

**CITY OF FARGO
REQUEST FOR PROPOSAL
FARGO POLICE DEPARTMENT HEADQUARTERS MEDIA ROOM EXPANSION**

PROJECT:

Fargo Police Department Headquarters Media Room Expansion

OWNER:

City of Fargo

All correspondence regarding this Request for Proposal must be addressed to:

Bekki Majerus

Director of Facilities Management

225 4th Street North,

Fargo, North Dakota 58102

(701)298-6966

bmajerus@fargond.gov

The City of Fargo Facilities Management Department is seeking proposals from interested and qualified general contractors to construct an expansion to the existing media room at Fargo Police Department Headquarters located at 105 25th Street North, Fargo, ND 58102.

SECTION 1: INSTRUCTIONS TO BIDDERS:

Sealed proposals for Fargo Police Department Headquarters Media Room Expansion will be received at Auditors' Office, City of Fargo, 225 4th Street North, Fargo, North Dakota 58102 until September 13, 2022 at 2:00pm Central Time Zone. The bids will be opened and reviewed by a selection committee.

Contractors will deliver one (1) original proposal and two (2) copies to the Auditors' Office no later than 2:00 pm on Tuesday, September 13, 2022. Office Hours are 7:45 am to 4:30 pm Monday through Friday, excluding holidays. A blue drop box is also located near the Northwest entrance to City Hall, 225 4th Street North, Fargo, North Dakota 58102. **Electronic submissions will not be accepted.**

Each Bid submitted shall consist of two separate sealed envelopes, attached together, with each envelope clearly marked on the outside with the contractor's name, Fargo Police Department Headquarters Media Room Expansion and September 13, 2022.

Each Bidder shall hold a current and valid North Dakota Contractor's License of the proper class issued by the Secretary of State and shall submit a copy of the license or certificate of renewal of the license in one envelope.

Each Bidder shall submit in the second envelope, the Bid form ("Attachment A") supplied with the Bidding Documents or through addendum. On the envelope containing the Bid form, bidder shall acknowledge receipt of all addendums. Refer to the Request for Proposal for specific bid submittal instructions. **Bids submitted that do not follow the bidding requirements will not be opened.**

All bids must be upon the basis of cash payment for the work and materials and must be sealed. All construction items covered in the contract must be completed on an expedited schedule. Target for contract completion date set for December 31, 2022. Contractors shall indicate in the bid the proposed completion date for contract work.

No bids may be withdrawn for a period of sixty (60) days after the date and time set for the opening of bids. Bid submittals which do not comply with the instructions in this advertisement will not be opened and read.

All bidders are required to attend a mandatory pre-bid walk-through of the project areas. The mandatory pre-bid walk-through is scheduled for August 29, 2022 at 2:00pm. Bidders will meet at the Fargo Police Department Headquarters Lobby located at 105 25th Street North, Fargo, North Dakota 58102. Prospective bidders must attend the pre-bid meeting for their proposal to be considered at the bid opening.

All proposals must be submitted to the City of Fargo, Auditors Office, 225 4th Street North, Fargo, ND 58102 at or before 2:00pm on Tuesday, September 13, 2022. Proposals received later than the date and time specified will not be considered. Office hours are 7:45 am to 4:30 pm, Monday through Friday, excluding holidays. **Electronic submission will NOT be accepted.**

To be considered, each vendor must submit a response to this RFP using the information provided in Sections II and III. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to the proposal's provisions must sign the proposal in ink.

SECTION II: SCOPE OF WORK:

The work will consist of constructing the expansion of an existing media room on the first floor of the Police Department Headquarters building. This project is to be completed by December 31, 2022.

- A. Summary of Primary Objectives:
 - Remove existing wall
 - Construct new walls and entry
 - Relocate decorative granite pieces to the lobby
 - Add electrical and conduit as noted in plans
 - Mechanical modifications as noted in plans
 - Tie in existing finishes to expanded space
 - Construction and installation of custom cabinetry for A/V control station
- B. Refer to Construction Documents ("Attachment B") for full scope.
- C. General contractor is responsible for all subcontractors.
- D. Includes all demolition, removal of material from the site and construction clean at the close of the project by contractor.
- E. A/V equipment is out of scope. Power and data to be included as indicated on Construction Documents.

The Construction Documents are included at the end of the RFP as "Attachment B." Construction Documents may also be examined on the Fargo-Moorhead Builders' Exchange or obtained from Wild|CRG, 500 2nd Avenue North, Suite 514, Fargo, North Dakota 58102 upon deposit of \$30/set. Checks to be made out to The City of Fargo. Deposit will be refunded to those returning the Documents in good condition within ten calendar days of the opening of the bid.

SECTION III: REQUIRED INFORMATION FOR EVALUATION

The City reserves the right to not consider any proposal which is determined to be unresponsive or deficient in any of the information requested for evaluation.

