

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY
REQUEST FOR PROPOSALS
ENGINEERING DESIGN/CONSULTATION SERVICES
SANFORD UNDERGROUND RESEARCH FACILITY (SURF), LEAD, SD
RFP #2019-37

General Information

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Contracting Office Address:

Sanford Underground Research Facility
630 E Summit St
Lead, SD 57754

1. REQUEST FOR PROPOSAL INFORMATION:

This Request for Proposals is for the procurement of Architect-Engineer (A-E) services in accordance with the South Dakota Science and Technology Authority (SDSTA) guidelines. Firms will be selected for fee negotiation based on demonstrated competence and qualifications for the required work.

- a. A-E services are required for:
Two task order type design and consultation services contracts which will be negotiated and awarded, each with a base year and two option years. The total value of services provided under each contract will not exceed \$2,000,000. Combining the base year and two option years, a minimum of \$250,000 in services will be ordered under the contract.
- b. The contracting officer will consider the following factors in deciding which retained consultant will be selected to negotiate an individual task order: performance and quality of deliverables under the current contract, current capacity to accomplish the order in the required time, uniquely specialized experience, and equitable distribution of work among the consultants.
- c. This announcement is open to all businesses regardless of size. To be eligible for contract award, a firm must be registered as a business entity with the South Dakota Secretary of State and SAM Registration E-Verify.

2. PROJECT INFORMATION:

Description of design/consultation services that maybe required.

- a. Background: The SDSTA has seen an increase in the amount of work required to maintain its infrastructure that has resulted in the need for additional inspections, planning, estimating, design, and evaluations of various infrastructure projects, support services, and processes. To

maintain the facilities and provide efficient, cost-effective operations, SDSTA seeks to retain consultants for general engineering consulting services in support of these requirements.

- b. Description of Projects: This request for proposal has been developed to obtain engineering services for projects relating to SDSTA's surface and underground infrastructure and facilities. All work associated with this RFP will be performed as individual task orders as the need arises. The types and scopes of the projects to be delivered under each task order will vary depending on SDSTA's requirements and available resources to devote to each project. As noted below in the Table of Services, these can range from initial planning and studies of existing infrastructure, to conceptual project design development through full designs with project plans and specifications ready for bidding with follow-on construction administration support services. While not exclusive, these services will generally support the development and execution of projects funded under the SDSTA Infrastructure Improvement Projects Program, which is approved and funded annually by the US Department of Energy. The general size range of these projects is from \$250K up to and beyond \$5M and covers a wide range of surface and underground systems in support of SURF operations and research. Should a discipline or service be required that is not identified in this RFP, the appropriate subconsultant or service may be added with SDSTA's approval after the contract is awarded.

The following table lists the disciplines/services expected to be provided as a minimum for this contract.

Table of Services	
Discipline / Service	Examples of scopes of work
Infrastructure Project Planning and Conceptualization	Analyze existing SURF facilities and infrastructure conditions/deficiencies and work with SDSTA to develop preliminary project concept documents and justifications for agency funding.
Site / Civil Engineering	Site improvements, grading, excavating, pavement rehab, water distribution, sanitary collection, storm drains, road improvements.
Mechanical Engineering	Dewatering and Pumping systems, plant layouts, process piping changes.
Heating, Ventilating, Air Conditioning (HVAC) Engineering	Review of installed systems, equipment sizing, HVAC design, reconfiguration, energy conservation and efficiency.
Electrical Engineering	Power generation and distribution, circuit protection, wiring, motor control centers, energy conservation and efficiency, industrial control systems
Fire Protection Engineering	Fire suppression and alarm systems.
Engineering Studies	Infrastructure assessments, reliability studies, and feasibility studies on existing infrastructure and operations and/or requirements to support the infrastructure needs of future on-site research experiments.

