



REQUEST FOR PROPOSAL

December 17, 2025

**TO PERFORM
PRELIMINARY AND DESIGN ENGINEERING SERVICES**

**SU-4-989(143) PCN 24683
3RD STREET BRIDGE REPLACEMENT
CITY PROJECT 4987**

PROPOSALS MUST BE DELIVERED TO

LANCE MEYER, PE

CITY ENGINEER

BY

4:00 PM CENTRAL TIME JANUARY 16, 2026

**REQUEST FOR PROPOSAL (RFP) FOR PRELIMINARY AND DESIGN
ENGINEERING SERVICES**

3RD STREET BRIDGE REPLACEMENT

The City of Minot is requesting proposals from qualified consultants for the 3rd Street Bridge Replacement . Qualifications based selection will be used to rank and select qualified consultants.

Interested firms should contact Lance Meyer, City of Minot City Engineer, PO Box 5006 Minot, ND 58702-5006. Contact can also be done via phone 701-857-4100, or by email: lance.meyer@minotnd.gov

All proposals received by January 16, 2026, at 4:00 pm at the City Engineer's Office will be given equal consideration.

The full length of each proposal must not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. Five (5) printed copies and one electronic copy in pdf format must be provided. Proposals should be shipped to ensure timely delivery to:

Lance Meyer, PE
City Engineer
1025 31st St SE
Minot, ND 58701

Once submitted, all proposals become the property of the City of Minot. The City of Minot reserves the right to reject any and all proposals.

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I. Purpose of the Request

The City of Minot is requesting proposals from qualified consultants for the 3rd Street Bridge Replacement . Qualifications based selection will be used to rank and select qualified consultants.

II. General Instructions

A. Proposal Questions and/or Comments

Any questions or comments pertaining to the proposal and corresponding process for submission should be directed to the individual identified below:

Lance Meyer, PE
City Engineer
PO Box 5006
Minot, ND 58702-5006
Phone: 701-857-4100
Email: lance.meyer@minotnd.gov

B. Proposal Submission Address

City of Minot
Attn: Lance Meyer
1025 31st Street SE
Minot, ND 58701

C. Proposal Submission Identification

Proposal for:
3rd Street Bridge Replacement
Firm's Name

D. Deadline and Method of Submission

All proposals must be received by 4:00 pm (central time) January 16, 2026, at which time the proposals will be opened for review. An electronic copy and five (5) copies of the technical proposal must be provided.

E. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include individuals from the city staff and council, and multi-jurisdictional bodies as follows:

- City of Minot Engineering Department
- NDDOT
- City of Minot Elected Official

III. Preliminary Project Schedule

A. Consultant Selection

Advertise RFP to Qualified Firms	December 17, 2025
Receive Proposals	4:00 pm on January 16, 2026
Review Proposals	January 19-30, 2026
Select Interview Finalists & Notify	January 30, 2026
Interview the Finalists	February 17-20, 2026
Notify the Finalist	February 20, 2026
City Council Concur with Recommendation	March 2, 2026
NDDOT Approval	March 20, 2026

B. Project Development

Notice to Proceed	March 23, 2026
Environmental and Preliminary Engineering	Spring 2026 – Winter 2027
Design Engineering	Spring 2027 – Fall 2027
ROW Negotiations	Fall 2027 – Winter 2027
Anticipated Project Completion	March 31, 2028
Grant Services – Through Separate Contract	TBD

IV. RFP Evaluation Criteria & Process

The Committee will determine which firm would best provide the services requested by the RFP. When choosing a consulting firm, the City will have a two (2) step process. The proposal evaluation will evaluate the proposal that the firm sends the City. The interview evaluation will be based on the interview with the firm. The City in close coordination with members of the Selection Committee will evaluate the proposals based on, but not limited to, the following criteria and their weights:

