



**REQUEST FOR PROPOSALS (RFP23066)
FOR
NOISE AND VIBRATION STUDY**

RFP Close: April 28th, 2023

Issued By:

**Police Department
105 25th Street North
Fargo, ND 58102**



RFP23066 – NOISE AND VIBRATION STUDY

Qualified firms interested in responding to the RFP are required to do so by: **2:00 p.m. on Friday, April 28th, 2023.**

One (1) original Technical Proposal stamped “Original” and six (6) flash drives with each containing an identical copy of the Technical Proposal (do not include the Cost Proposal on the flash drives); and one (1) original Cost Proposal.

City of Fargo Auditors Office, 1st Floor
225 4th Street North
Fargo, ND 58102

Proposals must be clearly identified on the outside of the packaging with:

Responder’s name
“Request for Proposals RFP23066 for Noise and Vibration Study”

on the outside of the envelope(s) or box(es).

Office hours are 7:45 am to 4:30 pm, Monday through Friday,
excluding holidays.

Any questions regarding this RFP, please contact
Chris Helmick at: (701) 476-4095.

CHelmick@FargoND.gov

Thank you for your interest.

PART 1 - GENERAL

The City of Fargo (hereinafter called 'City') is seeking qualified and experienced engineering consulting firms (hereinafter called 'Proposers') to submit a proposal to provide consultant services for the City's Police Department. The scope of the work, the content of the proposal, and the selection process are described in this 'Request for Proposal' (hereinafter called 'RFP'). The scope of work is described in detail within this RFP Scope of Work for the City of Fargo, Downtown Noise and Vibration Study Project.

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 ensure that regarding any contract entered, 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. All questions and inquiries will be addressed to:

Project Representative: **Chris Helmick**

Contact phone number: **(701) 476-4095** CHelmick@FargoND.gov

ANTICIPATED TIMEFRAME FOR PROJECT:

Issuance of RFP	4/3/2023
Pre-Proposal Meeting	4/11/2023 @ 2PM Meadowlark Room/City Hall
Deadline for submitting RFP questions	4/12/2023
Questions posted as addendum	4/17/2023
Request for Proposal Due by	4/28/2023 @ 2PM
Proposal Review and Evaluation	By Early May 2023
Selection approved by Commission:	May 2023
Certification of Consultants' contract	By June 2023

Background:

