



## REQUEST FOR STATEMENTS OF INTEREST

Date: July 6, 2023

To: Interested Consultant

Subject: Project Design, Inspection, Locate, and Construction Administration Services for the Lewis & Clark Recreation Area 30-amp to 50-amp Electrical Upgrade projects (209 Electrical Pedestals, Transformers, and Wiring) located in Yankton County, SD: GFP Project Nos. LCRA23Pc & LCRA23Pd

The Department of Game, Fish and Parks (GFP) is soliciting Statements of Interest from firms interested in providing professional Project Design, Inspection, Locate, and Construction Administration Services for the project referenced above.

The Project Design, Inspection, and Construction Administration Services scope of work shall include, but is not limited to:

- Site Investigation
  - Preliminary Walk-Through
  - Preliminary Site Planning
- Locate State owned above and below ground utilities.
  - Locate of existing electrical lines and equipment.
  - The Consultant shall provide ground paint and/or electronic files showing location of electrical utilities.
  - Locate other utilities in the area that may be affected.
- Project Design Services
  - Provide project design plans and technical specifications for electrical upgrades.
  - Preliminary Plans, Specifications, and Estimates at 50% & 95% plans submitted to SDGFP for review – Electronic copy
  - Final Construction Plans and Specifications with cost estimate – Electronic copy
- Administration Services
  - Construction administration/inspection and design to be performed by a Professional Engineer, Engineer-In-Training, or an experienced and certified Technician capable of managing a project of this type.
  - 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.
    - Notification to contractor of being awarded low bidder will be done by consultant.
  - On-Site preconstruction meeting coordination.
  - Regular coordination with Contractor and Owner 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.
  - 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.



# SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

- Inspection
  - Inspect Existing Electrical Equipment/Wiring for Need of Replacement Because of Condition or Undersized for 50 amp Upgrades.
  - Materials Approval (Shop Drawings).
  - Attend Final Electrical Inspection.
  - Conduct Final Inspection, create punch list, oversee, and verify completion of punch list.

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

The estimated construction budget is \$640,000.00 for the project but be advised that these numbers are subject to change. The anticipated schedule is as follows:

50% Design Documents & Estimate	October 20, 2023
95% Design Documents & Estimate	December 11, 2023
Bidding	January/February 2024
Construction Completion	End of October 2024

Firms wishing to be considered for providing Administration/Inspection and Design 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. (25%)
- 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. (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. (10%)
- Availability to project locale. (20%)
- Ability and proven history in handling special project constraints. (10%)
- Proposed project management techniques. (5%)
- Familiarity with project locale. (5%)

A technical review committee will select a firm based on the response to the criteria listed above. The committee respectfully requests that statements of interest be limited to 25 pages or less. This is not a requirement; merely a request.



## SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

Copies of the Statement of Interest must be submitted by **5:00 PM CT on July 27th, 2023**. Please send both a recyclable hard copy and electronic copy (media or e-mail attachment) to:

**John Bechard**  
**Department of Game, Fish, and Parks**  
**523 E Capitol**  
**Pierre, SD 57501-3182**  
**Phone: 605-773-3078**  
**Email: [John.Bechard@state.sd.us](mailto:John.Bechard@state.sd.us)**

Those firms that desire additional information specific to the project may contact John Bechard at (605) 773-3078 or email [John.Bechard@state.sd.us](mailto:John.Bechard@state.sd.us)

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

Sincerely,

  
[John Bechard \(Jul 6, 2023 09:56 CDT\)](#)

John Bechard  
Engineering Assistant – Buildings and Utilities  
Game, Fish and Parks