

REQUEST FOR PROPOSAL

TO PERFORM CONSTRUCTION ENGINEERING April 14, 2016

FOR PROJECT:

**CNOC-BRC-4741(051), PCN 18714 – Structure 47-143-39.0 Replacement, Grading, and Incidentals 1
Mile South of Ypsilanti, ND**

**PROPOSALS MUST BE DELIVERED TO
THE OFFICE OF THE STUTSMAN COUNTY AUDITOR
511 2ND AVE SE
JAMESTOWN, ND 58401**

By 4:00 PM CDT, May 5, 2016

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

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

**CNOC-BRC-4741(051), PCN 18714 – Structure 47-143-39.0 Replacement, Grading, and Incidentals 1
Mile South of Ypsilanti, ND**

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.

Firms are invited to submit a proposal for the project listed above. The Proposal shall provide the following information.

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 the Stutsman 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 the 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 8 pages in length. Proposals that exceed the 8 page length requirement will not be considered. Each proposal shall contain a cover

letter signed by and authorized officer of the firm. The pages of the cover letter will not be counted as a part of the 8 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 a part of the 8 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 evaluation process, the firms will be ranked in order of qualifications. Stutsman County reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. It is anticipated that one firm will be selected to perform the Construction Engineering for the above listed project.

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 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.

Proposals will be accepted until **4:00 PM CDT, May 5, 2016**, at the office of the Stutsman County Auditor. Late proposals will be deemed unresponsive. Questions can be directed to Mickey Nenow at (701) 252-9040. Selection of an engineering firm should be made by the Stutsman County Commissioners at the 5/17/2016 regular meeting.

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

Casey Bradley
Stutsman County Auditor/Chief Financial Officer
511 2nd Ave SE
Jamestown, ND 58401
CNOB-BRC-4741(051) PCN 18714

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 Department. For information regarding Title VI, refer to the External Civil Rights Manual at: <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm>