

REQUEST FOR PROPOSAL

MARCH 3, 2025

TO PERFORM CONSTRUCTION ENGINEERING FOR PROJECTS:

CERP-4746(057) PCN 24091 – Widening Clear Zones, Repair Inslopes, Riprap, and Incidentals

CERP-4717(101) PCN 24089 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

PROPOSALS MUST BE DELIVERED TO
STUTSMAN COUNTY HIGHWAY DEPARTMENT BY
BY 12:00 PM APRIL 7TH, 2025
1508 4TH ST NW
JAMESTOWN, ND 58401

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

Stutsman County is requesting the services of qualified engineering firms to perform Construction Engineering on the following projects to be completed in 2025:

- CERP-4746(057) PCN 24091 – Widening Clear Zones, Repair Inslopes, Riprap, and Incidentals (3.0 Miles West of Streeeter)
- CERP-4717(101) PCN 24089 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals (2.5 Miles North of Cleveland)

Stutsman County intends to execute one contract per project. Stutsman County reserves the right to assign work in phases and have the firms selected perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement. Work to be performed on each project 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 projects listed above. The Proposals shall provide the following information:

- Past Performance
- Ability of professional personnel
- Willingness to meet time and budget requirements
- Location
- 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. Stutsman County will only consider proposals received prior to **12:00 PM, APRIL 7th, 2025**. 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.

Stutsman 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 five (7) hard bound copies and an electronic pdf file of their proposal to:

Jesse Christianson
Stutsman County Highway Superintendent
1508 4th St. NW
Jamestown, ND 58401
701-252-9040
jchristianson@stutsmancounty.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>