

REQUEST FOR PROPOSAL

TO PERFORM Construction Engineering Services September 29, 2023

FOR PROJECT: BRC-4906(055), PCN 22887; SAP 060-607-005

Structure Replacement
Structure # 49-129-05.1 (ND)/60569 (MN)
Traill County, ND & Polk County, MN

PROPOSALS MUST BE DELIVERED TO
THE OFFICE OF THE TRAILL COUNTY HIGHWAY SUPERINTENDENT
319 2nd Ave SW
PO Box 116
Hillsboro, ND 58045
By **4:00 PM, October 13, 2023**

**REQUEST FOR PROPOSALS
TO PERFORM
CONSTRUCTION ENGINEERING SERVICES
FOR TRAILL COUNTY, ND & POLK COUNTY, MN
BRC-4906(055), PCN 22887; SAP 060-607-005**

Trails County, ND & Polk County, MN are requesting the services of qualified engineering firms to perform construction engineering and affiliated services to complete the following project.

Structure 49-129-05.1 is located approximately 2 miles West of Climax, MN on Trails County Highway 21-Polk County Hwy 7. Key project elements include roadway realignment, bridge replacement and incidentals.

Work to be performed by Consultant includes:

Project Management, Project Administration, Construction Observation, 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.

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 for the County
- Project understanding, issues, & approach

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. The cover letter will not be counted as one of the 10 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. Trails County & Polk County will only consider proposals received prior to **4:00 PM, October 13, 2023**. 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.

Trails & Polk Counties will designate a selection committee to conduct interviews. The Selection Committee plans to interview up to three (3) of the most qualified engineering firms based on whose proposals most clearly meet the RFP requirements. Interviews will take place on a date to be determined by the Committee. Firms not selected to be interviewed will be notified in writing.

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the Counties reserve 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 Counties 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 six (6) hard bound copies and an electronic pdf file of their proposal to:

Corwyn Martin
Traill County Highway Superintendent
319 2nd Ave SW
PO Box 116
Hillsboro, ND 58045
BRC-4906(055), PCN 22887; SAP 060-607-005
corwynm@nd.gov

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<http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>