

REQUEST FOR PROPOSAL

TO PERFORM

CONSTRUCTION ENGINEERING

June 11, 2025

FOR PROJECTS:

**CERP-3633(070) (PCN-23785), CERP-3627(068) (PCN-23782),
CERP-3606(056) (PCN-23783), and CERP-3614(002) (PCN-23784)**

CULVERT REPLACEMENTS

CMC 3633, 2.5 MI W OF EDMORE AND 0.5 MI S OF ND 17;
CMC 3627, 1 MI N OF US 2 (CRARY);
CMC 3606, 5 MI N OF ND 17 AND 2 MI W OF CMC 3633; and
CMC 3614, 4 MI S OF JCT ND 17 & ND 20 AND 0.5 MI W OF ND 20

PROPOSALS MUST BE DELIVERED TO:

Ramsey County Highway Department
Attn: Jason Kraft, Superintendent
919 5th Street SE
Devils Lake, ND 58301-3834

And via email to:

hwydept@gondtc.com

by 3:00 PM, July 2, 2025

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

**CERP-3633(070) (PCN-23785), CERP-3627(068) (PCN-23782),
CERP-3606(056) (PCN-23783), and CERP-3614(002) (PCN-23784)**

Ramsey County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following tied projects within Ramsey County, scheduled to be completed in 2025.

CERP-3633(070) (PCN-23785), CERP-3627(068) (PCN-23782), CERP-3606(056) (PCN-23783), and CERP-3614(002) (PCN-23784) - CULVERT REPLACEMENTS - CMC 3633, 2.5 MI W OF EDMORE AND 0.5 MI S OF ND 17; CMC 3627, 1 MI N OF US 2 (CRARY); CMC 3606, 5 MI N OF ND 17 AND 2 MI W OF CMC 3633; and CMC 3614, 4 MI S OF JCT ND 17 & ND 20 AND 0.5 MI W OF ND 20.

The Project is listed under the June 13, 2025 bid opening,
Job 23785 - CERP-3633(070), CERP-3627(068), CERP-3606(056) & CERP-3614(002).

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 8 pages in length. Proposals that exceed the 8-page length requirement will not be considered. The cover letter will not be counted as one of the 8 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. Ramsey County will only consider proposals received prior to **3:00 P.M. CT on July 2, 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 8-page proposal. Each proposal will be evaluated by a selection committee.

Ramsey 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:

Ramsey County Highway Department
Attn: Jason Kraft, Superintendent
919 5th Street SE
Devils Lake, ND 58301-3834
NDDOT JOB 23785
701-662-7015
hwydept@gondtc.com

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>