

**REQUEST FOR PROPOSAL**

**TO PERFORM**  
**CONSTRUCTION ENGINEERING**  
**April 14, 2025**

**FOR PROJECT:**

HEC-0003(024), PCN 23758

Curve Realignment, Grading, HBP and Incidentals  
CMC 0319 from 2.5 miles south of Flora, then south and east 0.653 miles

**PROPOSALS MUST BE DELIVERED TO:**

Benson County Auditor  
311 B Ave S  
PO Box 206  
Minnewaukan, ND 58351-0206

BY: 4:30 P.M. CST, May 8, 2025

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

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

**HEC-0003(024), PCN 23758** – Curve realignment, grading, HBP and Incidentals  
CMC 0319 from 2.5 miles south of Flora, then south and east 0.653 miles

The project is listed under the May 9, 2025 bid opening, Job 23758. Plans can be viewed on the NDDOT website at the following location:

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

Work to be performed by the 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 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. Benson County will only consider proposals received prior to **4:30 P.M., CST May 8, 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.

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

Benson County Auditor  
311 B Ave S  
PO Box 206  
Minnewaukan, ND 58351-0206  
**HEC-0003(024), PCN 23758**  
701-473-5340  
[bserickson@nd.gov](mailto:bserickson@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>