A. Proposal Evaluation Criteria and Weight

1. 10% - Past performance
2. 10% - Ability of professional personnel
3. 5% - Willingness to meet time and budget requirements
4. 5% - Location
5. 10% - Recent, current, and projected workloads of the persons and/or firms
6. 20% - Related experience on similar projects
7. 5% - Recent and current work for the agency
8. 35% - Project understanding, issues, and approach

B. Interview Evaluation Criteria and Weight

1. 30% - Understanding of Project Scope
2. 20% - Presentation in the Interview
3. 10% - Project Personnel Schedule and Availability Chart
4. 40% - Project Approach

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled for some time the week of February 17, 2026 with the firms that submit the top three ranked proposals. If four proposals are received, then all will get an interview. This 40-minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. The interviews may be conducted via online service. Firms may be asked to verbally expand upon points in their written proposal and should be prepared to do so.

V. Proposal Format and Content

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Project Understanding, Issues, and Approach
4. Description of Similar Projects
5. Project Staff Information
6. References

Detailed requirements and directions for preparation of each section are outlined below.

A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number and email address.
2. Year established (including former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, email address, and telephone number, if different from item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

B. Administrative Questions

Provide the following information concerning your firm:

1. The name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Workload and manpower summaries to define respondent's ability to meet project timeline.

C. Project Understanding, Issues, and Approach

Discuss and clearly explain the firm's understanding of the project, issues that may be encountered during project development, and the approach to project management, design, and construction engineering.

D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants.

E. Similar Project Experience

Describe similar types of preliminary and design engineering projects completed or currently under contract. Emphasis on projects within the last five years.

F. References

Provide References of three clients for whom similar work has been completed.

VI. Background and Scope of Work

A. Background

The City of Minot has received federal funds to begin engineering on a replacement bridge for 3rd Street NE. The federal award was \$1,213,950 with a local share of \$300,000 for a total project budget of \$1,513,950.

The City desires to begin the preliminary engineering process to environmentally clear the project, so it can proceed to design. The envisioned tasks include environmental review and environmental document, preliminary engineering, and final design engineering.

A separate contract, which will not be federally funded, will include assisting the City acquiring grant funding for a future project.

B. Environmental Review and Environmental Document

The goal of the environmental review and environmental document task will be to find a new bridge alignment that is feasible, obtain concurrence from BNSF, and environmentally clear the project. Scope of work items generally include:

Task 1: Environmental Review and Environmental Document

1. Obtain and review as-built records from the City and NDDOT to understand constraints and future City transportation objectives.
2. Coordinate location of future bridge by working with the Souris River Joint Board (SRJB), BNSF Railway, and City of Minot regarding the constraints from each partner.

3. Develop purpose and need statement and send solicitation of view letters to required agencies.
4. Create required reports for aquatic resources and section 106 compliance.
5. Perform existing and future traffic operations analysis using the 2050 MTP and model data.
6. Determine the required permits for the project including but limited to sovereign lands permit, USACE 404 and 408 permits, and floodplain permits.
7. Conduct public input meeting
8. Complete bi-weekly status reports as required by NDDOT through the entire contract.
9. Produce draft and final Documented CATEX (assumed level of clearance) documents as required in the NDDOT design manual and local government manual.

C. Preliminary and Final Design Engineering

The goal of Task 2 is to produce preliminary plans and estimates. Obtain a permanent easement from BNSF for the final bridge alignment.

The goal of Task 3 is to produce final plans, specifications, and estimates. Acquire necessary easements and right of way. Bid and award the project.

Task 2: Preliminary Engineering

1. Obtain necessary easements and access from BNSF to perform geotechnical borings needed for bridge pier design. Geotechnical firm will be a sub-consultant to the primary consultant. The work will not be contracted by the City.
2. Design bridge layout to optimize the number of piers through the alignment. Bridge layout must conform to BNSF Guidelines for Grade Separation Projects within their right of way. Overall bridge design must meet NDDOT bridge section design requirements.
3. Obtain design concurrence from BNSF and assist the City in obtaining a permanent easement for the bridge's construction.
4. Evaluate right of way acquisition needs for the project based on final alignment.
5. Bridge design must include a 10' wide shared use path on west side and 5' wide sidewalk on the east side. Must accommodate two lanes of traffic plus shoulders wide enough for snow storage.

