



Public Works Service Operations

DATE: April 23, 2024

FROM: Steven Salwei, Director Public Works Services

ITEM: Library Restroom Renovation Project - EngTech, LLC Bid Award

REQUEST:

Approval to enter into an agreement with EngTech, LLC to provide consulting services for Bismarck Veterans Memorial Library Restroom Renovation Project.

BACKGROUND INFORMATION:

A Request for Qualifications for Architectural Services was advertised in January 2024 and qualification statements were accepted on February 9, 2024. A review committee selected EngTech, LLC to provide consulting services for design, contract document preparation, bidding, and contract administration for the Bismarck Veterans Memorial Library (515 North 5th Street, Bismarck) Renovation Project for the existing restrooms on the main floor, 2nd floor, and the lower-level. Contract amount of \$67,500 for basic services.

RECOMMENDED CITY COMMISSION ACTION:

Approval to enter into an Agreement with EngTech, LLC for Bismarck Veterans Memorial Library Restroom Renovation Project.

STAFF CONTACT INFORMATION:

Bruce Schirado, Facilities Manager - Building Maintenance, 701-355-1743,
bschirado@bismarcknd.gov

ATTACHMENTS:

1. RFQ for Veterans Memorial Library Restrooms
2. Rating Sheets Results for Architect Library Restrooms Remodel - Update

BISMARCK VETERANS MEMORIAL LIBRARY

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The Bismarck Veterans Memorial Library requests written qualifications from professional Architectural/Engineering firms for the following:

The Bismarck Veterans Memorial Library has identified a need to remodel / update the existing restrooms on the main floor, 2nd floor, and the lower-level restrooms. The successful applicant will provide consulting services for design, contract documents preparation, bidding, and contract administration for the Bismarck Veterans Memorial Library restroom remodel project. Bismarck Veterans Memorial Library is located at 515 North 5th Street, Bismarck ND.

Qualifications Statements from consultants, six (6) hard copies and one digital copy, will be accepted until **4:00 pm CT on Friday, February 9, 2024**, in the format prescribed by the City. Mail or deliver documents to the Public Works Service Operations Department, Attn: Bruce Schirado, Facilities Manager:

Mailing Address: PO Box 5503, Bismarck, ND 58506-5503

Physical Address: 601 South 26th Street, Bismarck ND 58504

Written proposals shall address the firm's experience and ability to perform the defined services in a timely manner. Written proposals shall be limited to a maximum of 20 single-sided or 10 double-sided pages on standard letter (8-1/2x11) paper. The primary items for consideration will be, but not limited to, the firm's:

1. Technical capabilities of Firm and of proposed project team.
2. Experience and performance of Firm and of proposed project team.
3. Understanding of project and proposed work approach.
4. Knowledge of regulations and local conditions.
5. Ability to respond in a timely manner.
6. Availability of qualified personnel.
7. Experience with similar type of projects.

The architect/engineer will be selected based upon Statements of Qualification and/or oral interviews. A selection committee will recommend a single firm to the Board of City Commissioners. A detailed scope of work will be developed, and price will be negotiated with the selected firm. Failure to reach an agreement acceptable to the City of Bismarck will result in negotiation with the second most qualified firm. A professional services agreement will be executed with a single firm.

All inquiries shall be directed to Bruce Schirado, Facilities Manager, bschirado@bismarcknd.gov or 701-390-0070.

Site Visit: A site visit will be held at the Bismarck Veterans Memorial Library, 515 North 5th Street, Bismarck, ND 58501, on **Thursday, January 25, 2024, at 10:00 a.m. CT** at the building's entrance.

The City reserves the right to reject any or all proposals or inquiries, waive any informality in the process or to accept any response it may deem to be in the best interest of the City.

**RATING SHEET FOR SELECTION OF ARCHITECTURAL SERVICES FOR BISMARCK VETERANS
MEMORIAL LIBRARY**

FIRM	CM 1	CM 2	CM 3	CM 4	CM 5	CM 6	Total
EngTech	56.00	50.00	47.00	58.00	60.00	58.00	329.00
END/a	56.00	49.00	46.00	57.00	50.00	47.00	305.00
EAPC	50.00	48.00	47.00	57.00	55.00	58.00	315.00
J2 Studios	49.00	45.00	55.00	38.00	42.00	56.00	285.00

RANKING

FIRM	CM 1	CM 2	CM 3	CM 4	CM 5	CM 6	Total	Rank
EngTech	1	1	2	1	1	1	7	1
END/a	1	2	3	2	3	3	14	3
EAPC	2	3	2	2	2	1	12	2
J2 Studios	3	4	1	3	4	2	17	4