

REQUEST FOR PROPOSALS
TO PERFORM
CONSTRUCTION ENGINEERING SERVICES
FOR PROJECT:

Mountrail County Federal Aid Project

Project Number: BRO-0031 (055)

PCN: 20943

Project Type: 0.098 Miles; Replacement of a bridge structure with 125' three span bridge and approximately 400ft of road grading and incidentals. Structure #31-106.12.0 Located at City of White Earth

It is anticipated that required services for the project will include Construction Engineering services, including but not limited to construction survey, project documentation and record keeping using the NDDOT CARS system. All work shall be performed to NDDOT standards and procedures.

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

A. Firm Capability

1. Resumes` of key personnel with particular reference to similar projects. Indicate the role and involvement that would be anticipated for each personnel during this project.
2. Firms previous experience with North Dakota Department of Transportation and Federal Highway Administration Projects and Guidelines.
3. Survey expertise, both Data Collection and Construction Staking.
4. Willingness and ability to meet time schedules and budget requirements.
5. Current and projected workload.
6. Recent and current work for the Mountrail County.

B. Record & Performance

1. Submit a list of two (2) projects of similar work completed that demonstrates experience with these types of projects. (List owner, type of work, and the construction costs).
2. Submit references of four (4) clients and/or individuals.

C. General Information

1. Ownership of firm, verify if minority owned.
2. Proximity to project, identifying location of firm's headquarters and location of office where work would be performed and from which expenses and mileage would be charged.
3. Name and phone number of consultant's contact person.

Each firm will be evaluated on the basis of the information shown above.

Upon completion of the evaluation process, the firms will be ranked in order of qualifications. Mountrail County reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. It is anticipated that one firm will be selected to perform the Construction Engineering for the above listed project. Those firms not selected will be advised in writing.

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 proposal preparation 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.

Proposals will be accepted until 11:00 A.M. 1/4/2016 at the office of the Mountrail County Road and Bridge Department. Questions can be directed to Jana Heberlie at (701) 628-2390. Acceptance of an engineering firm will be made by the Board of Mountrail County Commissioners at their 2/2/2016 regular meeting.

Construction is scheduled to be completed by October 1, 2016.

Please submit four (4) hard copies and one electronic copy in PDF format. Proposals shall be submitted to:

Ms. Jana Heberlie
County Engineer
Mountrail County Road and Bridge Department
8103 61st St. NW
P.O. Box 275.
Stanley, ND 58784

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.

Each proposal shall contain a cover letter signed by an authorized officer of the firm. The pages of the cover letter will not be counted as a part of the 5 pages.

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or handicap 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 Title VI, refer to the External Civil Rights Manual at <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm>