

**REQUEST FOR PROPOSAL**

**TO PERFORM**

**CONSTRUCTION ENGINEERING**

**July 2, 2025**

**FOR PROJECT:**

**CERP-3411(064) PCN 24087**

**&**

**CERP-3404(060) PCN 24088**

Inslope Improvements

Pembina County, ND

PROPOSALS MUST BE DELIVERED TO

THE OFFICE OF THE PEMBINA COUNTY HIGHWAY SUPERINTENDENT

301 Dakota St W #13

Cavalier, ND 58220

By 2:00 PM, August 4, 2025

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

**CERP-3411(064) PCN 24087  
&  
CERP-3404(060) PCN 24088**

Pembina County is requesting the services of qualified engineering firms to perform the construction engineering on the following project in Pembina County scheduled to be completed in 2026.

Inslope Improvements on CMC 3411 (Pembina County Highway 12) in Leroy, ND.

Inslope Improvements on CMC 3404 (Pembina County Highway 55) 2.5 miles west of ND Hwy 18.

Key project elements include inslope flattening and erosion control blanket at each location.

Work to be performed by Consultant includes:

**Construction Services:** Perform Project Management, Project Administration, Construction Observation, Construction Survey, Materials Testing, and Final Record Keeping. The work will need to follow NDDOT standards and procedures. 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. Pembina County will only consider proposals received prior to **2:00 PM, August 4, 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.

Pembina 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 six (6) hard bound copies and an electronic pdf file of their proposal to:

Pembina County Highway Superintendent  
301 Dakota St. W #13  
Cavalier, ND 58220  
CERP-3411(064) PCN 24087  
CERP-3404(060) PCN 24088  
701-265-4208  
pembhwy@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:  
<http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>