- A. PREVIOUS WORK EXPERIENCE – 35 points
Include contractor's qualifications, years in business and experience in the level and type of service specified in the proposal. List examples of similar projects completed by the vendor.
- B. PROPOSED WORK PLAN – 35 points
A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of the project. Include all subcontractor work and anticipated schedule to completion of the project.
- C. FEE SCHEDULE – 30 points
The proposal will include all fees required to complete the project as described in the RFP. Include "Attachment A" Fee Proposal Form, which must be filled out completely. This total may be adjusted after negotiations with the City and prior to signing a formal contract, if justified.

REVIEW

The selection Committee will evaluate each proposal by the above described criteria and point system. After evaluation of the proposals, further negotiation with the selected vendor may be pursued. This may lead to the award of contract by the City Commission. The City may reject all proposals if they are determined to be unsuitable by the selection committee.

AWARD

The successful bidder is required at the time the Contract is executed to provide a valid North Dakota Contractor's License issued by the Secretary of State, Workers' Compensation Certificate, Certificate of Insurance to include coverage levels meeting contract requirements, North Dakota Stop Gap and Builders Risk coverage, and Waiver of Subrogation.

CITY OF FARGO RIGHTS:

The City reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The City by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise. The City hereby notifies all proposers that it will affirmatively insure that in regard to any contract entered into, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

ATTACHMENT A

**City of Fargo
Fee Proposal Form**

Police Department Headquarters Media Room Expansion

Company: _____

Bid Price: _____

Hourly Rate: _____

Signature: _____

Title: _____

Date: _____

Occupant Load Table

Occupancy Type	Assembly
Occupant Load Factor	15 net (un-concentrated)
	605 SF / 15 = 41
Total Occupant Load	41 Total Occupants

Code Study Plan

Code Study Plan Exist Summary - Egress

Sprinkled - Means of Egress for 41 Total Occupants	
First Floor - Exit Door(s)	①
Occupant Load Using Exit	41
Width Factor	.2
Clear Width Required	8.2"

1 Demo Plan

1/8" = 1'-0"

North

2 Demo RCP

1/8" = 1'-0"

North

- Demo Plan Legend:

— Existing to Remain

- - - Demolition of Existing
- General Demo Notes:

1. Contractors shall visit site prior to bid to verify scope of work.

2. Contractors shall refer to the drawings for the scope of demolition and new construction.

3. Contractors shall coordinate demolition with all other contractors responsible with completing demolition or new construction.

4. Responsible contractor, at their expense, shall repair any damage caused by their demolition and/or contract work.

5. Responsible contractor, at their expense, shall repair damage to any active utility due to work. Repairs and connections must meet the satisfaction of owner and utility company.

6. Remove from the site all rubbish and debris resulting from demolition. At completion, leave the site in a safe and clean condition, free from materials or equipment. Owner retains first right of refusal on all items to be demolished. Salvaged items to be turned over to Owner.

7. Contractors are responsible for lost or damaged items that are being stored / salvaged.

8. Each contractor shall be responsible for safe storage of salvaged items to be relocated.

9. Owner to remove furniture and equipment as required.

10. Protect all existing conditions / elements designated to remain.

11. Provide adequate protection to undisturbed areas and equipment. Work and debris must have minimal disruption to work area. Provide dust and moisture barriers as required and/or needed.

Demo Keynotes:

- ① Demolish and dispose of existing aluminum frame, door, and door hardware.

② Demolish and dispose of existing GWB soffit to deck above.

③ Remove and salvage existing recessed projection screen. Coordinate with Owner.

④ Remove and salvage existing casework. Coordinate with Owner.

⑤ Remove and salvage existing ceiling tiles, light fixtures and HVAC diffusers in area indicated by hatch Coordinate with new construction.

⑥ Demolish and dispose of existing floor tile in area indicated by hatch Coordinate with new construction.

⑦ Remove and salvage existing light fixtures and HVAC diffusers to be relocated. Coordinate with new construction.

⑧ Demolish and dispose of existing aluminum frame. Coordinate with new construction.

⑨ Saw cut floor for installation of floorbox. Coordinate with new construction.

⑩ Demolish and dispose of existing wood panels.

⑪ Remove and salvage existing granite slabs.

⑫ Provide and install temporary wall to existing ceiling. Coordinate final location and access points with new construction.

⑬ Glass partition to remain - protect during construction.