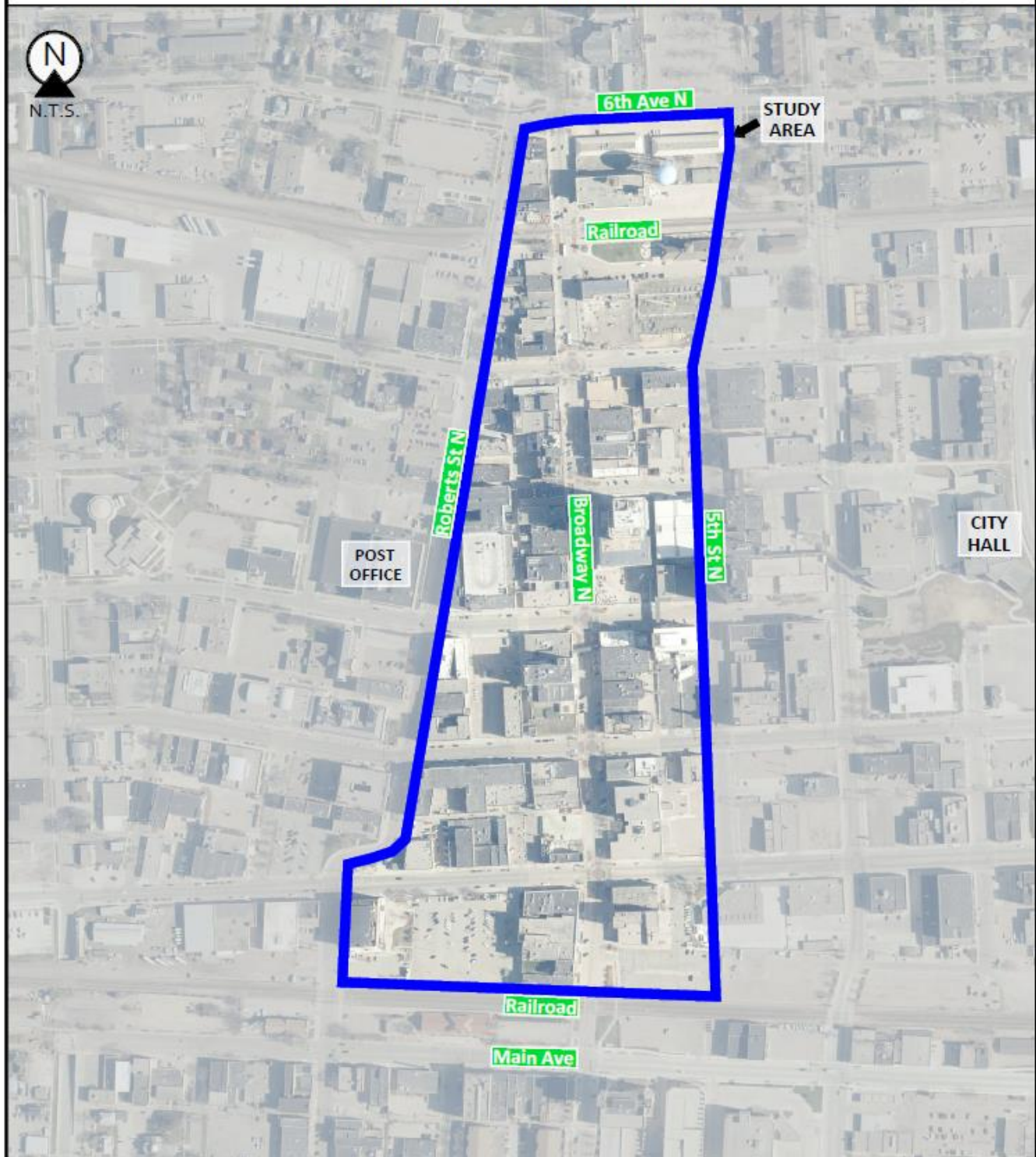
During the past year, the City has received complaints from Fargo's downtown business and residents residing within the Downtown Business District concerning the noise and vibration level resulting from street performance and vendors. The purpose of this project is to conduct a noise and vibration study along Broadway N (see Exhibit 1), and to prepare a Project Study Report for the City of Fargo's City Commission. Providing this informed approach will allow development of a new city ordinance pertaining to noise and vibration levels in Fargo's Downtown area. This Study is intended to provide data and seeks in-depth research capable of giving the City credible data to make better-informed decisions.

EXHIBIT 1: PROJECT VICINITY DOWNTOWN FARGO

SCOPE OF WORK - RFP #23066 NOISE STUDY



N.T.S.

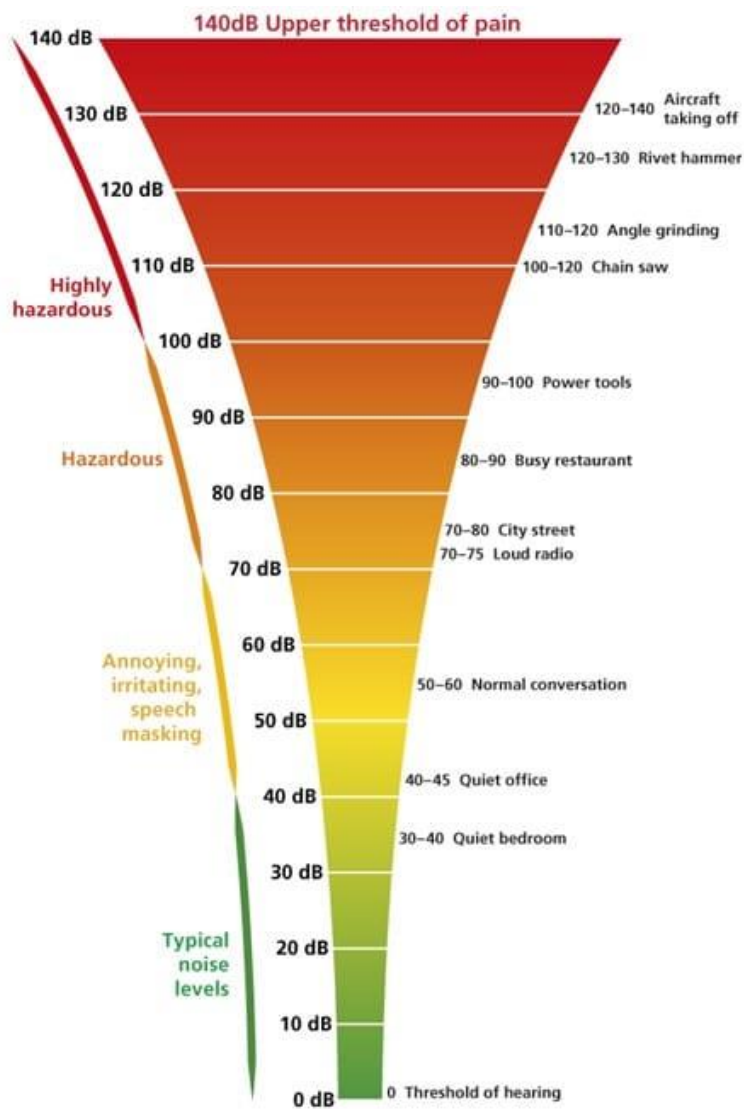


PART 2 – CHARACTERISTICS OF SOUND AND NOISE

DEFINITION OF SOUND AND TYPICAL NOISE LEVELS

Sound is created when objects vibrate, resulting in a minute variation in surrounding atmospheric pressure, called sound pressure. The human response to sound depends on the magnitude of a sound as a function of its frequency and time pattern (EPA, 1974). Magnitude is a measure of the physical sound energy in the air. The range of magnitude the ear can hear, from the faintest to the loudest sound, is so large that sound pressure is expressed on a logarithmic scale in units called decibels (dB). Loudness refers to how people subjectively judge a sound and varies between people.

Sound is measured using the logarithmic decibel scale, so doubling the number of noise sources, such as the number of cars on a roadway, increases noise levels by 3 dBA. Therefore, when you combine two noise sources with similar sound characteristics emitting 60 dBA, the combined noise level is 63 dBA, not 120 dBA. The human ear can barely perceive a 3 dBA increase, while a 5 dBA increase is about one and one-half times as loud. A 10 dBA increase appears to be a doubling in noise level to most listeners. A tenfold increase in the number of noise sources will add 10 dBA.



In addition to magnitude, humans also respond to a sound's frequency or pitch. The human ear is very effective at perceiving frequencies between 1,000 and 5,000 Hz, with less efficiency outside this range. Environmental noise is composed of many frequencies. A-weighting (dBA) of sound levels is applied electronically by a sound level meter and combines the many frequencies into one sound level that simulates how an average person hears sounds of low to moderate magnitude.

PART 3 – SCOPE OF WORK PROPOSAL RESPONSE AND REQUIREMENTS

The City accepts no responsibility for any expenses incurred by the responders to this RFP. The response to the Request for Proposal (RFP) by each Proposer shall adhere to the following format and qualification content and presented in the below order:

A. LETTER OF TRANSMITTAL

The letter must be signed by the individual authorized to bind the respondent and must stipulate that the proposal is valid for 90 days. The letter shall also indicate the address and telephone number of the respondent's office located nearest to Fargo, North Dakota, and the office from which the project will be managed.

