



**CITY OF FARGO**  
*REQUEST FOR PROPOSALS*  
*Published: November 9, 2015*

## **ASSESSMENT OF PARKING GARAGE STRUCTURES**

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### **I. PURPOSE**

The City of Fargo is seeking professional engineering services to complete a condition and structural assessment at the Civic Ramp (411 2<sup>nd</sup> Avenue North) and Island Park Ramp (500 1<sup>st</sup> Avenue South); including but not limited to joints, concrete, stair towers, ingress/egress, mechanical systems and other structural components and to recommend short and long term remediation to ensure safe and efficient operation of the facilities.

### **II. GARAGE DETAILS**

- A. Island Park Ramp: This ramp was constructed in 2001 and the structure consists of one concrete slab-on-grade level and four structural parking levels. The ramp totals approximately 145,000 square feet and includes approximately 355 parking spaces. A condition and structural assessment was completed in 2012 by Heyer Engineering and although no structural issues were documented there were a number of minor repairs that were documented. In 2013 the City completed some minor patching and membrane repair.
- B. Civic Ramp: The Civic Center Ramp was constructed in 1984 and the structure consists of three structural parking levels. The ramp totals approximately 115,000 square feet and includes 250 parking spaces. A maintenance assessment was last completed in 2006 and a number of repairs were completed in 2007 which included concrete and joint repair as well as membrane repair.

Construction Type: Both parking garages are cast-in-place and post tensioned slab and beam construction.

### **III. DETAILS**

The consultant shall complete a thorough visual condition and structural assessment of both parking garages with the intent of documenting all signs of structural distress, damaged waterproofing elements and other problems potentially affecting the safety, durability, maintenance or performance of the garages. At minimum, the scope of services shall include the following:

- A. General structural and condition assessment;
- B. Visual structural assessment to identify locations of distress on the top and bottom sides of the structural floors, beams, columns, walls and structural connections;
- C. Assessment of water proofing membranes and sealants;
- D. Identification of concrete delaminations;
- E. Evaluation of joint expansion systems;
- F. Assessment of façade condition;
- G. Assessment of electrical, lighting and surveillance systems (as applicable);
- H. Assessment of stair towers, elevator shafts, mechanical and utility systems;
- I. Assessment of condition and adequacy of drainage systems and related infrastructure;
- J. Assessment of condition and adequacy of handrails, doors and stairs;
- K. Review of the structure for compliance with the American with Disabilities Act (ADA);
- L. Review feasibility of adding a second exit lane within the Civic Center Ramp to transition the ramp to a fully automated facility;
- M. Report of Findings: A detailed engineering report with any necessary photographs to document the findings. The report shall include recommendations for short and long range improvements as well as

detailed cost estimates or preliminary engineering estimates to inform future plans and specifications.

**IV. PROPOSAL CONTENT**

A. Proposal: The intent of the RFP is to assess and evaluate each respondent’s capabilities, qualifications and work proposal. Proposals will be evaluated based on the criteria outlined in this RFP. Interested respondents shall include a memorandum formalizing said interest **and** shall also include the following:

- Cover Letter: A letter signed by a principal or authorized representative whom can make legally binding commitments on behalf of the entity.
- Experience/Qualifications: A profile of the respondents experience, personnel and history respective to the scope of services outlined above.
- Proposal: Proposals shall include a narrative description that outlines the proposed process and schedule to complete the process.
- Engineering Fee: Proposals shall outline the corresponding fee for services.

**V. RFP SCHEDULE AND PROCESS**

A. Proposals will be accepted up until 4:30 p.m. on Friday January 15, 2016. Proposals should be directed to the following address or submitted electronically (PDF) to the City of Fargo at [planning@cityoffargo.com](mailto:planning@cityoffargo.com). Any questions can be directed to Joe Nigg, City of Fargo Planning Department by phone at 701.241.1473 or by email at [jnigg@cityoffargo.com](mailto:jnigg@cityoffargo.com).

*City of Fargo  
Attn: Planning Department  
200 3<sup>rd</sup> Street North  
Fargo, North Dakota 58102*

B. Schedule of Dates:

Advertise for Consultant Proposals	11/09/2015
Pre-Proposal Meeting and Facility Tour	12/02/2015
Deadline for Proposal Submission	01/15/2016
Review Proposals	(week of) 01/18/2016
Interviews / Contract Negotiation	(week of) 01/25/2016
City Commission Approval and Contract Execution	February 2016
Assessment Completed	Spring 2016

C. Pre-Proposal Facility Tour: Prior to the proposal submission deadline the City will schedule and conduct a pre-proposal facility tour for any interested parties. This tour will take place on Wednesday December 2<sup>nd</sup>, 2015 from 10 a.m. to 12 p.m. The pre-proposal tour would also include an opportunity for questions and answers. For those interested parties, please confirm your intention of participating in the tour by sending an email to Planning Department or to project contact information set forth in (A) above.

D. Selection Committee: The City of Fargo Parking Commission or a sub-committee of this commission will serve as the selection committee for this RFP. Final review and any contract approval will be completed by the City Commission.

E. Criteria: The City of Fargo intends to award the contract to the firm which best meets the City’s needs. The following criteria shall apply:

- Understanding of Project Objectives
- Past Experience and Demonstrated Technical Capabilities
- Key Personnel Assigned to the Project (Qualifications, Experience)
- Proposal (work plan, process, schedule) and Corresponding Fee for Services

**VI. TERMS / CONDITIONS**

- A. The City reserves the right to reject any or all proposals or any proposal in whole or in part.