



Request for Statement of Interest

Date: September 10, 2021

To: Interested Consultant

Subject: Palisades Campground Expansion – Phase II
Palisades State Park
Garretson, South Dakota

The Department of Game, Fish and Parks (GFP) is soliciting Statements of Interest from firms interested in providing project design and construction administration services for primary/secondary utilities, remaining day use roads/parking lots, pedestrian trail system, asphalt paving design, visitor's center, comfort station, dump station, and associated utilities located at Palisades State Park in Minnehaha County near Garretson, South Dakota. Construction phasing will be dependent on funds available at the time of bid letting.

The project design and construction administration services for primary/secondary utilities, remaining day use roads/parking lots, pedestrian trail system, asphalt paving design, visitor's center, comfort station, dump station, and associated utilities scope of work shall include, but is not limited to:

- Site Survey/Investigation
 - Preliminary Walk-Through
 - Preliminary Site Planning
 - Aerial Imagery
 - Design quality topographic site survey
 - May include legal boundary survey
- Locate State owned above and below ground utilities.
 - The Consultant shall provide ground paint and/or electronic files showing location of utilities including junction boxes, manholes, lift stations, etc. associated with utilities.
- Project Design Services
 - Provide project design plans and technical specifications for Palisades State Park project.
 - This project may include but are not limited to the following scopes of work:
 - Building Construction (wood framed or block construction)
 - Dump stations
 - Grading
 - Base Course/Gravel Surfacing
 - Reinforced Cast-In-Place Concrete
 - Concrete repairs
 - Asphalt Concrete Composite
 - Clearing/Grubbing/Tree Removal
 - Unclassified Excavation
 - Trenched pipe replacement/installation
 - Trenched wire installation
 - On site wastewater
 - HVAC
 - Plumbing
 - Electrical
 - Underground Utilities



- Administration Services
 - Prepare bid documents and answer contractor's technical questions prior to bid opening.
 - Bid opening and initial contract administration to be completed internally by GFP.
 - Preconstruction meeting coordination.
 - Regular coordination with Contractor regarding work schedule, activities, etc.
 - Regular communication with Owner regarding project status.
 - Addressing questions and issues that arise in the field and coordinating with GFP personnel on larger issues.
 - Track and monitor project quantities. Create and process Contractor change orders.
 - Verification of Contractor submitted pay applications.

- Inspection/Material Testing
 - Percolation Testing
 - Construction Staking
 - Regular density checks per SDDOT spec for subgrade and base course materials.
 - Aggregate testing. (per SD DOT requirements).
 - Asphalt, asphalt aggregate, asphalt concrete composite mix sampling, and PCC aggregate testing (where applicable)- obtained from production site (retain for testing should issues arise).
 - Obtain, verify, and submit material certifications and weigh tickets from Contractor (base course, AC mix design, asphalt, etc.).
 - Conduct Final Inspection, create punch list, oversee, and verify completion of punch list.
 - Consultant shall keep a daily journal and submit bi-weekly updates to GFP. At the end of the project and before final payment, a copy of the construction diary shall be submitted to GFP. The daily diary shall include at a minimum:
 - Name of Consultant representative(s) on-site and time on-site.
 - Date, weather, and temperatures.
 - Summary of construction activities for the day and equipment used.

The chosen Consultant will be asked to provide detailed invoices showing cost breakdowns billed to specific project codes in half hour increments.

Firms wishing to be considered for providing Administration/Inspection/Locate Services for this project should send a Statement of Interest that outlines their qualifications and experience relative to this project. Statements of Interest must include at a minimum:

- Specialized expertise, capabilities, and experience as demonstrated by the teams' capabilities, and the proposed approach and methodology to meet the project requirements. (30%)
- Resources available to perform the work, including any specialized services, within the specified time limits for the project. Include resumes of all personnel, including all sub-consultants who will be assigned to this project. (30%)
- Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration. (10%)
- Availability to project locale. (5%)
- Ability and proven history in handling special project constraints. (15%)
- Proposed project management techniques. (5%)
- Familiarity with project locale. (5%)

The intention is for the selection to be made by the technical review committee, based upon the contents of the Statements of Interest received, though an interview process may be utilized for the final selection of the consultant.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

The committee respectfully requests that statements of interest be limited to 25 pages or less. This is not a requirement, merely a request.

Copies of the Statement of Interest must be submitted by 5:00 PM CT on September 28, 2021. Please send an electronic copy (media, FTP Site or e-mail attachment) to:

Ryan Tobin
Department of Game, Fish, and Parks
523 E Capitol
Pierre, SD 57501-3182
Phone: 605-773-5824
Email: ryan.tobin@state.sd.us

Those firms that desire additional information specific to the project may contact Ryan Tobin at (605) 773-5824 or email ryan.tobin@state.sd.us

Thank you for your interest in this project. We look forward to working with you.

Sincerely,

Ryan Tobin

Ryan Tobin (Sep 10, 2021 13:29 CDT)

Ryan Tobin, PE
Engineering Supervisor
Game, Fish and Parks