

REQUEST FOR PROPOSAL

TO PERFORM PRELIMINARY ENGINEERING

September 23, 2015

FOR PROJECT:

ROM-0300(129), PCN 21281

Grade Raise Improvements with Installation of Culvert,
Riprap and Aggregate Surfacing;
Located on County Road 24,
4 Miles North and 1 Mile East of Max, ND

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
900 13TH St. SE
Minot, ND 58701
BY 2:00 P.M. OCTOBER 15, 2015**

REQUEST FOR PROPOSAL

INTRODUCTION

The Ward County Highway Department will engage the services of a prequalified engineering firm to perform preliminary engineering on the following project in Ward County scheduled to be completed next year.

ROM-0300(129), PCN 21281: Construction of two grade raises with installation of culvert, riprap, and aggregate surfacing; located on County Road 24, 4 miles north and 1 mile east of Max, ND.

Description of Project:

ROM-0300(129), PCN 21281: County Road 24, located 4 miles north and 1 mile east of Max, ND has experienced high water which inundated approximately 300 linear feet of County Road 24 prior to the construction of a temporary grade raise project. The temporary grade raise spans 500 linear feet and is comprised of pit run with 4-inches of Class 13 gravel surfacing. Riprap with fabric was installed for the entire length of the project on both the north and south side of the site. Currently, the water elevation is 2 ½ feet below the finished grade of temporary grade raise.

The permanent grade raise must include raising the site to the west (location of the temporary grade raise) and the site to the east. Current water elevation is approximately 2 ½ feet lower than the finished grade of the county road in both locations. The grade raise for both locations will need to have a 32-foot subgrade top, 4:1 inslopes and a culvert to equalize water on both sides of the roadway. Riprap and fabric will be needed to provide erosion protection for the length of the grade raise. Six inches of aggregate surfacing will be required for the length of the project. Due to the potential size of the ultimate grade raise, Ward County would like the consultant to evaluate the basin and develop a five (5) foot grade raise and an optional grade raise elevation that would provide consecutive years of rainfall events without the roadway becoming inundated.

Work to be performed by Consultant includes:

Environmental Document & Design: Creation of SOV, Environmental Documents, ROW or Easements, Plans, Bid documents, and additional services, if required, may be negotiated and supplemental agreements issued, based on the outcome of the environmental document, consultant performance, the consultant's proposal, and available funding.

Firms interested in performing the work must be qualified to perform roadway design.

All design and project data will become the property of Ward County upon completion of the final submittal. All project information will be generated in the following formats and standards:

- MS Word and MS Excel
- AutoCAD
- PDF
- NDDOT CADD Manual
- NDDOT Design Manual and Plan Preparation Guide Website
- NDDOT Right of Way Manual

Schedule

All bid documents and plans for the project must be completed and incorporated no later than the May 13th, 2016 State Bid Letting. In order to help meet the desired State bid letting schedule, Ward County will be conducting the wetland delineation and cultural survey work (likely to be completed prior to award of this contract).

State Bid Letting Schedule for April 8th, 2016	Date
Draft Environmental Document Due	Dec. 2015
Final Environmental Document Due	Jan. 2016
Preliminary Plans Due	Feb. 2016
Final Plans, ROW, 404 Clearance, Utility Agreements Due	Mar. 2016

EVALUATION AND SELECTION PROCESS

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

**Ward County Highway Department
 900 13th St SE
 PO Box 5005
 Minot, ND 58702-5005
 Travis.schmit@wardnd.com**

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. 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., October 15th, 2015**. 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/or NDDOT staff.

Selection will be on the basis of the following criteria with the corresponding evaluation percentage:

Category	Percent
Past performance & ability of professional personnel	25
Willingness to meet time and budget requirements	15
Recent, current, and projected workloads of the persons and/or firms & related experience on similar projects	25
Recent and current work for the agency	10
Project understanding, issues, & approach	25
Total Possible Points	100

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

In order to help meet the accelerated schedule of work, Ward County plans to interview the three (3) most qualified engineering firms on October 19th, 2015.

RIGHT OF REJECTION

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