



# **REQUEST FOR PROPOSAL**

## **TO PERFORM SW & SE CONNECTOR CORRIDOR STUDY**

**March 8, 2021**

**FOR PROJECT:  
SPR-P041(003) PCN 23107**

**Dana G Larsen, P.E.**

**WARD COUNTY ENGINEER  
WARD COUNTY HIGHWAY DEPARTMENT  
MINOT, ND**

**PROPOSALS MUST BE DELIVERED TO  
THE OFFICE OF THE WARD COUNTY ENGINEER  
200 72<sup>ND</sup> ST SE  
Minot, ND 58701  
BY 2:00 P.M. March 31<sup>st</sup> 2021**

## **GENERAL INFORMATION**

The Ward County Highway Department requests proposals from qualified consultants for the following project:

### **WARD COUNTY SW & SE CONNECTOR CORRIDOR STUDY - SPR-P041(003) PCN 23107**

All applicants meeting the deadline for submittal will receive consideration. Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Ward County will enter into negotiations with the top ranked firm. Ward County reserves the right to reject any or all submittals.

All applicants must be prequalified with the North Dakota Department of Transportation (NDDOT). If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 (Attachment D) with their submittal of information.

This project will be funded in part with federal transportation funds and has a not-to exceed budget of \$250,000 dollars. The project will be complete by April 30<sup>th</sup>, 2022.

Interested firms can request a full copy of the RFQ by e-mail: [dana.larsen@co.ward.nd.us](mailto:dana.larsen@co.ward.nd.us) or by telephoning 701-838-2810. Copies will be posted on the North Dakota Department of Transportation QBS website (<https://www.dot.nd.gov>) and are also available for download in PDF format at [www.co.ward.nd.us](http://www.co.ward.nd.us)

## **PURPOSE OF REQUEST**

Ward County Highway Department is requesting a statement of qualifications from consultant firms concerning their qualifications, experience and availability to perform specific tasks related to the development of a corridor study for a SW & SE Connector Corridor around Minot, North Dakota.

## **PROJECT BACKGROUND**

The areas around Minot are expected to experience a significant amount of commercial and residential growth as identified in the Minot 2035 Long Range Transportation Plan (LRTP), and through analysis completed by the Ward County Comprehensive and Transportation Plan. Stakeholders from throughout Ward County expressed the need for a freight and agricultural bypass around Minot.

The Minot LRTP explored the potential for an urban arterial bypass around the southern edge of Minot, titled the Southwest Arterial Bypass. Ward County officials feel the Minot Southwest Arterial Bypass will quickly urbanize and stop short of addressing the freight and agricultural needs facing the larger transportation system of Ward County.

Ward County wishes to develop a refined understanding of the potential alternatives available for the development of a county developed corridor which serves to connect US 2/52 to US 83 around the southwest side of Minot and US 83 connecting back to US 52 on the southeast side of Minot.

The intent of the Southwest/Southeast (SW/SE) Connector Corridor is to compliment the concept of the SW Urban Arterial Bypass discussed in the City of Minot's current Long-Range Transportation Plan (LRTP). However, the proposed SW/SE Ward County Connector Corridor would provide a limited access corridor outside of areas with imminent pressure for urbanization.

The Ward County SW/SE Connector Corridor would be far enough removed from the existing and planned urban development to allow for a higher speed limited access corridor that is more closely aligned with the agricultural and freight needs in Ward County. However, the potential location would still be close enough to existing urban areas of Minot and Burlington to provide some function as a potential bypass for certain traffic patterns around the City of Minot.

## **SCOPE OF WORK**

Outlined below is the scope of work that will guide development of the Corridor Study. Ward County has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities and other elements to help facilitate qualification development.

At minimum, the consultant shall be expected to establish detailed analysis, recommendations and/or deliverables for the following tasks:

### **Task 1 – Project Management**

This task involves activities required to manage the project including staff, equipment, and documentation. It also includes the preparation of progress reports, documenting travel and expense receipts, and preparing and submitting invoices.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategy that includes use of the internet, social media, and a project website or providing information to Ward County for posting on their website. This task also includes a monthly progress meeting with the Client, the preparation of meeting agendas, and taking and reporting meeting minutes.

### **Task 2 – Project Development and Planning**

The consultant shall work with Ward County, NDDOT, the City of Minot and, as appropriate, other regional partners to assess the needs of the Southwest and Southeast Connector Corridor and develop a Purpose and Need Statement for inclusion within the Study.

### **Task 3 – Data Collection**

The consultant shall identify and collect data needed to conduct the technical analysis necessary for the corridor study. The consultant shall also identify times and methods in which the data will be collected. All data collection needed to complete technical analysis will be the responsibility of the consultant. The consultant should review all relevant documents and studies which may include but not limited to the following:

- Ward County Transportation Plan (2019)
- Minot Area 2035 Long Range Transportation Plan;
- Ward County Comprehensive Plan (2019)
- City of Minot Comprehensive Plan (2012);
- Statewide Active and Public Transportation Plan (ND Moves);
- Other minor traffic studies.

