

**REQUEST FOR QUOTES (RFQ) FOR**  
***PROJECT MANAGEMENT SOFTWARE FOR MUNICIPAL CONSTRUCTION***



City of Bismarck  
City Engineering Department

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**I. STATEMENT OF PURPOSE:**

The City of Bismarck Engineering Department requests written quotes (RFQ) for the purchase of project management software suite to manage municipal construction. The total project will include the selection and acquisition of software, implementation services, training, and support and maintenance costs to move the current system from paper and other software programs.

The selection process will be completed in accordance with established City of Bismarck procedures. Written quotes shall address the vendor's ability to meet the scope of services in a timely manner. Written quotes shall address all items contained within this document. We enthusiastically look forward to receiving your quote.

**II. INSTRUCTIONS FOR SUBMITTING A QUOTE:**

**A. General Requirements**

1. The quote **must** be received by **2:00 p.m. on Monday December 12, 2022 Central Standard Time**. Quotes must be emailed to the following email address prior to the date and time above.

Quotes arriving late will not be considered.

2. Quotes must be delivered to:

**Tom Kary  
Engineering Operations Manager  
tkary@bismarcknd.gov**

3. The City is not responsible for any failure to submit due to technical errors or complications.
4. Inquiries to the Buyer requesting clarification regarding this RFQ or the content herein must be made via e-mail and must be received prior to **1:00 p.m. on Friday December 9, 2022 Central Standard Time**.

**Tom Kary  
Engineering Operations Manager  
tkary@bismarcknd.gov**

Any questions regarding this RFQ request will be handled as promptly and as directly as possible. If a question requires only clarification of RFQ request instructions or specifications, it will be handled via e-mail, or verbally. If any question results in material changes or additions to the RFQ request, those changes or additions will be forwarded to all registered Respondents as quickly as possible by addendum.

5. Respondents shall designate a contact person, with appropriate contact information, to address any questions concerning a quote. Respondents shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute a contract on the Respondent's behalf.
6. Quotes will be opened following the due date and time listed above.

**B. General Notifications**

1. With this RFQ, the City reserves the right to do the following:
  - a. To conduct oral or written discussions or software demonstrations or presentations with respondents, after quotes are received, concerning technical and Price aspects of the quotes and/or to allow Respondents to revise their quotes, including Price;
  - b. To evaluate, after quotes are received, the relative abilities of Respondents to perform, including their technical or professional experience and/or expertise;
  - c. To conduct a comparative evaluation, after quotes are received, of the differing Price, service, quality, contractual factors, technical content and/or technical and performance capability of the quotes;
  - d. To negotiate mutually agreeable terms in a contract;
2. The City of Bismarck notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
3. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
4. All Respondents shall comply with the Americans with Disabilities Act (ADA) and all quotes, and any subsequent contract shall include the following statement:

“Contractor shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act.”

It is understood that the program of the Respondent is not a program or activity of the City of Bismarck. The Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.
5. This RFQ does not commit the City of Bismarck to pay any costs incurred in the submission of a quote or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

### **III. BACKGROUND**

Currently, the Engineering Department is using a combination of in-house database and Microsoft Excel and Word to manage municipal infrastructure project statuses. Typical projects include watermain, sewer main, storm sewer, grading, pavement, sidewalk, street lighting and traffic signal construction. The Engineering Department manages between 30 to 60 active projects at a time. The ideal management suite will be capable of managing:

- A. Project Quantity Reporting
- B. Daily Log/Inspection Reports
- C. Request for Information (RFI)
- D. Submittals
- E. Document/Design Management
- F. Progressive Estimates
- G. Materials on Site, stored materials
- H. Liquidated Damages, retainage, deducts
- I. Change Orders
- J. Punchlists

Incorporation of the Project Management Software Suite - Municipal Construction will improve communications, workflows, design management, construction management, project management, accountability, transparency and productivity for the City of Bismarck Engineering Department. This will help achieve our City Vision of world- class service by harnessing new technological advancements, best practices and processes in project management and by providing the Engineering employees new project management tools, project management, and capital improvement program oversight.

Engineering personnel are the primary stakeholders.

### **IV. GOALS**

- A. Ability to streamline Engineering processes and workflows
- B. Ability to prevent construction delays, missed deadlines, and project cost overruns with robust reporting tools
- C. Improved design management, construction management, project management, accountability, transparency and productivity
- D. Productivity and efficiency improvements to reduce work stoppage by incorporation of enhanced communications and progress tracking
- E. Improved communications with internal and external project team members, and the citizens of Bismarck
- F. Automated processing of functions which follow or support our current processes

**V. SCOPE OF WORK:**

- A.** The Respondent's system shall provide enhanced workflow management capability for the following:
1. Import contract bid items, contract unit prices, estimated quantities and similar items.
  2. Manage up to ten (10) funding sources within each project
  3. Management of user account levels
  4. Real-time tracking of field communications for multiple users to access
  5. Daily field inspection reports that include fields for: Project name, project number, date, contractor name, weather conditions, remarks section, call log with name address, phone number and comments, ability to upload or link photos into report, project manager signature and date stamp
  6. Request for Information (RFI)
  7. Ability to review and approve submittals to include but not limited to: shop drawings, permits, haul sheets, certifications
  8. Daily field quantity input and tracking for Progressive Estimates
  9. Ability to input and track materials on site/stored materials for payment, manage and adjust retainage, apply deducts & liquidated damages on progressive estimates, review and approval of Progressive Estimates with chain of custody approvals
  10. Change Order initiation, review and approvals
  11. Cloud hosting of documents with retrieval of project documents and reports in printable form and ability to export to local network.
  12. Customizable chain of custody approvals for progressive estimates, change orders, shop drawings and other project documents that require approvals
  13. Ability to create, record and document project punchlist
  14. A search tool for the purpose of finding key words within documents within the projects to retrieve documents, i.e., daily reports, RFI's, submittals, change orders, progressive estimates, etc.
- B.** The followings items are considered out of scope and are not required:
1. Integration with major City enterprise systems
  2. Integration with City financial systems
  3. Integration with City GIS system
  4. Having direct access to operational sources/systems

