

TERM CONTRACT #304 TASK ORDER REQUEST

AGENCY NAME ND Industrial Commission-Dept. of Mineral Resources	TASK ORDER REQUEST 304-01	ISSUE DATE August 24, 2022	
AGENCY CONTACT Robyn Loumer	E-MAIL ADDRESS rdloumer@nd.gov	TELEPHONE NUMBER (701) 328-8011	FAX NUMBER (701) 328-8022
ADDRESS 600 E. Boulevard Ave – Dept. 405	CITY Bismarck	STATE ND	ZIP 58505-0840

In accordance with the terms and conditions of the State Term Contract #304 Grant Management Services Contract Pool master agreement between State and Vendor, this Task Order Request authorizes delivery of the Deliverables described in accordance with the Scope of Work, Schedule, and Terms specified below.

1. Scope of Work (attach extra sheets if necessary)

<p>a. Describe the services See attached Scope of Work document</p>
<p>b. Budget Available (if applicable) See attached Scope of Work document</p>

2. Staffing Requirement

Job Class/Skill Set	Number of Staff
See attached Scope of Work document	

<p>3. Agreement Type <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Fixed Bid Project</p>	<p>4. Project Start Date September 12, 2022</p>	<p>5. Project End Date January 1, 2024</p>
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6. Schedule of Deliverables		
Deliverable	Start Date	Completion Date
a. See attached Scope of Work document		
b.		
c.		
d.		
e.		
7. Location of Work		
See attached Scope of Work document		
8. Agency Project Manager		
David Tabor, Field Supervisor		
9. Time and Status Reporting Systems to be utilized by the Vendor (Mark all that apply)		
<input type="checkbox"/> Daily Accountability <input checked="" type="checkbox"/> Weekly Status Reports <input checked="" type="checkbox"/> Monthly Reports <input checked="" type="checkbox"/> Other (Describe below)		
Continued contact throughout the week, monthly totals on tracked items, and quarterly Federal reports.		
10. Vendor Project Proposal Due Date		
August 31, 2022		

11. Evaluation Criteria (For Competitive Task Orders) The criteria below will be used to select the most advantageous proposal.	Points (100 total)
Vendor Project Proposal Solution	30
Qualifications and Availability of Vendor Staff	40
Cost	30

Vendor Project Proposal: Vendor shall attach its proposal to this Task Order Request when responding. The Vendor Project Proposal will include, at a minimum, the following items:

1. Vendor Project Proposal – Vendors must describe their strategy for accomplishing the work. Provide customer references for similar projects successfully completed, if available.
2. Qualifications and Availability of Vendor Staff –Provide the names and availability of staff who will work on the project. Provide the following documentation with the first task order for an agency. Provide updated documentation for subsequent task orders, if requested:
 - a. Resume(s) for Vendor staff
 - b. Reference checks for Vendor staff. Include the results of two reference checks that the Vendor has performed on the proposed individual, including the names and telephone numbers of the references. At least one reference must be from a previous employer or from a customer for which the Vendor staff performed similar contract services.
 - c. Background checks for Vendor staff, if requested by issuing agency
3. Cost
 - a. Hourly – Propose a Service Rate per hour for each proposed Vendor staff. If the Project dates span more than one year of the Contract term, provide rates for each effective year.

Service rates may not exceed the rates originally proposed in response to this RFP; however the rates may be less.

- b. Fixed Bid Proposals - Provide a fixed price to accomplish the Statement of Work.
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Execution: The parties through their authorized agents have executed this Task Order Request and attached Vendor Project Proposal under terms of the Grant Management Services Consultant Contract Pool master agreement, subject to amendments in this Task Order, for the project price and on the dates set out below.

The total dollar contractual amount specified below for this Task Order and attached Project Proposal shall not be exceeded unless a written Change Order is appended to this Task Order, duly executed by the authorized representative of both parties.

Total Dollar Contractual Amount
\$ 991,960.00

STATE OF NORTH DAKOTA

VENDOR

SIGNATURE 	SIGNATURE 
PRINTED NAME Lynn D. Helms	PRINTED NAME Margaret Larson
TITLE Director, Dept. of Mineral Resources	TITLE Senior Vice President-Client Services
DATE September 13, 2022	DATE August 31, 2022

If vendor is unable to bid this task order, please return the task order to requesting agency and provide the reason.