Fargo Police Department

Headquarters

Media Room Expansion

105 25th St N

Fargo, ND 58102

INDEX OF DRAWINGS

COVER:

Code Research, Demolition Plan, Demolition Reflected Ceiling Plan

ARCHITECTURAL:

A3.0 Floor Plan, RCP, Interior Wall Types, Finish Schedule/Legend, Door/Frame Types/Schedule, Interior Elevations, Details

MECHANICAL:

M1 Mechanical Demo Plan, Layout Plan, General Notes & Keynotes

ELECTRICAL:

E1 Electrical Demo Plan, General Demo Notes & Keynotes, Lighting Plan, General Electrical Notes, Power & Systems Plan, Power & Systems General Notes & Keynotes

Each set of drawings contains the above noted sheets. If any sheets are omitted, contact the office of Wild|CRG immediately for a replacement set of drawings.

wild | crg

architecture | construction

500 2nd Avenue North | Suite 514
Fargo, North Dakota 58102

Phone 701 | 293 | 8106
Fax 701 | 293 | 8119
wildcrg.com

DATE:	8-9-2022
PROJECT #:	2216
DRAWN:	BJC
CHECKED:	MPW
APPROVED:	MPW
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Michael P. Wild

Registered Architect

2707

State of North Dakota

I hereby certify this plan, specification, or report was prepared by me or under my direct supervision and I am a Duly Registered Architect under the laws of the State of North Dakota.

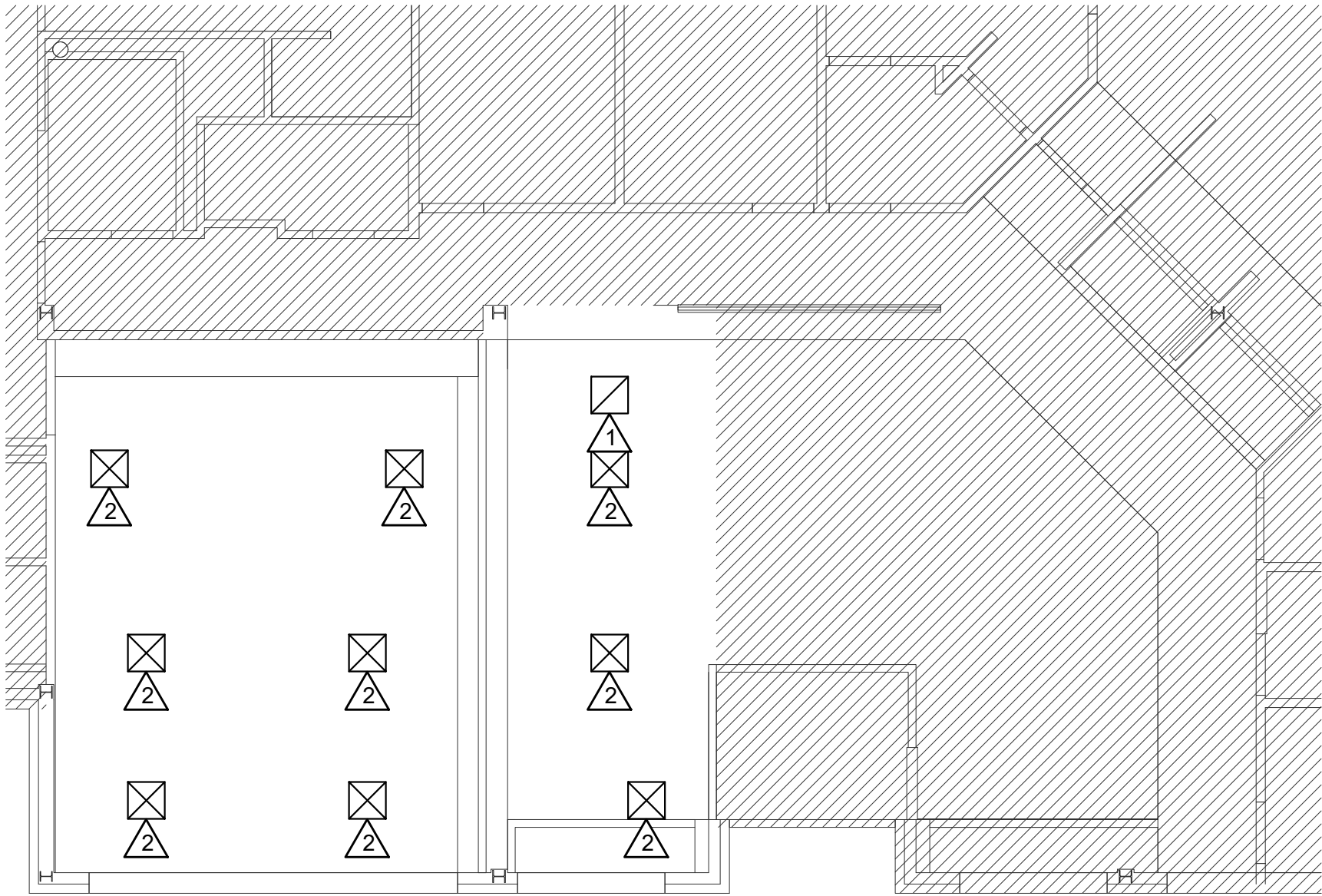
Date: 8-9-2022 Registration No.: 2707

Signed:

