

REQUEST FOR PROPOSAL

**TO PERFORM
CONSTRUCTION ENGINEERING**

March 21, 2025

FOR PROJECT:

SC-2019(058) PCN 24166

Chip Seal, Fog Seal, Patching &
Incidentals

on

Griggs County Highway 19

8.907 Miles Total

PROPOSALS MUST BE DELIVERED TO:

Griggs County Auditor

805 Odegard Ave SW

Cooperstown, ND 58425

By 1:00 PM, Friday April 11th, 2025

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

SC-2019(058) PCN 24166

Griggs County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following project in Griggs County scheduled to be completed in 2025.

SC-2019(058), PCN 24166; Chip Seal, Fog Seal, Patching & Incidentals on Griggs County Highway 19. The Project is listed under the April 11, 2025 bid opening, Job 24166. 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. Griggs County will only consider proposals received prior to **1:00 P.M. CT on April 11, 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 part of the 5 page proposal. Each proposal will be evaluated by a selection committee.

Griggs 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:

Griggs County Auditor
805 Odegard Ave SW
Cooperstown, ND 58425
SC-2019(058), PCN 24166
701-797-3117
samantha.larson@griggscountynd.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>