

REQUEST FOR PROPOSAL

December 9, 2025

TO PERFORM PRELIMINARY & DESIGN ENGINEERING SERVICES FOR PROJECTS:

CERP-4711(055) PCN 24633 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, and Incidentals

CERP-4707(061) PCN 24635 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

CERP-4717(106) PCN 24640 – Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

CERP-4717(064) PCN 24642 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

CERP-4717(108) PCN 24644 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

CERP-4717(110) PCN 24646 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

**PROPOSALS MUST BE DELIVERED TO
STUTSMAN COUNTY HIGHWAY
DEPARTMENT BY
12:00 PM December 30th, 2025
1508 4th St NW
JAMESTOWN, ND 58401**

REQUEST FOR PROPOSAL

PROJECT OVERVIEW

Stutsman County is requesting the services of qualified engineering firms to perform engineering and affiliated services to complete the following projects.

- CERP-4711(055) PCN 24633 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, and Incidentals
- CERP-4707(061) PCN 24635 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals
- CERP-4717(106) PCN 24640 – Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals
- CERP-4717(064) PCN 24642 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals
- CERP-4717(108) PCN 24644 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals
- CERP-4717(110) PCN 24646 – Grade Raise, Widening Clear Zones, Repair Inslopes, Riprap, & Incidentals

SCOPE OF WORK

Stutsman County intends to execute one contract for six (6) projects. Stutsman County reserves the right to assign work in phases and have the firm that is selected, perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

CERP - 4711 (056), PCN #24633 - The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is in an isolated basin and has been underwater in the past.

CERP - 4707(061), PCN # 24635 – The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is in an isolated basin and has been underwater in the past.

CERP - 4717(106), PCN # 24640 – The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is an isolated basin and the water is currently crashing over the roadway which is causing erosion issues along the shoulder of the roadway.

CERP - 4717(064), PCN # 24642 – The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is in an isolated basin and has been underwater in the past.

CERP - 4717(108), PCN # 24644 – The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is in an isolated basin and has been underwater in the past.

CERP - 4717(110), PCN # 24646 – The current roadway was repaired last fall by County forces in order to keep it open to the traveling public. This roadway is in an isolated basin and has been underwater in the past.

PROJECT DESCRIPTION & LIMITS:

The preliminary engineering phase shall consist of all activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, perform preliminary design, 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.

The Final Design 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 delivery and approval of final construction plans, specifications, estimates, certifications, and NDDOT approval of all other deliverables.

Firms interested in performing the work must be qualified to perform roadway design.

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
- Project Priority

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. Stutsman County will only consider proposals received prior to **12:00 PM, December 30th, 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.

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

Jesse Christianson
Stutsman County Highway Superintendent
1508 4th St NW
Jamestown ND 58401
701-252-9040

jchristianson@stutsmancounty.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 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>