#### **Task 4 – Existing Conditions**

The consultant shall evaluate and document existing conditions along the study corridor, including but not limited to the following:

- a) Geometrics
- b) Typical Sections
- c) AADT & Turning Movement Counts
- d) Bicycle and Pedestrian Accommodations
- e) Crash History (last 5 yrs.)
- f) Identify Existing Access Locations
- g) Intersection
- h) Lighting
- i) Current and future land development
- j) Right-of-Way (from existing plat information)
- k) Encroachments
- l) Existing Utilities

#### **Task 5 – 2040 Traffic Forecasts**

Develop Planning Year 2040 Traffic Forecasts for AADT Volumes and Turning Movements where necessary to conduct technical analyses.

#### **Task 6 – Technical Analysis**

Conduct existing and planning year technical analyses for corridor capacities, intersection level of service (LOS) and safety.

#### **Task 7 – Issues Identification & Needs Assessment**

Based on existing year and planning year 2040 – provide documentation on all identified issues for the basis to develop a Southwest and Southeast Connector Corridor. The issues identification and needs assessment should include comprehensive plan reviews, crash analysis, access control, future traffic forecasts, roadway segment LOS, intersection LOS, traffic operations analysis, safety analyst of intersections, and early public input.

#### **Task 8 - Development of a Southwest and Southeast Connector Corridor**

Based on identified issues and development strategies, the consultant shall develop, at minimum, a complete connector corridor connecting US 2 & 52 west of Minot, south to County Road 14, south and east to US 83, then east from US 83 to the east extending to US 52. The study will need to take into account the existing roadways, intersection, development along the corridor, existing utilities, and include the following alternatives:

- at least two (2) alternatives for an interstation with US 2 & 52 between Minot and Burlington
- at least two (2) alternatives for an intersection with County Road 14
- at least two (2) alternatives for the corridor from US 2 & 52 to County Road 14 and from County Road 14 south to US 83
- at least two (2) alternatives for an interstation with US 52 southeast of Minot

The alternatives should be demonstrated in a manner in which the public and Study Review Committee can graphically see what is being proposed. Alternative development should include but not limited to:

- a) Recommended roadway sections to meet future capacity needs
- b) Geometric improvements
- c) Intersection Alternatives
- d) Access management strategies
- e) Road Way Alignment Alternatives
- f) Lighting enhancements

#### **Task 9 - Southwest and Southeast Connector Corridor Analysis**

The analysis information which shall be provided for the corridor should include but not be limited to the following:

- a) Preliminary cost estimates
- b) Phasing Options
- c) Right-of-way impacts
- d) Utility impacts
- e) Traffic Operations
- f) Safety
- g) Access guidelines
- h) Bicycle/Pedestrian connectivity were appropriate
- i) Public input on alternatives

#### **Task 10 - Public Participation**

The consultant will be responsible to complete a Public Participation Plan for this corridor study. Following are the minimum requirements for the Public Participation Plan:

- Public Meeting Notice and Project Update
- Public Input Meeting/Review of Alternatives
- Study Review Committee Meetings
- Committee Presentations

#### **Task 11 – Integration of Corridor Study Information into NEPA**

As a part of the corridor study, the consultant will develop recommendations and alternatives with enough details for Ward County to be able use the Corridor Study as a part of the NEPA and transportation decision-making process. The consultant should reference the FHWA guidance document “Guidance on Using Corridor and Subarea Planning to Inform NEPA”.

## **Task 12 – Draft and Final Report**

The consultant is responsible for providing (7) copies of the draft and (7) copies of the final report. The reports shall be neatly bound and shall also be delivered in a PDF format. All graphics within the report of preliminary and final alternatives shall be easy to read and easy to reproduce. All important meeting summaries and technical analysis shall be included in the appendix of the report.

## **Task 13 – Executive Summary**

Upon completion of the final report, the consultant shall prepare an executive summary which relays all pertinent information to interested parties for review. The graphics in the executive summary shall be easy to read and easy to reproduce.

## **EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work shall submit **three hard copies and one electronic copy in PDF format** of their proposal to:

**Ward County Highway Department  
200 72<sup>nd</sup> ST SE  
PO Box 5005  
Minot, ND 58701-5005  
Dana.Larsen@co.ward.nd.us**

The proposal pages shall be numbered and must be limited to 10 pages in length. Proposals that exceed the 10 page length requirement will not be considered. Each proposal shall contain a cover letter signed by an authorized officer of the firm. The cover letter will not be counted as one of the 10 pages. A proposed schedule of work and project milestones shall be included in the appendix. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. **Ward County will only consider proposals received prior to 2:00 P.M. on Thursday, March 31, 2021. 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 10 page proposal. Each proposal will be evaluated by a selection committee consisting of Ward County and NDDOT staff.

Selection will be on the basis of the following criteria:

- Past performance;
- Ability of professional personnel;
- Willingness to meet time and budget requirements;
- Recent, current, and projected workloads of the persons and/or firms;
- Related experience on similar projects;
- Recent and current work for the agency; and
- Project understanding, issues, & approach
- Ability to develop recommendation and alternatives which Ward County can use to not only make decisions but can be used as a part of the NEPA and transportation decision-making process followed by the NDDOT and FHWA.

The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract.

**RIGHT OF REJECTION**

Ward County reserves the right to reject any or all proposals.

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 the Title VI Program see the NDDOT website at: <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>