B. EXECUTIVE SUMMARY

The Executive Summary should include the key elements of the respondent's scope of services.

C. BACKGROUND AND UNDERSTANDING OF THE SCOPE OF SERVICES

Briefly describe your understanding of the City's proposed scope of work, your background and qualification to perform the proposed scope of work, and the objectives to be accomplished for this project/service.

D. METHODOLOGY

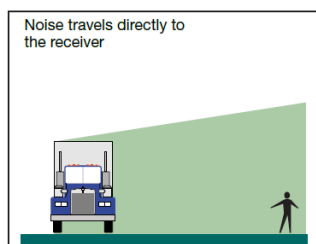
Describe the methodology you plan to use to ensure timely review, coordination, and implementation of the required services.

E. WORK PLAN

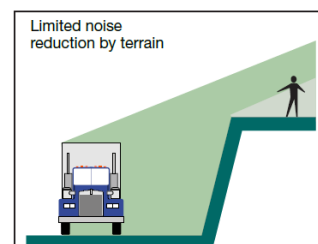
The Scope of Work for this Project will need to be phased. Phase 1 would include: collections of data. Place noise sensors at various locations with the scope of work (see Exhibit 1). Noise sensors shall be placed as needed to determine noise levels in all areas to identify areas of concentrated noise. Sensors shall also be able to determine differences in noise levels at various heights within the scope of work (see Exhibit 2). City will allow noise sensors to be attached to street lights and traffic signals. The selected consultant will need to obtain written permission from building owners to attach to private buildings. A summary of preliminary findings shall be provided to the Project Representative after the first thirty days of services. Phase 2 would include: a continuation of collecting and analyzing data. Once all information is gathered, a draft project summary report of the findings shall be delivered to the Project Representative. After receiving comments from the City staff, complete a final report of the findings of the noise and vibration study. Briefly describe the scope of work and sequential tasks for accomplishing these proposed tasks. Indicate all key deliverables and their contents. A noise map outlining measured sound pressure levels at each station is preferred.

Exhibit 2

- Level ground: noise travels in a straight path between the source and receiver.
- Elevated receiver: terrain may act like a partial noise barrier and reduce noise levels if it crests between the source and receiver.



Level Ground



Elevated receiver

F. EXPERIENCE AND REFERENCES

At least two (2) references for a Noise and Vibration Study must be provided. Additional references are encouraged and may be requested by the City. Each reference shall include name, title, organization, general scope of work, mailing address and telephone number. In addition, provide a list of companies/agencies you've provided services for in the past or currently to show experience in the performance of the Scope of Work in this RFP. List acceptable noise levels of similar projects for services of past projects.

G. SCHEDULE OF FEES

Provide a schedule of fees, including staff and equipment hourly rates that will be used to complete the required scope of work. The Fee Schedule shall be based on the total project cost amount with a cost breakdown for various tasks as described in the Scope of Work attachment. The Schedule of Fees **must be placed in a separate envelope** to be placed in your Proposal submittal package.

H. PROPOSER'S INFORMATION

The full name, business address, and business telephone number of the partnership, joint venture, or corporation submitting the proposal shall be provided. The individuals signing the Proposal must represent that they are authorized to bind the Proposer's legal entity.

I. DISCLOSURES

Disclose whether the Proposer's firm or any of its Principals have, during the past five years, been the subject of a lawsuit brought by any supplier, subcontractor, client, or government entity for breach of contract, non-payment of liabilities, or civil rights discrimination. State the outcome and status of any such lawsuits. If there are no lawsuits, so state.

J. PROJECT ORGANIZATION AND STAFFING

Briefly describe your approach and methods for managing the project. Identify the Project Manager, the key person responsible for the quality, and the person who will be the principal contact with the City. List the project team members to be utilized on this project. Briefly describe the responsibilities of each person on the project team. Include the names, titles, office location, qualifications, and experiences of each member of the project team.