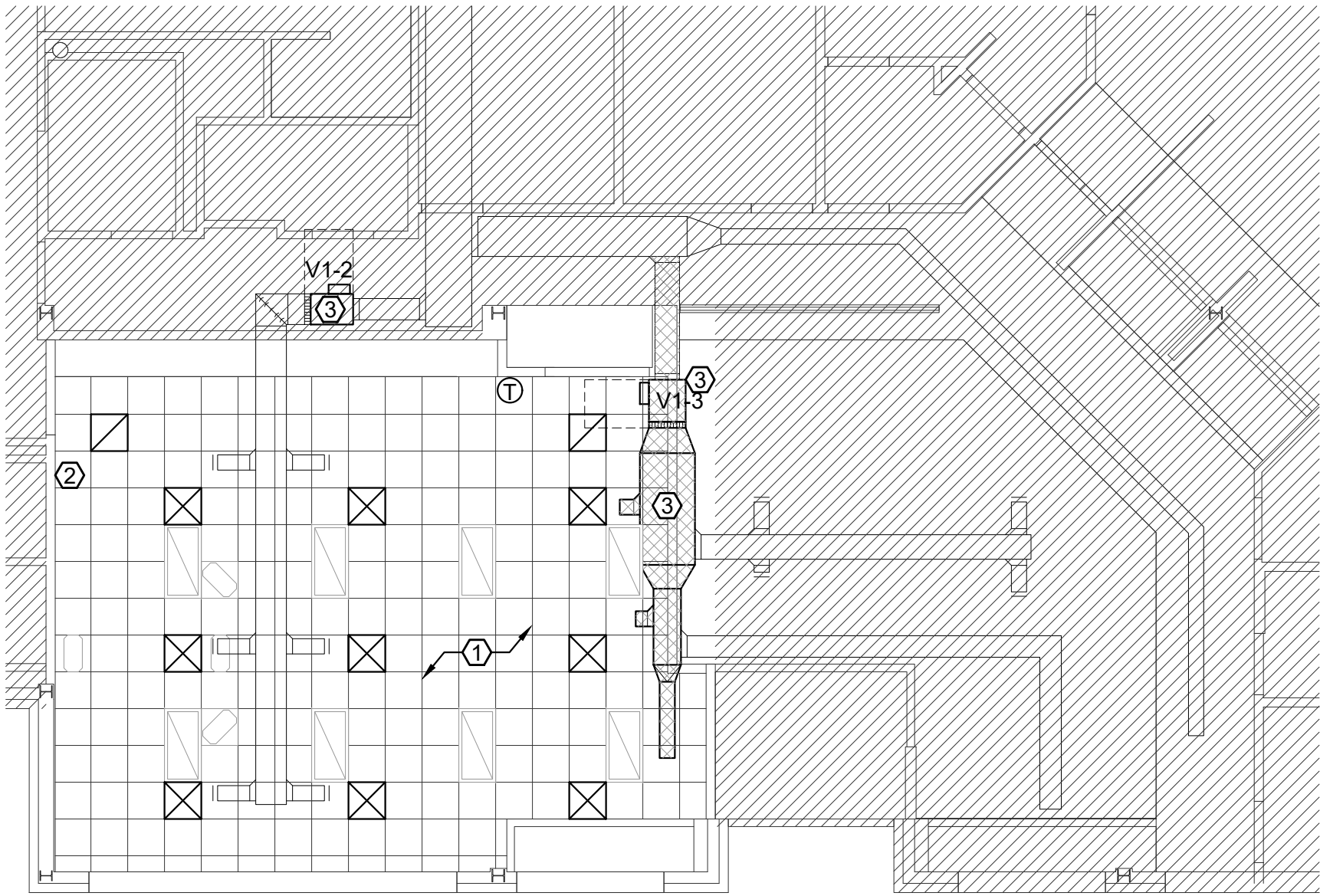
SHEET

ATTACHMENT B

COVER



1 Mechanical - Demo Plan
1/8" = 1'-0"



2 Mechanical - Layout Plan
1/8" = 1'-0"

General Mechanical Demolition Notes	
1.	Demolition drawings are cooperative in nature. These drawings were developed using record drawings and on-site investigations. The mechanical contractor is responsible to visit the site to verify and investigate all conditions applicable for completion of the construction work. A thorough on-site analysis of the existing conditions prior to starting work to ascertain the full scope of the demolition work is required.
2.	The mechanical contractor is to report any discrepancies or discoveries made during the demolition process that conflict with the new construction requirements.
3.	Any walls, surfaces, doors, finishes, etc. to remain that are damaged by the mechanical contractor during construction must be patched, repaired, or replaced to the approval of the Owner and General Contractor.
4.	Mechanical contractor to patch holes in walls and/or ceilings left by demo'd mechanical equipment and piping to match adjacent surfaces and/or required separations/ratings.

Mechanical Demolition Keynotes	
1	Ceiling return grille - clean and protect for reuse.
2	Ceiling supply diffuser - clean and protect for reuse.

General Mechanical Notes	
1.	Mechanical Ordinances: All mechanical work shall be completed in accordance with all code requirements of the county, municipal, and federal laws and/or ordinances governing the project. If, in any instance, the plans and specifications are in direct conflict with such codes, laws and/or ordinances, the code, laws and/or ordinances shall have jurisdiction and the work in questions shall be installed according to the codes, laws and/or ordinances.
2.	The Mechanical Contractor shall contact utility company and verify service requirements if needed to complete the job.
3.	Field verify all existing on site utility locations and all other existing items prior to construction.
4.	Clean salvaged registers and grilles prior to installation.
5.	Test and balance all diffusers upon completion for proper CFM's to each space.
6.	Seal all penetrations as required.

Mechanical Keynotes	
1	Reinstall salvaged grilles/diffusers. Coordinate with new layout.
2	Existing thermostat to be relocated to location indicated by 1.
3	Existing ductwork indicated by hatch to be relocated. V1-2 to be swapped with V1-3. Mechanical Contractor to verify and balance all diffusers for proper CFM's to Media Room and Lobby. Coordinate with new construction.



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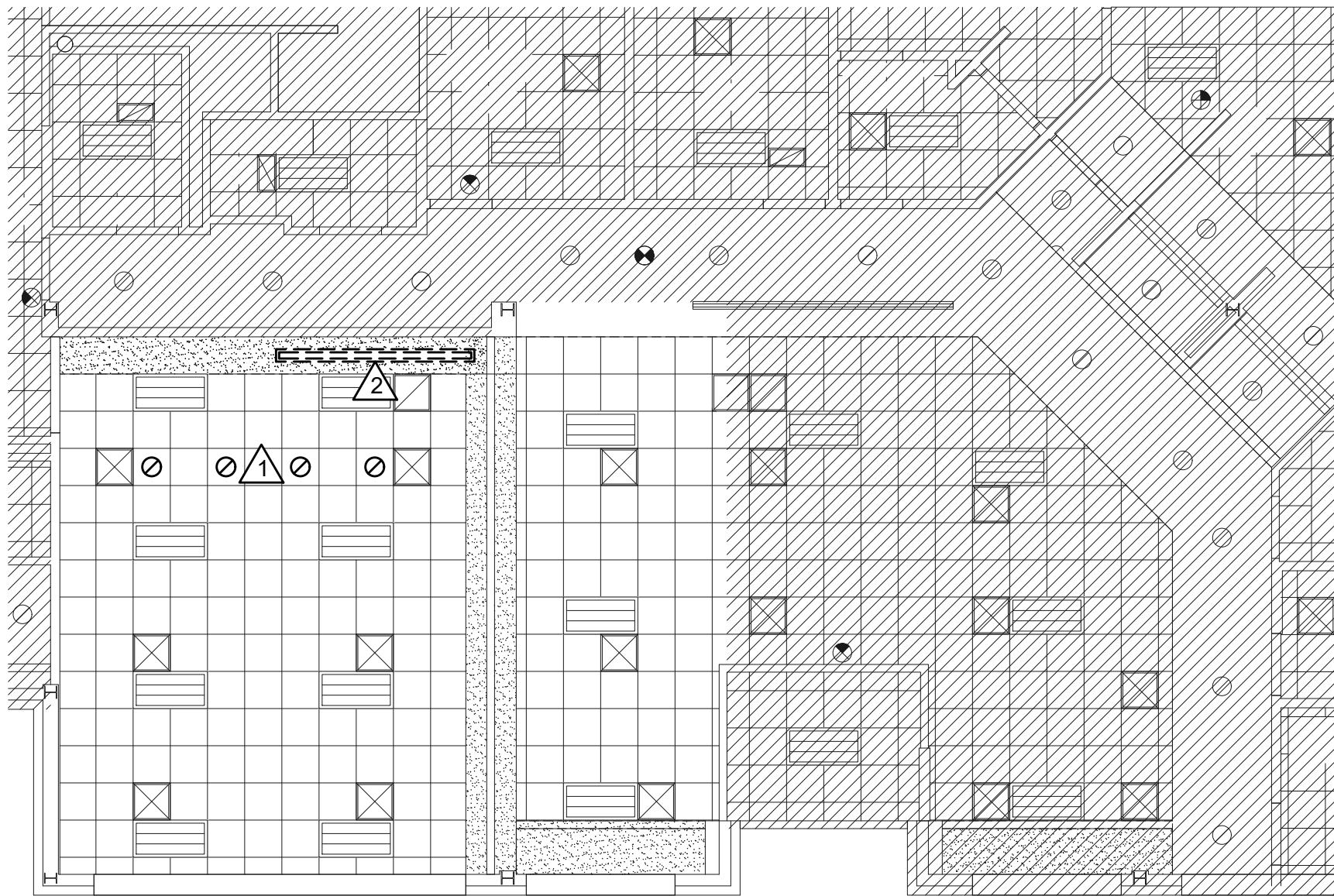
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Phone 701 | 293 | 8106
Fax 701 | 293 | 8119

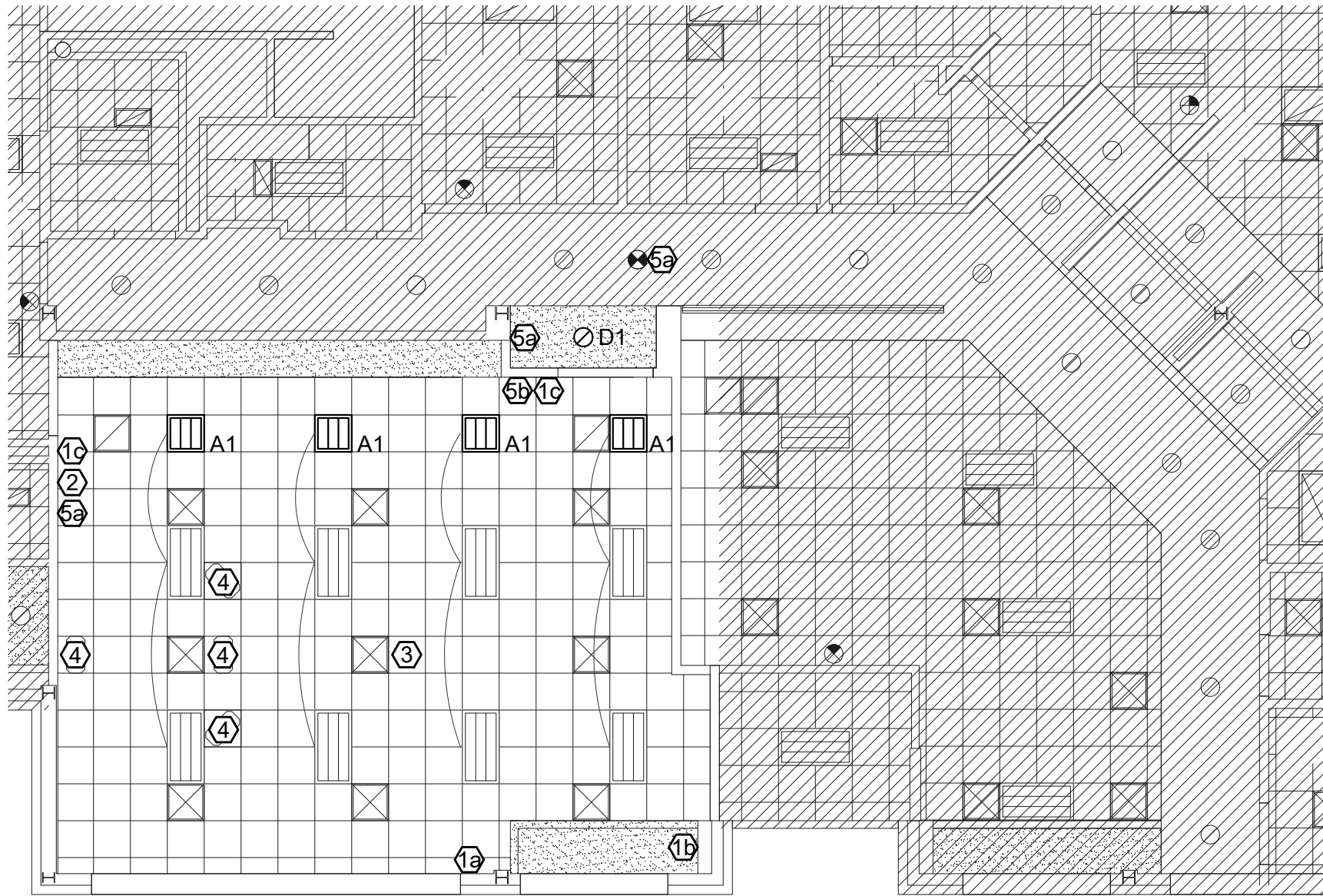
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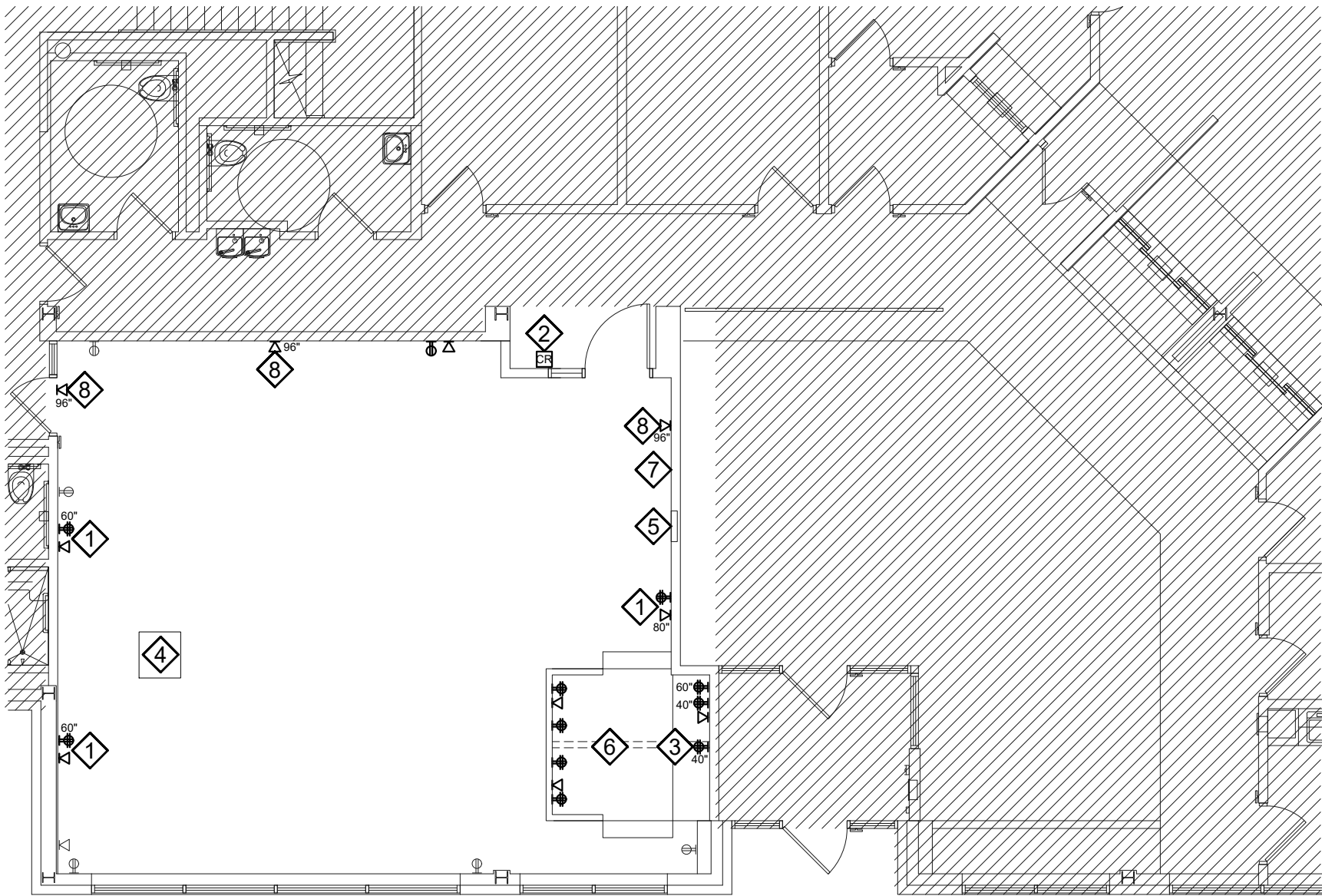
Mechanical Demo Plan, Layout Plan,
General Notes & Keynotes



