



## REQUEST FOR STATEMENTS OF INTEREST

Date: March 10, 2023

To: Interested Firms

Subject: Construction Administration/Inspection and Material Testing Services for the Northeast South Dakota Asphalt Concrete Repairs and Asphalt Surface Treatment project located at the following Game, Fish, and Parks areas in Marshall, Day, Brown, Edmunds, Spink & Faulk Counties, SD:

- Roy Lake State Park
- Pickerel Lake Recreation Area
- Ft. Sisseton State Park
- Aberdeen Office
- Richmond Lake Recreation Area
- Mina Lake Recreation Area
- Fischer Grove State Park
- Lake Faulkton Lakeside Use Area

GFP Project Nos. RoyL24Pd, Fsis24Pb, Pick24Pa, Rich24Pa, Mina24Pb, FGro24Pa, FauW24Pa, Aber24Wa;

The Department of Game, Fish and Parks (GFP) is soliciting Statements of Interest for Construction Administration/Inspection and Material Testing services to be performed on the owner's behalf to ensure construction plan compliance on the above referenced projects.

Construction Administration/Inspection and Material Testing services shall include, but are not limited to:

- Participation of an on-site pre-construction meeting.
- Provide on-site construction administration/inspection on the owner's behalf to provide assurance the Contractor completes the project according to plans and specifications.
  - Construction administration/inspection to be performed by a Professional Engineer, Engineer-In-Training, or an experienced and certified Technician capable of managing a project of this type and magnitude.
  - At a minimum, construction administration/observation on owner's behalf shall consist of:
    - 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; coordinating with GFP personnel on larger issues.
    - Verifying, identifying, marking and inspecting dig-out repairs, asphalt patches, asphalt overlays and other repairs.
    - Administration/Inspection of chip seal and fog seal application. Adjusting application rates of asphalt and cover aggregate in the field as needed.
- Aggregate testing for base course and cover aggregate (per SDDOT requirements).



- Asphalt, asphalt aggregate and asphalt concrete composite mix sampling - 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, cover aggregate, etc.).
- Track and monitor project quantities. Create and process construction change orders.
- Verification of Contractor submitted pay applications.
- Conduct Final Inspection, create punch list, oversee and verify completion of punch list.
- Consultant shall monitor their billed hours relative to project progress and notify GFP should the two begin to deviate. Notification must also be given prior to any hour and cost overruns.
- 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.

Please identify the employee(s) and their involvement you propose to use on this project and include their qualifications and experience with your proposal. Include resumes of all personnel, including all sub-consultants who will be assigned to this project.

The project completion date is September 15, 2023.

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 Construction Administration/Inspection & Material Testing 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 proposed approach and methodology to meet the project requirements. (20%)
- Resources available to perform the work, including any specialized services, within the specified time limits for the project. (25%)
- Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration. (15%)
- Availability to project locale. (20%)
- Familiarity with project locale. (10%)
- Proposed project management techniques. (5%)
- Ability and proven history in handling special project constraints. (5%)

A technical review committee will select a firm based on the response to the criteria listed above.

The Statement of Interest must be received by **5:00 PM CDT, March 30, 2023**. Provide electronic copies by email attachment and or File Transfer Protocol capabilities to the following: [tyler.ulrich@state.sd.us](mailto:tyler.ulrich@state.sd.us)



# SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

Those firms that desire additional information specific to the project may contact Tyler Ulrich at (605) 280-4731 or email [tyler.ulrich@state.sd.us](mailto:tyler.ulrich@state.sd.us).

Thank you for your interest in this project.

Sincerely,

*Ryan Tobin*

Ryan Tobin (Mar 13, 2023 07:55 CDT)

Ryan Tobin, PE  
Engineering Supervisor  
Game, Fish and Parks