K. PROPOSAL DEADLINE AND PROPOSAL SUBMISSION

The City must receive the Proposal Package (Technical Proposal and Schedule of Fees) on or before 2:00 P.M., FRIDAY, APRIL 28th, 2023. A Proposal Package received after this date and time will be considered non-responsive and rejected. The Schedule of Fees **must be placed in a separate envelope** to be placed in your Proposal submittal package.

Proposals submission regarding Part 3 - Scope of Work shall be limited to twenty-one (21) pages or less.

Oral, telephonic, facsimile, or electronically transmitted (email) Proposals are invalid and the City will not accept or consider them.

PART 4 – EVALUATION

All Proposals received on time will be opened, in a non-public setting. Proposals will first be reviewed to ensure compliance with the terms of this RFP. Non-compliant or non-responsive Proposals may be rejected. The City will then evaluate the Proposals in accordance with the criteria listed below.

QUALIFICATION AND EXPERIENCE – 25 Points

- The Consultants demonstrated record of success and familiarity with projects of similar scope, complexity, and magnitude.
- The experience and expertise of the Consultant’s key personnel.
- Quality/experience of the project team.

METHODOLOGY – 25 Points

- Use of logical, proven methodology for analyzing the information, carrying out the tasks described in the proposal, and developing the project/service deliverables.
- Incorporate innovated and unique solutions into the project.

UNDERSTANDING OF PROJECT SCOPE – 25 Points

- Displays thorough knowledge of the project scope in their approach to completing the data collection.

QUALITY OF SUBMITTAL – 15 Points

- Clarity and simplicity.
- Responsiveness to the requirements of the RFP.
- Organization, format, and understandability of the proposal.
-

REFERENCES – 10 Points

- Consultant’s References and List of the Projects of the same nature.

In addition to the written proposal, the City may choose to conduct oral interviews. The City will establish a specific date to conduct interviews and no other dates will be provided.

In its evaluation, the City may investigate the qualifications of a Proposer under consideration, require confirmation of information furnished by the Proposer, and require the Proposer to provide additional information or evidence of qualifications for the Services described in this RFP.

PART 5- SELECTING A PROPOSER

A panel comprised of City representatives will evaluate each RFP submission and will submit recommendations to the City of Fargo’s City Commission.

The City Commission must approve an award of a Contract to the successful Proposer and no rights or obligations begin under an award until the approval is secured and all parties have duly signed a Contract.

Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City Council. This provides an opportunity for the offeror to clarify or elaborate on the proposal. Oral presentations are an option of the City and may or may not be required.

If selected, the successful Proposer must enter into a written Contract with the City within fourteen (14) calendar days.

ATTACHMENT A
CONTRACTOR REFERENCE AND RELEASE FORM

List below at least two (2) reference for a Noise and Vibration Study. Additional references are encouraged and may be requested by the City. Attachment shall include company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

Authorizing the City to contact the references provided above for purposes of this RFP.

Signed: _____ Title _____ (Authorized Signature of Proposer)

Company Name _____ Date _____

PROPOSAL FORM
Noise and Vibration Study 2023
RFP23066

The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals 23066 – COST - Noise and Vibration Study at City of Fargo" clearly identified on the outside of the envelope.

Company Name: _____

Company Address: _____

Federal Tax ID#: _____

Noise and Vibration Study Cost:

Responder: State a FIRM FIXED LUMP SUM for all costs, direct and indirect, administrative costs, and all things necessary for Noise and Vibration Study at the City of Fargo. Please attached any additional costs on a separate document.

Phase 1

(State the amount in writing on this line.)

\$ _____
(State amount in figures on this line.)

Phase 2

(State the amount in writing on this line.)

\$ _____
(State amount in figures on this line.)

Total Cost

(State the amount in writing on this line.)

\$ _____
(State amount in figures on this line.)

By: _____
(Name) (Signature)

(Title) (Email) (Phone)