

REQUEST FOR PROPOSAL

**TO PERFORM
CONSTRUCTION ENGINEERING**

April 12, 2024

FOR PROJECT:

SC-3200(051) PCN 24009

Bituminous Seal Coat and Fog Seal

Nelson County Highway 23 & 4A &

Stump Lake Park

13.42 Miles Total

PROPOSALS MUST BE DELIVERED TO:

Nelson County Auditor

210 B Ave W, Suite 201

Lakota, ND 58344

By 1:00 PM, May 10, 2024

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

SC-3200(051) PCN 24009

Nelson County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following project in Nelson County scheduled to be completed in 2024.

SC-3200(051), PCN 24009; Bituminous Seal Coat and Fog Seal Nelson Co Hwy. 23 and 4A and Stump Lake Park. The Project is listed under the April 12, 2024 bid opening, Job 24009. Plans can be viewed on the NDDOT website at the following location:

<https://www.dot.nd.gov/dot/eplans/>

Work to be performed by Consultant includes:

Construction Services: Perform Project Management, Project Administration, Construction Observation, Surveying, 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 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. Nelson County will only consider proposals received prior to **1:00 P.M. CT on May 10, 2024**. 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 part of the 5 page proposal. Each proposal will be evaluated by a selection committee.

Nelson 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 are anticipated to take place within two weeks of the proposal due date. 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 seven (7) hard bound copies and an electronic .PDF file of their proposal to:

Nelson County Auditor
210 B Ave W, Suite 201
Lakota, ND 58344
SC-3200(051), PCN 24009
701-247-2463
naparks@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:
<https://www.dot.nd.gov/about-nddot/civil-rights/title-vi-non-discrimination-and-ada>