

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

**Request for Proposal  
Security Improvements to Headframes – Construction phase  
Contract # 2020-22**

The South Dakota Science and Technology Authority (SDSTA) is requesting a proposal for the Security Improvements at Headframes project at the Sanford Underground Research Facility (SURF) in Lead, SD. This contract is for the construction phase of the project in accordance with SDSTA guidelines. The best value selection process will be used for awarding this contract. Part of the best value basis will be the total cost according to the items and quantities listed on the project bid sheet. The proposal will be evaluated by the SDSTA Selection Committee. The Selection Committee will recommend an Offeror by consensus based on best value. Fixed bid prices shall be submitted for all items indicated herein.

The purpose of this contract is for the removal and replacement of single & double entry man doors along with overhead coiling doors. These doors are located at the Ross & Yates Headframes. In addition to the door replacement, includes a new security system that utilizes card readers and/or keypads and mobile equipment remotes for secure entry into the headframes. Minor amounts of lead paint and asbestos coated siding will be encountered on this project. These two items will require abatement according to the SDSTA lead and asbestos specifications.

Documents incorporated into this Request for Proposal include the following Exhibits:

- A. Draft Contract (2020-22, to be released by 8/7/2020)
- B. Draft Construction General Conditions Agreement (to be released by 8/7/2020)
- C. Bid Security Form (to be submitted with proposal)
- D. Payment and Performance Bond Form (informational - to be submitted with contract)
- E. Contractor Pre-Qualification & EHS Questionnaire
- F. Complete set of engineered drawings completed by ARC International
- G. Complete set of project specifications completed by ARC International
- H. Lead paint and asbestos specs completed by SDSTA

## **1. Scope of Work**

The following scope of work is required, and the proposer's proposal must be based on this scope of work that is detailed in the accompanying set of plans and specs. This project is located at the Ross & Yates Headframe and Crusher buildings within the Sanford Underground Research Facility (SURF) property.

Replacing all types of doors with security rated doors that will be equipped with standard key entry, ID badge, keypad and/or remote-control ingress operators. Entry point security ingress operators to interface with SDSTA network. Project consists of thirteen (13) overhead doors,

fifteen (15) single or double entrance doors, two (2) existing doors with improvements along with six (6) door removal and infill along with associated incidental work. Existing structures are known to contain asbestos coated sheeting and lead based paint on the frames that may be disturbed during the construction phase. Any doors, frames or siding that contain asbestos or lead paint dust that is removed must be disposed of properly in the appropriate municipal landfill that accepts this category of waste. All doors deemed asbestos/lead paint free can be disposed of in an appropriate landfill or recycled. In addition to door replacement, several doors/entrances have been identified as non-essential and will be removed and infilled with framing/siding.

The Ross headframe consists of the following: 7 single door man doors, 2 double door man doors, 6 overhead coiling doors, 1 entrance infills.

The Yates headframe consists of the following: 5 single door man doors, 1 double door man doors, 7 overhead coiling doors, 2 existing doors with minor improvements and 5 entrance infills.

Each headframe main floor has been divided into 4 phase zones. Only 1 zone per headframe will be allowed to be worked on until completed before progressing to the next zone. Work on the Ross & Yates may progress simultaneously.

The security system shall be procured and installed according to plans and specifications. On-site training of SDSTA security dept personnel shall follow commissioning and be up to 24 hours/3 days to ensure proper handoff.

All records (project reports, warranty information, meeting notes, data files, project data, original tracings, maps, field sketches, lab reports, test data, etc.) generated shall be the property of SDSTA and shall be turned over to SDSTA upon completion of the contract or as directed. All deliverables shall be required to be delivered to SDSTA in hardcopy and electronic (original software and PDF) format.

The construction period is to be 150 calendar days from award of contract. Beyond this deadline there will be \$150/day liquidated damages.

## **2. Submission Requirements and Pricing Breakdown**

Each interested firm having the capabilities to perform this work must submit a project proposal not later than end of business day on August 31, 2020. Please note there is a 30-page limit for each submission. A page is defined as 8.5" x 11" in size. Each printed side counts as one page. In general, the technical proposal should seek to provide the following information about the firm.

*(in no implied order of importance)*

- 2.1. Provide information for a representative of the prime contractor or joint venture that the SDSTA can contact for additional information.
- 2.2. Firm (or Branch Office) Name and address.
- 2.3. Year established (Provide year the firm or branch office was established under the current name).

- 2.4. Provide the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc)
- 2.5. Number of employees.
- 2.6. Method of approach demonstrating the firm's understanding of the project, risks, challenges and strategy that will be employed to complete the project on time and under budget.
- 2.7. Provide the contractual relationship, name, and a brief description of the role of each firm subcontracting organization that will be involved in performance of this project. If a firm has branch office, indicate each individual branch office that will have a key role on the team. Include the estimated percentage of work the firm will be involved in. Note that the named subcontractors and outside associate or consultants must be used, and only and any change must be approved by SDSTA.
- 2.8. Provide an organizational chart of proposed team.
- 2.9. Provide Demonstrated success on similar projects, select projects which illustrate proposed team's qualifications for this contract. This should include: title, location, period of performance, project owner and a project point of contact. Discuss the relevance of the example project to this contract. Firms from proposed team involved and their role. Key personnel participation in example projects.
- 2.10. Disclose any existing relationships and previous work with SDSTA.
- 2.11. Note exceptions to the draft contract or other RFP materials
- 2.12. Offeror shall have an effective quality control (QC) program established for all services offered under this contract.
  - Provide a description of the QC programs of contractors and subcontractors who would be performing work under this contract. QC manuals will not count towards the 30-page limit.
- 2.13. Offeror shall have an effective worker safety and health program established for all work performed under this contract at SURF.
  - Provide a description of the safety programs of contractors and subcontractors who would be performing work at SURF under this contract.
  - Provide safety records for the past three years (incident/injury records, OSHA300 logs and EMR data) of contractors and subcontractors who would be performing work at SURF under this contract.
- 2.14. Provide a bid sheet with the pricing breakdown detailed below. The Offeror may submit a marked-up copy of Section 2.14. Alternatively, the Offeror may submit a custom bid sheet, so long as the same line items are used as shown in the breakdown below.

