

**REQUEST FOR PROPOSAL**

**TO PERFORM**

**CONSTRUCTION ENGINEERING**

**March 20, 2019**

**FOR PROJECT:**

SC-4100(005) PCN 22050

Various County Highways – Bituminous Seal Coat and Overlay, Pavement  
Marking, and Incidentals Sargent County, ND

PROPOSALS MUST BE DELIVERED TO  
THE OFFICE OF THE SARGENT COUNTY  
AUDITOR  
355 Main Street South  
Forman, ND 58032-4149  
By 4:00 PM CST, April 10th, 2019

**REQUEST FOR PROPOSALS  
TO PERFORM  
CONSTRUCTION ENGINEERING SERVICES  
FOR SARGENT COUNTY**

Sargent County will engage the services of a qualified engineering firm to perform Construction Engineering on the following project in Sargent County scheduled to be completed in 2019:

**SC-4100(005) PCN 22050; NDDOT Job #12 on the March 8, 2019 letting; Various County Highways –  
Bituminous Seal Coat & HMA Overlay, Pavement Marking, and Incidentals**

Work to be performed by Consultant includes:

**Construction Services:** Perform Project Management, Project Administration, Construction Observation, Surveying, and Material Testing. Additional services, if required, may be negotiated and supplemental agreements issued based on the consultant's performance, the consultant's proposal and available funding.

Firms are invited to submit a proposal for the project listed above. The proposals shall provide the following information:

- Past Performance
- Ability of professional personnel
- Location
- Recent, current, and projected workloads of the persons and/or firms
- Related experience on similar projects
- Recent and current work
- Project understanding, issues, & approach

The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the 5 page length requirement will not be considered. The cover letter will not be counted as one of the 5 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. Sargent County will only consider proposals received prior to **4:00 PM CST, April 10th, 2019**. Late proposals will be deemed unresponsive.

The consultant's proposal may include an appendix. Resumes, references, a statement of qualifications and other materials outlining experience may be included in an appendix. The appendix will not be considered as a part of the 5 page proposal. Each proposal will be evaluated by a selection committee.

Sargent County will conduct interviews. The County plans to interview up to three (3) of the most qualified engineering firms based on whose proposals most clearly meet the RFP requirements.

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the County reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated.

All costs associated with the proposal shall be borne by the proposer. The County reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

Engineering firms interested in performing the work shall submit 7 printed copies of their proposals to:

SARGENT COUNTY AUDITOR  
355 Main Street South  
Forman, ND 58032-4149  
SC-4100(005) PCN 22050  
701-724-6241—EXT 108  
Pam L. Maloney [pam.maloney@co.sargent.nd.us](mailto:pam.maloney@co.sargent.nd.us)

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department. For information regarding the Title VI Program see the NDDOT website at: <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>