

REQUEST FOR PROPOSAL

TO PERFORM CONSTRUCTION ENGINEERING MARCH 13, 2021

FOR PROJECT:

CER-1104(061) PCN 22987

Grade Raise and Incidentals (7 Miles North and 0.5 Miles West of Oakes)

ELECTRONIC VERSION OF PROPOSALS MUST BE E-MAILED TO
DCHIGHWAY@ND.GOV AND PAPER VERSION SENT TO
THE OFFICE OF THE DICKEY COUNTY HIGHWAY DEPARTMENT, 213
15TH STREET N, ELLENDALE, ND 58436 NO LATER THAN
10:00 A.M. May 4, 2021

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

Dickey County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following projects in Dickey County to be Completed in 2019:

CER-1104(061) PCN 22987 – Grade Raise & Incidentals (7 Miles North and 0.5 Miles West of Oakes)

Work to be performed by the Consultant includes:

Construction Engineering Services, including but not limited to construction survey, project administration, construction observation, material testing and record keeping using the NDDOT CARS system. All work shall be performed to NDDOT standards and procedures.

- 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 Dickey County.

- B. Record & Performance
 - 1. Submit a list of five (5) projects of similar work completed that demonstrates experience with these types of projects. (List owner, type of work, and that 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.

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 pages of the cover letter will not be counted as a part of the 10 pages.

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 part of the 10-page proposal. Each proposal will be evaluated by a selection committee.

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

Upon completion of the evaluated process, the firms will be ranked in order of qualifications. Dickey County reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the REP requirements. It is anticipated that one firm will be selected to perform the Construction Engineering for the above listed projects.

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the county reserves the right to terminated 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.

Electronic proposals will be accepted until **10:00 A.M. CST May 4, 2021**, at dchighway@nd.gov and paper copies should be mailed to the office of the Dickey County Highway Department. Late proposals will be deemed unresponsive. Proposals will be opened **Tuesday, May 4, 2021 at 11:00 A.M. CST**. Questions can be directed to Jeff Hagen at (701) 710-0778.

Please submit seven (7) hard copies and an electronic pdf file of their proposal. Proposals shall be submitted to:

Jeff Hagen
Dickey County Highway Superintendent
213 15th ST. N
Ellendale, ND 58436
CER-1104(061) PCN 22987

Title VI assures that no person or group of persons may, on the ground 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 North Dakota Department of Transportation, For information regarding Title VI, refer to the External Civil Rights Manual at <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm>