed description of and actual performance matrices of Environment, Health & Safety (EHS) for the three referenced projects. Provide a detailed description of the proposed approach to

managing EHS for the SDSTA project.

- 2.4 An overview of the firm's quality management program.
- 2.5 Description of management and communication processes for working with SDSTA
- 2.6 Description of the approach to cost and schedule control. What tools are used and how is information to be communicated to the project team and SDSTA?
- 2.7 Description of the firm's capacity for this project. Provide a list of major projects currently underway and those that are known to be upcoming that could provide a conflict with the ability to complete this project.
- 2.8 Provide a written description of the working relationship between each of the overall team members, including an organizational chart. Include the duration and legal nature of the relationship between any partnering firms. Provide a description of the primary points of contact from the proposed team to SDSTA, the proposed contractual point of contact, and the firm that will be submitting the invoices and handling the administrative requirements for the project.
- 2.9 Confirm the review of Exhibits A and B in detail and provide a description of any issues with the form of documents or any of the terms and conditions included in the Contract or Agreement.

3. General Project Requirements

- 3.1. The selected Contractor will be required to abide by all applicable federal, state and local laws and ordinances, as amended from time to time. Included in, but not limited to, the applicable local laws and ordinances are:
 - OSHA
 - 1910 – Occupational Safety and Health (General Industry)
 - 1926 – Safety and Health Regulations for Construction
 - NFPA
 - NFPA 101 – Life Safety Code
 - Building Code
 - 2015 International Building Code
 - Section 405 – Special Requirements based on Occupancy
 - 2015 International Fire Code
 - 2015 International Mechanical and Plumbing Codes
 - National Electric Code
 - South Dakota State Codes
 - City and County Codes
- 3.2. The selected Contractor and its officers, agents, employees, and subcontractors shall:
 - Participate in all applicable training required by SDSTA, prior to the commencement of the work.
 - Maintain liability and workers compensation insurance as described in the Draft Contract (Exhibit A).
 - Maintain a site work plan at all times as described in Draft Construction General Conditions Agreement (Exhibit B). Safety and health shall be the top priority with all work plans.
 - Failure to comply with the terms of any SDSTA or other applicable safety policy, procedure, or protocol may result in termination of the Contractor's contract. Failure to

comply may also result in temporary work stoppage and removal from SDSTA property until such time as deficiencies have been corrected or an appropriate plan to correct such deficiencies is presented and accepted.

- 3.3. SDSTA may, at its sole and absolute discretion, reject any and all, or parts of any and all, submissions; re-advertise this solicitation; postpone or cancel, at any time, this solicitation process; or waive any irregularities in this solicitation or in the submittals received as a result of this solicitation.
- 3.4. All expenses involved with the preparation and submission of materials to SDSTA, or any work performed in connection therewith, shall be borne by the proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the proposer(s), prior to commencement of work as defined by a contract approved by SDSTA.
- 3.5. The materials will be evaluated by the selection committee appointed by SDSTA. The selection committee will determine the top-ranked proposers by consensus based on the selection criteria described in this RFP.
- 3.6. SDSTA reserves the right to enter contract negotiations with the highest ranked proposer. If SDSTA and the proposer do not agree to terms of the contract, SDSTA may elect to terminate negotiations and begin negotiating with the second-ranked proposer and so forth. This process will continue until a contract has been executed or all submittals have been rejected. No proposer shall have any claims and/or rights against SDSTA arising from such negotiation and/or the qualification process.
- 3.7. Firm(s) submitting materials should not submit any information in response to this solicitation which the firm(s) considers to be a trade secret or confidential. The submission of any information in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the submission as protected or confidential, SDSTA will endeavor to redact and return that information to the proposer. The selection committee will then evaluate the balance of the submission. The redaction or return of information pursuant to this clause may render a submission nonresponsive.
- 3.8. Proposers should carefully review the insurance requirements contained in the attached Draft Contract (Exhibit A) and be prepared to meet these requirements for the proposer and all supporting consultants that comprise the proposer's team.

4. Selection Process

- 4.1. The SDSTA selection committee will review responses to this RFP. Selection will be based on consensus ranking based on the criteria described above. The determination of the individual's qualifications and compliance with the submittal requirements shall be at the sole discretion of SDSTA.
- 4.2. The expected schedule, subject to change, is as follows.

Request for Proposal Issued	July 31, 2019
Bidder's Conference – <u>Mandatory</u>	August 8, 2019
Final Date for Submitting Questions	August 12, 2019
Responses Issued Questions	August 14, 2019

5. Criteria for Selection

(in no implied order of importance)

- 5.1. Demonstration of knowledge and understanding of the project requirements, including knowledge of design and construction practices.
- 5.2. Qualifications of team members assigned to the project.
- 5.3. Experience and past record with similar projects in terms of complicated team involvement, site usage, infrastructure driven projects as detailed in Submission Requirements.
- 5.4. Strength and adequacy of the individuals' qualifications as above.
- 5.5. Methodology, process, and approach in meeting Submission Requirements.
- 5.6. Strength of references.
- 5.7. Demonstration of ability to provide required services within schedule and budget.
- 5.8. Demonstration of the firm's understanding and awareness of all EHS and quality issues that will be present on this project.
- 5.9. Fee proposal.

Submission Requirements

All proposers are required to attend the onsite conference at the Sanford Underground Research Facility, 630 East Summit Street, Lead, South Dakota. Pre-registration is required, email mbaumann@sanfordlab.org by close of business August 6, 2019, to receive instructions and directions. Only companies represented at the onsite conference will be eligible to submit proposals. Contractor's subcontractors are encouraged, but not required, to attend.

Questions are to be submitted electronically to mbaumann@sanfordlab.org by 10am MT, August 12, 2019. Questions will be collected and responses will be issued to all firms participating in the bidder's conference, as well as posted to the sanfordlab.org website, within 10 days. Answers to questions will be provided through email in order to expedite the response process unless a firm raises an objection; in which case that firm may request to receive the information by fax or mail.

The proposal period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers by SDSTA.

SUBMISSION: Proposers should email one electronic copy (pdf format) of the submission to:

Michele Baumann (mbaumann@sanfordlab.org)

All submissions must be received **no later than 2:00 pm MT, August 20, 2019**. Materials received after that time may not be considered.

Specific interviews will be scheduled by SDSTA once proposals are received and reviewed.

All communication regarding this procurement between RFP release and contract award shall be directed by email to mbaumann@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.

For additional information about the project, please go to: www.sanfordlab.org/business.