**Pricing Breakdown:** Prices shall be broken down based on grouped scope of work items.

1. General Conditions: Mobilization/Demobilization \_\_\_\_\_
2. Lead and asbestos abatement: \_\_\_\_\_
3. Remove/Replace single/double entry man doors, Ross: \_\_\_\_\_
4. Remove/Replace overhead coiling doors, Ross: \_\_\_\_\_
5. Remove/Replace single/double entry man doors, Yates: \_\_\_\_\_
6. Remove/Replace overhead coiling doors, Yates: \_\_\_\_\_
7. Remove/infill doors: Ross & Yates: \_\_\_\_\_
8. Electrical/Security system, Ross: \_\_\_\_\_
9. Electrical/Security system, Yates: \_\_\_\_\_
10. Security system, Administration office: \_\_\_\_\_

2.15. Bid Security for the scope must accompany the proposal if the bid exceeds \$50,000 as described. Bid bond documents will not count against the 30-page proposal limit.

- Bid Bond: A bid bond of ten percent (10%) of the total amount of the bid including all add alternatives, shall be furnished by the Contractor. A form of Bid Bond is included with the bid documents.
- Certified Check or Cashier's Check: In lieu of a Bid Bond, a certified check or cashier's check for five percent (5%) of the amount of the bid, including all add alternates, may be furnished. Such check shall be certified or issued by either a state or national bank and payable to the South Dakota Science and Technology Authority.
- Payment and Performance Bond: Upon award of contract, Contractor shall provide a Payment and Performance Bond produced by a South Dakota licensed insurance producer (agent) and issued by a South Dakota licensed surety in an amount not less than the amount of the awarded contract. The Payment and Performance Bond surety or sureties shall meet all requirements of South Dakota law. This bond is to secure the faithful performance of the contract and the payment of those to whom the offeror may become legally indebted for labor, materials, tools, equipment, or services of any kind used or employed by the offeror in performing the work. The surety bond shall be on a form similar to the form of Payment and Performance Bond in the time state shall be cause for consideration by the Owner of awarding the contract to another responsible and responsive offeror, and retention of the bid deposit.

- Power of Attorney: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

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

### 3. Selection Criteria & Process

3.1. The SDSTA selection committee will review responses to this RFP. Selection will be based on consensus ranking based on the criteria described below. SDSTA may elect to interview one or more of the proposers.

1. Professional qualification of the firm and the specific individuals who will be assigned to the work.
2. Specialized experience and technical competence of the firm and individuals in the type of work described in the solicitation.
  - a. Swinging and overhead door installation.
  - b. Security system installation, commissioning & owner training.
  - c. Abatement of lead paint & asbestos in work area.
3. Capacity of the firm to perform the services.
4. Method of approach demonstrating the firm's understanding of the project, risks, challenges and strategy that will be employed to complete the project on time and under budget.
5. Demonstrated success on similar projects
6. Past performance on contracts in terms of cost control, quality and schedule.

3.2. The determination of the individual's qualifications and compliance with the submittal requirements shall be at the sole discretion of SDSTA. Each criterion will be rated using the following scoring method.

| 1          | 2             | 3       | 4             | 5         |
|------------|---------------|---------|---------------|-----------|
| Incomplete | Below Average | Average | Above Average | Excellent |

3.3. The expected schedule, subject to change, is as follows.

|                                        |                 |
|----------------------------------------|-----------------|
| Request for Proposal Issued            | August 7, 2020  |
| Bidder's Conference – <u>Mandatory</u> | August 19, 2020 |
| Final Date for Submitting Questions    | August 21, 2020 |
| Responses Issued                       | August 25, 2020 |
| Submissions due to SDSTA               | August 31, 2020 |

Both the bidder's conference and the interviews will be held the SURF in Lead, SD or by Zoom conference call. Specific interview times will be scheduled after proposals are received.

#### **4. General Requirements**

All proposers are required to attend the onsite pre-bid conference (August 19, 2020) at the Sanford Underground Research Facility, 630 East Summit Street, Lead, South Dakota. Pre-registration is required, email [mbaumann@sanfordlab.org](mailto:mbaumann@sanfordlab.org) by close of business August 17, 2020 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. Depending upon the response to the project advertisement, limited numbers of attendees per contractor could be determined per the SDSTA COVID-19 operations guide at the time of the pre-bid conference.

Questions are to be submitted electronically to [mbaumann@sanfordlab.org](mailto:mbaumann@sanfordlab.org) by 2pm MT, August 21, 2020. 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](http://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](mailto:mbaumann@sanfordlab.org))

All submissions must be received **no later than 2:00 pm MT, August 31, 2020** 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](mailto: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](http://www.sanfordlab.org/business).