1 **Electrical - Demo Plan**
1/8" = 1'-0"



2 **Electrical - Lighting Plan**
1/8" = 1'-0"



3 **Electrical - Power & Systems Plan**
1/8" = 1'-0"

General Electrical Demolition Notes

1. Verify all requirements with utility company and/or applicable codes.
2. Demolition drawings are cooperative in nature. These drawings were developed using on-site investigations. The electrical contractor is responsible to visit the site to verify and investigate all conditions applicable for completion of the construction work. A thorough on-site analysis of the existing conditions prior to starting work to ascertain the full scope of the demolition work is required.
3. The electrical contractor is to report any discrepancies or discoveries made during the demolition process that conflict with the new construction requirements
4. Any walls, surfaces, doors, finishes, etc. to remain that are damaged by the electrical contractor during construction must be patched, repaired, or replaced to the approval of the Owner and General Contractor. All costs will be paid by the responsible contractor.
5. Electrical contractor to patch holes in walls and/or ceilings left by demo'd electrical equipment to match adjacent surfaces and/or required separations/ratings.
6. Remove all demolished, abandoned, and unused conduit, receptacles, and material from project and dispose of properly.
8. Install all lighting per plan. If electrical contractor discovers issues, coordinate alternatives with General Contractor.
9. Contractor to verify all existing electrical feeds, voltage, and fixtures, and provide information on discrepancies and associated adjustments required to complete the job in its entirety.
10. Contractor to verify existing fixtures and quantities, and provide information on potential issues, and potential solutions.

