

# **REQUEST FOR PROPOSAL**

**TO PERFORM  
CONSTRUCTION ENGINEERING  
January 29, 2026**

**FOR PROJECT:  
BRJ-0007(059), PCN 23969**

PROPOSALS MUST BE DELIVERED TO  
THE OFFICE OF THE BURKE COUNTY AUDITOR  
PO Box 310  
Bowbells, ND 58721  
By 4:00 PM, February 25, 2026

**REQUEST FOR PROPOSALS TO  
PERFORM  
Construction ENGINEERING SERVICES FOR BURKE  
COUNTY**

Burke County will engage the services of a prequalified engineering firm to perform Construction Engineering on the following projects in Burke County scheduled to be completed in 2026:

**Removal of Existing Structures and Construction of New Structures, Project BRJ-0007(059) PCN 23969, located 2 miles South 2 miles East of Northgate on 106<sup>th</sup> St NW.**

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
- Project understanding, issues, & approach

The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the 5-page length requirement will not be considered. The cover letter will not be counted as one of the 5 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. Burke County will only consider proposals received prior to **4:00 PM CST, FEBRUARY 25, 2026**. 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 5-page proposal. Each proposal will be evaluated by a selection committee.

Burke County plans to interview up to three (3) of the most qualified engineering firms based on whose proposals most clearly meet the RFP requirements. Consulting firms selected for interviews will be contacted on or before February 27, 2026, to schedule interviews for March 9, 2026.

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 7 printed copies and 1 PDF version of their proposals to:

Burke County Auditor  
103 Main St. SE, PO Box 310  
Bowbells, ND 58721  
BRJ-0007(059), PCN 23969  
701-377-2861  
[avandegraft@nd.gov](mailto:avandegraft@nd.gov)

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 the Title VI Program see the NDDOT website at: <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>