

**REQUEST FOR PROPOSALS  
TO PERFORM  
CONSTRUCTION ENGINEERING  
May 19, 2019**

**FOR PROJECT: BRO-0039(046)  
PCN 22036**

**PROJECT LOCATION:** 0.75 miles south of CMC 3934 (Richland County #16) and 3 miles west of  
CMC 3917 (Richland County #1)

**RFP Closing Date:** June 11, 2019  
**RFP Closing Time:** 5:00 PM (CT)

**Please submit seven (7) copies of RFP by one of the following:**

**HAND DELIVERY:** Richland County Courthouse, Auditor's Office, 418 2<sup>nd</sup> Ave N., Wahpeton, ND 58075

**MAIL:** Richland County Auditor, 418 2<sup>nd</sup> Ave N., Wahpeton, ND 58075

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**PROJECT LOCATION: 0.75 miles south of CMC 3934 (Richland County #16) and 3 miles west of CMC 3917 (Richland County #1)**

Richland County is seeking to engage the services of a prequalified engineering firm to perform Construction Engineering on the following project in Richland County scheduled to be completed in 2019.

**STRUCTURE REPLACEMENT 39-116-34.1**

Bid opening was held 5/10/2019. Plans can be reviewed at the Richland County Courthouse, Highway Department Office, 418 2<sup>nd</sup> Ave N, Wahpeton, ND 58075.

**Work to be performed by consultant includes:**

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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.

**Proposal requirements:**

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

1. Past performance
2. Ability of professional personnel
3. Willingness to meet time and budget requirements
4. Location
5. Recent, current, and projected workloads of the persons and/or firm
6. Related experience on similar projects
7. Recent and current work for Richland County
8. Project understanding, issues, and approach

The proposal pages shall be numbered and must be limited to five (5) pages in length. The cover page will not be counted as one of the five (5) pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. The consultant's proposal may include an appendix. The appendix will not be counted as one of the five (5) pages. Resumes, references, a Statement of Qualifications, and other materials outlining experience may be included in the appendix. **Proposals that exceed the five (5) page length limitation will not be considered.**

Engineering firms interested in performing the work shall submit seven (7) printed copies of their proposal to:

**HAND DELIVERY:** Richland County Courthouse, Auditor's Office, 418 2<sup>nd</sup> Ave N., Wahpeton, ND 58075

**MAIL:** Richland County Auditor, 418 2<sup>nd</sup> Ave N., Wahpeton, ND 58075

Richland County will only consider proposals received at or prior to **5:00 PM (CT) on June 11, 2019**. Late proposals will be deemed unresponsive.

Each proposal will be evaluated by a selection committee.

**Project Contact:**

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Jesse J. Sedler, County Engineer  
418 2<sup>nd</sup> Ave N., Wahpeton, ND 58075  
Phone: 701-642-7810 Email: jsedler@co.richland.nd.us

**Interview process:**

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Richland County will conduct the interviews on the most qualified engineering firms based on whose proposals most clearly meet the RFP requirements.

**Fees:**

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Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, Richland 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.

**Rights:**

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Richland County reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

Under Title VI of the Civil Rights Act of 1964, and its related statutes and regulations, no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Department, its recipients, sub recipients, or other contractors. For information regarding the Title VI/Nondiscrimination and ADA (Americans with Disabilities Act) Program, see the NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>.