Construction Administration	Provide designer related support services during construction.
Cost Estimating	Third-party cost validation, budget estimates, detailed design, and construction cost estimating

- c. **Consultant Responsibilities:** For each task order authorized, the consultant shall provide all engineering services necessary to develop and produce a complete deliverable that will satisfy the scope of work negotiated. The consultant shall work with Engineering and Operation & Maintenance department personnel who will indicate system needs and assist in achieving SDSTA's desired scope of work. The consultant shall carefully consider the input by SDSTA's staff, but based on the consultant's own experience and ability, shall be solely responsible to provide a complete and workable deliverable in accordance with the requirements of the scope of work.
- d. **SDSTA Responsibilities:** SDSTA will, at the consultant's request, provide information and material on file that is pertinent to the task order authorized. This may include plan and profile sheets of existing services, standard drawings, specifications, etc. SDSTA will provide information on the requirements and standards for the project that could include the following:
 - Standard format and drafting procedures for construction drawings.
 - Formats for specifications and other documents.
 - SURF specific design standards.
- e. **Transfer of Records:** All records (project reports, meeting notes, data files, project data, lab reports, test data, design calculations, etc.) generated shall be the property of SDSTA and shall be turned over to SDSTA upon completion of the task order or as directed. All deliverables shall be delivered to SDSTA in hardcopy and electronic (original software and PDF) format. Depending on the size of the electronic deliverables, the consultant may be required to provide and utilize file storage/transfer protocols or portable hard drive(s) for delivery.
- f. **Authorization of Task Orders:** SDSTA will negotiate the scope of services and the cost basis with the selected consultant prior to the authorization of a task order. The method of payment under this contract shall be based on percent of task completed, up to a negotiated not to exceed amount for each task order.

3. SELECTION CRITERIA:

The selection criteria are listed below in descending order of importance (first by major criterion and then by each sub-criterion).

- a. Specialized experience and technical competence in:

- The design of infrastructure systems supporting industrial, commercial, and/or underground locations.
 - Utility systems and related controls in a municipal or industrial setting.
 - Industrial and commercial ventilation.
 - Sustainable design using an integrated design approach and emphasizing environmental stewardship.
 - Experience in energy and/or water conservation and efficiency in operation .
 - Producing quality designs based on evaluation of a firm's design quality management program.
- b. Qualified professional personnel in the key disciplines noted above in the Table of Services. The lead engineer in each discipline must be registered to practice in the state of South Dakota in the appropriate professional field. The evaluation will consider education, certifications, training, registration, overall & relevant experience, and longevity with the firm.
- c. Past performance on SDSTA, US Dept of Energy, State of South Dakota or other contracts with respect to cost control, quality of work, and compliance with performance schedules.
- d. Discussion of the firm's capacity to provide and manage contemplated consultation services. The evaluation will consider the experience of the firm in similar size projects, and the availability of an adequate number of personnel in key disciplines.
- e. Proximity to SURF.
- f. Knowledge of the design of facilities and systems in mountain environments like Lead, SD.

4. FINAL SELECTION AND NEGOTIATION:

Based on criteria established above, selected firms will be requested to provide an on-site presentation of the firm's capabilities along with a Q&A session. At least two of these firms will be selected for final negotiations of an approved rate structure (See Attachment 1). These rates will be approved by SDSTA in concert with contract award and will become the basis for estimating the value of individual task orders. If the SDSTA plans to exercise an option year of services, the consultant will be allowed to submit a rate revision for review and approval prior to exercising the option. Work will be issued by negotiated firm-fixed-price or on a limited basis, time and material type task orders. The process for the award of these task orders will be:

- 1) To establish a mutual understanding and agreed upon scope of work for services required.
- 2) Issue a Request for Quote and receive a task specific proposal.
- 3) Negotiate an agreed to price for services based on pre-negotiated rates of appropriate disciplines applied to the estimated level of effort.
- 4) Where a time and material type approach are contemplated, a not-to-exceed price will be established.