6. Design must consider bridge maintenance in all design aspects. The difficulties of maintaining a structure over railroad property and a river must be mitigated to the extent feasible.
7. Evaluate bridge type: Steel or Concrete
8. Bridge aesthetics will be an important community factor in the design. Consultant must provide concepts and renderings for public and City Council consideration. Concepts must be accompanied by estimated costs.
9. Present concepts and options to the city council for review and selection.
10. Develop preliminary design drawings that include roadway alignments, utility and drainage, bridge horizontal and vertical alignment layouts, bridge pier and abutment preliminary locations, deck drain locations, and construction limits.
11. Develop preliminary cost estimates

Task 3: Final Design

1. Produce final design drawings and specifications following City and NDDOT design manual requirements.
2. Prepare right of way acquisition documents.
3. Acquire the necessary right of way and easements following NDDOT right of way acquisition procedures.
4. Develop and submit permit applications for sovereign lands permit, USACE 404 and 408 permits, floodplain permits, and other required permits identified in the environmental clearance.
5. Develop 90% PS&E submittal for the City, NDDOT, and BNSF review. Address review comments.
6. Submit final plan and specification documents for bidding.
7. Answer bid questions and issue addenda.
8. Assist City in award of bid and processing of contract documents.

VII. Terms and Conditions

A. Proposed Subconsultant Request

Subconsultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with the City of Minot must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only. See NDDOT web site for form SFN 60232. <http://www.dot.nd.gov/dotnet/forms/forms.aspx>

B. Prime Consultant Request To Sublet

The successful consultant will be required to include the attached 'Prime Consultant Request to Sublet' form for each subconsultant listed on the contract prior to execution of the contract. The form assures that the contract between the Prime consultant and all subconsultants contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT) and the City of Minot. See NDDOT web site for form SFN 60233. If the Prime consultant has a DBE as a subconsultant then they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF) <https://www.dot.nd.gov/forms/sfn61412.pdf>

C. Civil Rights

The North Dakota Department of Transportation and the City of Minot, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

D. Title VI/Nondiscrimination and ADA

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, 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 Title VI, see the Title VI/Nondiscrimination and ADA Program at [2025-Title VI Nondiscrimination and ADA Program Implementation-Plan.pdf](#)

Sections C & D above apply to every consultant on the project, including every tier of subconsultant. It is the consultant's, or subconsultant's responsibility to include the two above sections in every subcontract.

E. Prompt Payment

Consultants will be required to make prompt payment to subconsultants as required by 49 CFR 26.29. The Consultant shall make payment to all subconsultants within thirty (30) calendar days from receipt of payment from the State. Such payment shall be certified by the Consultant by submittal of the subsequent Consultant Contract Billing Form to the State. The State may withhold subsequent payment(s) to the Consultant if any subconsultants have not been paid for work satisfactorily completed.

F. Right Of Rejection

The North Dakota Department of Transportation and The City of Minot reserve the right to reject any or all proposals.

G. Disclosure Of Proposal

At the conclusion of the selection process, the contents of the short-listed proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

H. Risk Management For Professional Services

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT, the City of Minot and the consultant. Consultants must be able to provide a proper Certificate of Insurance within 15 days of notification of Selection.

I. Audit

Consulting firms proposing to do work for the City of Minot and the NDDOT must have a current audit rate no older than 12 months from the close of the consultant's Fiscal Year. Consultants that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Consultants that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a consultant that is incomplete will not qualify. Out of state consultants can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to consultants that do not have a compliant rate.