

# **REQUEST FOR PROPOSAL**

## **TO PERFORM PRELIMINARY & DESIGN ENGINEERING**

August 11, 2022

### **FOR PROJECT:**

**Project BRJ-0045(077)**

**PCN 23737**

Removal of Existing Structures  
and Construction of New  
replacement low water  
crossings/culvert(s) for

Structures

45-134-04.0

45-141-03.0

45-144-04.1

**PROPOSALS MUST BE DELIVERED TO  
STARK COUNTY AUDITOR**

P.O. Box 130

51 3<sup>rd</sup> St E.

Dickinson, ND 58602

By 11:00 AM MST on  
September 9, 2022

**REQUEST FOR PROPOSALS  
TO PERFORM  
Preliminary & Design ENGINEERING SERVICES  
FOR STARK COUNTY**

Stark County will engage the services of a prequalified engineering firm to perform Preliminary & Design Engineering on the following projects in Stark County scheduled to be completed in 2023:

**Removal of Existing Structures and Construction of New replacement low water crossings/culvert(s) for these structures 45-134-04.0; 45-141-03.0; 45-144-04.1 , Project BRJ-0045(077) PCN 23737, located in Stark County.**

Work to be performed by Consultant includes:

**Preliminary Engineering:** This phase shall consist of all activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, perform preliminary design, hydraulic analysis, and coordinate utility location and conflict plans. The preliminary engineering phase will be considered complete upon receiving environmental approval from FHWA and NDDOT approval of all other deliverables.

**Design Engineering:** This Phase shall consist of design activities following preliminary design and preparation of final construction plans, specifications, and estimates; execute contracts for utility conflict plans for adjustments and relocations; final right of way acquisition, final mitigation plans and permitting. Final Design will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications, and NDDOT approval of all other deliverables.

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
- Willingness to meet time and budget requirements
- 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. Stark County will only consider proposals received prior to **11:00 AM MST, September 9, 2022**. 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.

Stark County will conduct interviews on **September 20, 2022** 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 and 1 digital version of their proposals to:

Stark County Auditor  
P.O. Box 130  
Dickinson, ND 58602-0130  
BRJ-0045(077), PCN 23737  
701-456-7630  
[krichard@starkcountynd.gov](mailto:krichard@starkcountynd.gov)

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>