

REQUEST FOR PROPOSAL

TO PERFORM PRELIMINARY & DESIGN ENGINEERING

August 8, 2025

FOR PROJECT: BRJ-0018(055) PCN 24655

Structure Replacement
Structure # 18-126-12.2
Grand Forks County, ND

PROPOSALS MUST BE DELIVERED TO
THE OFFICE OF THE GRAND FORKS COUNTY HIGHWAY DEPARTMENT
1700 N. Columbia RD
Grand Forks, ND 58203
By 5:00 PM, September 2, 2025

**TO PERFORM
PRELIMINARY & DESIGN ENGINEERING SERVICES
FOR GRAND FORKS COUNTY**

BRJ-0018(055) PCN 24655

Grand Forks County is requesting the services of qualified engineering firms to perform preliminary and design engineering and affiliated services. For the replacement of bridge #18-126-12.2, Township Location Lakeville 32 / Blooming 6. The project is programmed to be bid January 2027.

Work to be performed by Consultant includes:

Preliminary Engineering: This phase shall consist of all activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, perform preliminary design, hydraulic analysis, and coordinate utility location and conflict plans. The preliminary engineering phase will be considered complete upon receiving environmental approval from FHWA and NDDOT approval of all other deliverables.

Design Engineering: This Phase shall consist of design activities following preliminary design and preparation of final construction plans, specifications, and estimates; execute contracts for utility conflict plans for adjustments and relocations; final right of way acquisition, final mitigation plans and permitting. Final Design will be considered complete upon approval of final construction plans, specs, estimates, certifications, service thru bidding, and NDDOT approval of all other deliverables. Replacement structures greater than 20-feet in length shall include a load rating according to the NDDOT load rating manual with a BrR model submitted to the NDDOT.

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. Grand Forks County will only consider proposals received prior to **5:00 PM, September 2, 2025**. Late proposals shall 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 shall be evaluated by a selection committee.

Grand Forks 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 and include the firms FARS audited overhead rate. 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. The number of consultant contracts executed is yet to be determined.

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 four (4) hard bound copies and an electronic pdf file of their proposal to:

Nick West
Grand Forks County
1700 N. Columbia Rd
Grand Forks, ND 58203
701-780-8248
nick.west@gfcounty.org

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>