

# **REQUEST FOR PROPOSAL**

## **TO PERFORM CONSTRUCTION ENGINEERING February 17, 2026**

### **FOR PROJECT:**

BRC-BRJ-4900(050) PCN 23964

Structure Replacement, Structure Removal, Aggregate Surfacing, & Grading

Structure #49-125-28.0 Replacement

Structure #49-126-26.1 Removal

PROPOSALS MUST BE DELIVERED TO  
THE OFFICE OF THE TRAILL COUNTY AUDITOR  
PO BOX 429  
HILLSBORO, ND 58045  
BY 11:00 AM March 13, 2026

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

Trails County will engage the services of a qualified engineering firm to perform Construction Engineering on the following project to be completed in 2026:

BRC-BRJ-4900(050) PCN 23964– Structure Replacement #49-125-28.0 & Structure Removal #49-126-26.1

Work to be performed by the Consultant includes:

Construction Engineering Services, including but not limited to construction survey, project administration, construction observation, material testing and record keeping using the NDDOT CARS system. All work shall be performed to NDDOT standards and procedures.

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
- 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 8 pages in length. Proposals that exceed the 8-page length requirement will not be considered. The cover letter will not be counted as one of the 8 pages. The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. Trails County will only consider proposals received prior to 11:00 am March 13, 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 8 page proposal. Each proposal will be evaluated by a selection committee.

Trails 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 five (5) hard bound copies and an electronic pdf file of their proposal to:

Heather Hovey  
Traill County Auditor  
PO Box 429  
Hillsboro, ND 58045  
701-636-4458  
heather.hovey@co.trail.nd.us

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>