5. SUBMISSION REQUIREMENTS:

Interested firms having the capabilities to perform these types of services are requested to submit a technical qualifications proposal to mbaumann@sanfordlab.org not later than 2:00 PM (Mountain Time)

on the response date indicated above. The proposal shall not exceed 50 pages (8.5" x 11"). Each side of a sheet of paper is a page. Use no smaller than 12 font size.

- a. In general, the technical proposal should seek to provide the following information about the firm:
 - Professional Qualifications of the firm and the specific individuals who may be assigned to the work.
 - Specialized Experience and technical competence of the firm and individuals in the type of work described in the solicitation.
 - Capacity and Capability of the firm to perform the services.
 - Method of Approach demonstrating the firm's understanding of the RFP, risks, challenges and strategy that will be employed to complete the task orders on time and under budget.
 - Demonstrated success in delivering similar types of services.
 - Description of your company's approach to safety, cost, quality, and schedule control. Include tools used, and how information is shared with the project team and the client.
- b. Specific Information:
 - Provide information for a representative of the consultant that the SDSTA can contact for additional information.
 - Firm (or Branch Office) Name and Address.
 - Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
 - Ownership. Provide the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).
 - Number of employees by discipline.
 - Profile of firm's experience. Provide this information for the firm or branch office for which this proposal is prepared. Provide the experience which most accurately reflects the firm's technical capabilities and project experience.
 - Provide the contractual relationship, name, and a brief description of the role of any sub-consultants that will provide discipline specific services beyond the capability of the prime consultant. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Note that for named subconsultant, the SDSTA must be notified prior to a change of the subconsultant.
 - Provide an organizational chart of proposed team.
 - Provide resumes of key personnel proposed for this contract. This should include:
 - Years of experience to include with the present firm, present location, education, current professional registration and other professional qualifications.
 - Provide examples of projects which illustrate proposed team's qualifications for the type of services called for in this RFP. This should include:
 - Title and 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.

- c. Separate from the technical proposal, the offeror shall include a rate sheet that includes fully-loaded hourly rates for all personnel potentially assigned to tasks under this contract. See Attachment 1 for a format for the rate structure. All applicable burdens and overheads including subcontract burdens shall be included. These rates will NOT be considered as part of the selection process and must be submitted separately from the proposal. Awards will be made to the firms determined to be most highly qualified if fair and reasonable prices can be agreed upon.
- d. A service quality control management plan must be prepared and approved by the SDSTA as a condition of contract award but is not required with this submission.

6. Point of Contact

Submit one electronic copy of the proposal to mbaumann@sanfordlab.org by 2:00 P.M. December 12, 2019. The SDSTA reserves the right to conduct interviews as required.

Please direct all questions in writing to Michele Baumann at mbaumann@sanfordlab.org by close of business December 2, 2019. Question and answers will be posted as an amendment to this RFP by 2:00 P.M. December 5, 2019.

Consultant Rate Sheet Template

FIRM			
Contract #			
Date			
Discipline	Prime or Subconsultant	Grade/Name*	Hourly Rate
Firm Principals			
			\$0.00
Civil Engineering		<i>(Examples may include)</i>	
		Senior/Lead Professional Engineer	\$0.00
		Professional Engineer	\$0.00
		EIT	\$0.00
		Intern	\$0.00
Mechanical Engineering			
			\$0.00
			\$0.00
			\$0.00
Electrical Engineering			
			\$0.00
			\$0.00
			\$0.00
Fire Protection			
			\$0.00
			\$0.00
			\$0.00
Technical/Admin Support		<i>(Examples may include)</i>	
		Drafting/CAD Technician	\$0.00
		Surveyor	\$0.00
		Administrative	\$0.00
Non-Travel Expenses		Description	
Annual Projected Rate Escalation**			x.x%

*Identify name if the individual is specifically called out in the technical proposal to provide services in this contract.

**For evaluation purposes only. Actual escalation will be negotiated if the option year is exercised.