Electrical Demolition Keynotes

- 1 Demolish and dispose existing downlights.
- 2 Existing recessed projector screen to be demolished. Demolish and dispose of associated wiring.

General Electrical Notes

1. Electrical Ordinances: All electrical work shall be installed in accordance with all requirements of the latest edition of the National Electric Code, state, county, municipal, and federal laws and/or ordinances governing the project. If, in any instance, the plans and specifications are in direct conflict with such codes, laws and/or ordinances, the code, laws and/or ordinances shall have jurisdiction and the work in questions shall be installed according to the codes, laws and/or ordinances. All works shall be performed under the supervision of a licensed master electrician.
2. The Electrical Contractor shall contact utility company and verify service requirements. Electrical Contractor shall provide circuits and raceway not provided by utility company. Coordinate raceway size and quantity with utility company.
3. Field verify all existing on site utility locations and all other existing items prior to construction.
4. The following wiring methods shall be acceptable for installation of electrical circuits if approved by local authority: type MC cable, rigid metal conduit, rigid nonmetallic conduit (for underground use only), electrical metallic tubing, flexible metallic tubing, flexible metal conduit, and liquid tight flexible conduit. All wiring methods shall include an equipment grounding conductor to be installed therein and sized for the circuits serviced.
5. Use #12 AWG for 15A and 20A branch circuit conductors and #10 AWG for 30A branch circuit conductors. Exception: branch circuits exceeding 100 feet in length may be increased in trade size by at least one conductor size larger than indicated or specified.
6. Electrical Contractor responsible for purchasing any building permits and fees necessary to complete specified work.
7. Seal all penetrations.
8. Verify final locations of all receptacles, switches and data outlets with General Contractor.
9. Connect emergency and exit lighting units to area lighting circuits ahead of any switches.
10. Review mechanical drawings for equipment power needs and locations.

Lighting Fixture Schedule

Type	Description	Manuf.	Catalog Number	Volt/W	Lamp/Type	Mounting	Location	Notes
A1	2x2 Recessed LED Troffer	Lithonia (or equal)	VT LED Series	MVolt	LED	Recess	Ceiling	1, 2
D1	6" Recessed, Round, LED Downlight	Lithonia (or equal)	LDN6 Series	MVolt	LED	Recess	Ceiling	3

Notes:

1. 0-10V Dimming driver.
2. Provide required mounting hardware for installation - refer to plan for ceiling types.
3. Provide required mounting flange for flush mount in drywall ceiling.

Electrical Keynotes

- 1a Existing switch bank to be relocated. See keynote 1b.
- 1b New programmable lighting switch bank location. Provide (4) dimmable switches to control each east/west row of lights individually.
- 1c Provide and install new programmable light switch.
- 2 (1) Ceiling mounted camera (Sony BRC-X1000) provided by Audio/Visual - provide power and data as required.
- 3 (2) Ceiling mounted cameras (Sony BRC-X1000) provided by Audio/Visual - provide power and data as required.
- 4 (4) 1amp Ceiling mounted media lights provided by Audio/Visual - provide power as required.
- 5a Existing emergency lighting and alarms to be relocated.
- 5b New location for relocated emergency strobe.

General Power & System Notes

1. All receptacles shall be tamper resistant.
2. All communications cabling shall be plenum rated.
3. Coordinate modification to existing electrical service with owner/utility company. Schedule down time with owner to ensure business remains operational as required.
4. At future card reader locations (□), provide j-box with 1" conduit routed above ceiling. Provide composite door access cable from J-box to data room, including door position switch. Verify card reader requirements with Owner and General Contractor. Provide 120V connection to control transformer as required.

Power & System Keynotes

- 1 85" Display provided by Audio/Visual - provide power and data as required and 1-1/2" conduit to above ceiling. Coordinate final location with Owner.
- 2 Rough-in for future card reader.
- 3 Provide 1-1/2" conduit to above ceiling.
- 4 Provide and install floorbox to be centered under podium. Match power and data provided in existing floorbox.
- 5 Whirlwind PressPower WP provided by Audio/Visual - provide power and data as required and 1-1/2" conduit to above ceiling.
- 6 Provide and install 4" conduit below platform.
- 7 On-Air indicator by Audio/Visual - provide power and data as required.
- 8 Precision Digital PoE Clock by Audio/Visual - Provide data as required.

Fargo Police Department Headquarters Media Room Expansion

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Fargo, ND 58102



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Fargo, North Dakota 58102

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Electrical Demo Plan, General Demo
Notes & Keynotes, Lighting Plan,
General Electrical Notes, Power &
Systems Plan, Power & Systems
General Notes & Keynotes

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Date: 8-9-2022
Project Number: 2216
Drawn by: BJC
Reviewed by: MPW
Approved by: MPW

Sheet
ATTACHMENT B

E1