## **VI. DELIVERABLES:**

The products, reports, and plans to be delivered to the City will include:

- A.** Provide and implement a robust, stable, secure, and user-friendly project management software solution.
- B.** Implementation, Training and support.
  - 1.** Implementation schedule with dates
  - 2.** Three (3) training sessions for the following users:
    - a.** Administrators – Staff supervisors & System Administrators that provide access authority to staff, contractors, vendors and consultants
    - b.** Project Managers – Field staff that inspect, report and record daily project activities
    - c.** Viewers – Office staff that may need to view project status or progress, reports or photos
- C.** Cloud-based and mobile ready suitable to accomplish project management tasks on tablets or mobile phones.
- D.** Designed specifically for public agencies.
- E.** Unlimited Projects and Data Storage

## **VII. RESPONDENT AND QUOTE REQUIREMENTS**

To be considered, interested Respondents should submit or address the following:

- C.** One electronic (1) copy of the original quote via email.
- D.** Proposer must have a minimum of 10-years' experience implementing and providing project management software to public agencies.
- E.** Minimum Insurance Requirements:
  - 1.** Technology Errors & Omissions Insurance (\$2M)
  - 2.** General Liability Insurance (\$2M)
- F.** A description of the Respondent's qualifications and experience and that of key personnel assigned to this project (and that of each firm proposed as part of the Respondent's team).
- G.** Respondents support team. Refer to Exhibit A – Respondent Information Sheet.
- H.** Provide cost quote. Refer to Exhibit B – Cost Quote.
- I.** A description of three (3) previous public agency projects that Respondent's firm has conducted for organizations of similar size and complexity. Provide contact names and telephone numbers of references from these organizations as requested in Exhibit C - References.
- J.** Provide a typical implementation time for similar size and complexity projects.
- K.** Describe your upgrade/update policy for introduction of changes in technology.

- L. Proposed Project Management Software Suite - Municipal Construction should be compatible with the following file types for uploading or downloading information:
  - 1. .DOC, .CSV, .JPG, .TIFF, .PDF
  - 2. List any compatible software with the respondent's software
- M. Describe product uptime statistics.
- N. Give examples of processes and characteristics of your organization which sets it apart from your competitors.
- O. At the discretion of the City, one or more Respondents **may** be invited to be virtually interviewed via video conferencing for purposes of clarification or discussion of the quote.
- P. Any expenses incurred by the Respondent(s) in preparing in any way providing additional information as part of the response to this RFQ are solely the responsibility of the Respondent. The City of Bismarck is not liable for any costs incurred by Respondents in the preparation of quotes, or any work performed by the Respondent prior to the approval of an executed contract by the City of Bismarck. The City assumes no responsibility or liability for any costs you may incur in responding to this RFQ, including attending meetings or contract negotiations.
- Q. Successful proposer will be required to execute a contract siting all legal jurisdictions and choice of law within the State of North Dakota and providing a certificate of insurance, if on-site training is included.
- R. The contract term desired is for the initial implementation and system maintenance and support for One (1) year annually with renewals up to Nine (9) additional years, with an option to opt out at the time of renewal.

#### **VIII. EVALUATION OF QUOTES:**

A panel consisting of City of Bismarck employees will evaluate quotes. Selection shall be determined to be in the best interest of the City as evaluated by the City of Bismarck. The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the successful Respondent.



## Evaluation Criteria

Criteria	Points
Product Functionality: Project Quantity Reporting, Daily Log/Inspection Reports, Request for Information (RFI), Submittals, Document/Design Management, Progressive Estimates, Change Orders, & Punchlists	30
Technical Requirements: Availability, Data Security, Data Retention	10
Services: Implementation Time, Training, Support	10
Price Structure	35
Verifiable References	10
Quality and structure of bid response	5
<b>Total Possible</b>	<b>100</b>

### IX. **TIME FRAME FOR REVIEW:**

The time frame for review of quotes is expected to be three (3) to six (6) weeks, but the City reserves the right to vary the period as necessary to meet its objectives. At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of their quotes.

### X. **MISCELLANEOUS:**

- S. Your response to this RFQ will be considered part of the contract, if one is awarded to you.
- T. All data included in this RFQ, as well as any attachments, are proprietary to the City of Bismarck.
- U. The use of the City of Bismarck's name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Bismarck.
- V. Your quote must clearly indicate the name of the responding organization, including the Respondent's e-mail address and web site information, if applicable, as well as the name, address, telephone number and e-mail address of the organization's primary contact for this quote. Your quote must include the name, address, telephone number and e-mail address of the Respondent and/or team of Respondents assigned to the City account.
- W. The City shall not be under any obligation to return any materials submitted in response to this RFQ.

The City expects to enter into a written Agreement with the chosen Respondent that will incorporate this RFQ and your quote. In addition to any terms and conditions included in this RFQ, the City may include in the Agreement other terms and conditions as deemed necessary.