

**REQUEST FOR PROPOSALS
TO PERFORM
CONSTRUCTION ENGINEERING SERVICES
FOR PEMBINA COUNTY
12-23-15**

PROJECT: BRO-0034(031), PCN 20921

PEMBINA County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following project in PEMBINA County scheduled to be completed in 2016:

BRO-0034(031), PCN 20921: The project consists of replacing structure #34-128-08.1. The project is located approximately five miles south and four miles west of Pembina, on a township road. Key project elements include removal of the existing concrete structure, installation of a triple 12' x 14' x 56' reinforced concrete box culvert, erosion control and incidentals.

Work to be performed by Consultant includes:

Construction Services: Perform 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 8 pages in length. Proposals that exceed the 8 page length requirement will not be considered. The cover letter will not be counted as one of the 8 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. PEMBINA County will only consider proposals received prior to **2:00 PM, January 14, 2016**. 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 8 page proposal. Each proposal will be evaluated by a selection committee.

PEMBINA County will conduct interviews. 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. Interviews will take place on a date to be determined by the County. 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 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 six (6) hard bound copies and an electronic pdf file of their proposal to:

PEMBINA County Auditor
Pembina County Courthouse
301 Dakota Street West 1
Cavalier, ND 58220
BRO-0034(031)
701-265-4231
lsclitt@nd.gov

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>

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