TASK ORDER ATTACHMENT

SCOPE OF WORK

The North Dakota Department of Mineral Resources (DMR) seeks a Grant Administrator to support the reporting and fiscal management of the Infrastructure Investment and Jobs Act grant funds. The grant has a one-year obligation period. The project is estimated to last 12-15 months. The Grant Administrator shall ensure that all receipts and supporting documentation for eligible expenses have been received and match the contract agreements and requirements created by DMR and U.S. Department of Interior (DOI). The Grant Administrator shall ensure that each contractor only expends the funds for eligible expenses and activities and shall verify the contractor has provided the necessary supporting documentation. When the contract awards are made, the Grant Administrator will be responsible for the federal grants management duties outlined in the scope of work.

The total amount of funds to be managed is \$25,000,000. DMR estimates that it will award between 10-20 contracts. There are 93 wells to plug at an average of 3-4 days per well, and there are 185 sites to reclaim at an average of 7 days per site. (The actual length of days varies based on unforeseen circumstances.) The procurement process for well plugging and site reclamation will be to bid out in packages so work on multiple wells and sites will take place at the same time. The wells and sites are located in three main areas – Williston, Dickinson, and Minot.

Responsibilities of the contractor include:

1. Write bid notifications using the Davis-Bacon determined rates for DMR's use when conducting procurement operations.
2. Review all bid documentation to ensure contractors have completed the bidding process correctly and are eligible and qualified to complete the approved scope(s) of work.
3. Determine contract bid winners and send award notifications.
4. Develop contracts that comply with all Federal and ND State laws, regulations, and acts required to hire eligible and qualified contractors.
5. Manage and monitor the DMR's grant project to ensure all project work is being completed per the approved contract and before project deadlines, invoiced costs are reasonable, invoice costs are legitimate, and that contractors are staying within bid quote limitations. Send invoice payment approval to DMR and track all contract related expenses.
6. Verify contractors use and follow the Davis-Bacon Act requirements:
 - a) Monitor weekly submitted certified payroll. The prime contractor is responsible for the correct reporting of all certified payrolls, including all tiers of subcontractors they may employ. If a mistake has been made once the payroll is certified (signed and submitted), an amended payroll must be submitted to the Grant Administrator with the correction(s).
 - b) If the payrolls are not being submitted weekly, the Grant Administrator must contact the prime contractor and ensure the payrolls are submitted timely.

- c) Ensure that Davis-Bacon wage rates and fringe benefits are paid to construction workers by conducting confidential, onsite labor interviews of the prime and subcontractor employees working on the contract.
7. Establish a written formal complaint process to ensure the contractor employees have an avenue of appeal for incorrect pay or other violations; report any alleged violation to the DOL Wage and Hour District Office; and keep all project related documents for a minimum of three years.
8. Verify contractors follow the “Buy America” Executive Order 14005.
9. Provide consultation regarding grant requirements to DMR program officials, review panels, bid applicants, contractors, and subcontractors as needed.
10. Report any non-compliance to DMR and DOI.
11. Serve as liaison between the U.S. Federal Government and external customers and recipients to clarify, interpret, and resolve issues.
12. Track project details to facilitate public information:
 - a) total plugging costs per well,
 - b) total reclamation costs per well,
 - c) total wells to be plugged and percent of completion per well,
 - d) associated infrastructure costs - abandoned pipeline costs,
 - e) jobs created or saved,
 - f) amount of bonding confiscated per well,
 - g) well location information (e.g., latitude/longitude),
 - h) well type (e.g. orphaned production or disposal well),
 - i) bureau of Labor Statistics NAICS codes for each of the contractor employees working on each well site, along with the hours each employee spent on each site,
 - j) the population living within a half mile radius of each well being plugged,
 - k) pre-plugging methane emissions (if available),
 - l) post-plugging methane emissions,
 - m) surface water contamination identified,
 - n) surface water contamination remediated,
 - o) groundwater contamination identified,
 - p) groundwater contamination remediated,
 - q) acreage impacted by well and infrastructure (site footprint),
 - r) revegetation performance standard monitoring start date,
 - s) revegetation performance standard attainment date (project complete), and
 - t) if the project is located in a community of color, low-income community, or Tribal or Indigenous community.
13. Complete monthly and quarterly required progress and financial reporting in accordance with grant guidance as identified by DMR and DOI.

14. Complete and submit grant closeout activities for all the grant project, to include all the required backup documentation needed for review and approval.
15. Provide full transparency of costs charged to the DMR in relation to Grant Management services provided.

LINK TO INITIAL GRANT GUIDANCE:

<https://www.doi.gov/sites/doi.gov/files/state-initial-grant-guidance-4-11-22.pdf>