

REQUEST FOR PROPOSAL

TO PERFORM ENVIRONMENTAL DOCUMENTATION AND PRELIMINARY ENGINEERING SERVICES

April 11, 2026

**FOR PROJECT:
CP- 5100(25)**

**Southwest Internal and External Connector Corridors
Southwest Minot**

Dana G Larsen, P.E.

**WARD COUNTY ENGINEER
WARD COUNTY HIGHWAY DEPARTMENT
MINOT, NORTH DAKOTA**

**PROPOSALS MUST BE DELIVERED TO
THE OFFICE OF THE WARD COUNTY ENGINEER
200 72nd Street SE
Minot, ND 58701
BY 4:30 P.M. May 7th, 2026**

REQUEST FOR PROPOSAL (RFP)

PROJECT OVERVIEW

The Ward County Highway Department is requesting proposals for environmental documentation and preliminary engineering services for the following project:

CP-5100(25): Southwest Internal and External Connector Corridors

Description of Project:

Ward County has successfully received federal funds from the USDOT through the Better Utilizing Investments to Leverage Development (BUILD) program to help implement a connector route southwest of Minot, ND. The project will examine two routes, inner and outer connectors, connecting western North Dakota to new development in southwest Minot. The outer connector will upgrade County Roads 17 and 14 to improve safety, mobility, and emergency access to the new Trinity Health hospital in western Minot, while the inner connector introduces a new north-south link across US 2/52 with a grade-separated interchange, enhancing access and safety for residents and providing shared-use paths for bicycles and pedestrians. Completion of these projects will optimize freight and passenger routes, create a comprehensive southern transportation network to future growth areas, and support vital connections to healthcare and commercial areas, ultimately advancing Minot's multimodal transportation network and boosting regional safety and mobility.

The selected consultant will complete project management and coordination, preliminary engineering, and environmental documentation on the inner and outer connector corridor routes southwest of Minot. Development of final roadway and structure design, ROW acquisition, and construction plans will be pending environmental clearance and available funding.

WORK TO BE PERFORMED BY CONSULTANT

Project Management and Coordination: The selected consultant will create a detailed work plan for the outer and inner connector segments, outlining the project schedule, budget, and key tasks. Effective coordination—with City, County, State agencies, and other key stakeholders—is crucial for a project of this scope. Ongoing communication with all partners, including local agencies and the North Dakota DOT, will feature regular stakeholder meetings to review progress, schedules, budgets, and deliverables, as well as document meeting outcomes and communications.

Project management will also include grant funding administration support. This includes, but is not limited to, assisting with grant reporting and providing the information required.

Preliminary Design: The preliminary design alternatives for the inner and outer connector segments will be developed, prepared and refined in conjunction with the traffic operations analysis and environmental analysis as part of the environmental document. The preliminary design for inner and outer connector segments of the BUILD grant will include but is not limited to:

- Field surveying and mapping
- Traffic operations
- Preliminary roadway, structural, & hydraulic design
- Engineers estimate of project costs
- Utility, railroad, and landowner coordination
- Right-of-way needs & limits
- Traffic control & construction staging
- Geotechnical investigation, soil analysis, pavement design
- Concept evaluation with a decisions matrix and decisions document

Environmental Documentation: The Environmental Documentation for the inner and outer connector segments of the BUILD Grant will be pursuant to NEPA, North Dakota DOT and FHWA NEPA guidelines, and applicable executive orders. The environmental document will comprehensively evaluate direct, indirect, and cumulative impacts associated with new location alignments and grading, which may affect residential, commercial, agricultural, and natural resources. This assessment will utilize spatial databases and field data collected during the Connector Corridor Study by Ward County, covering aquatic resource delineations, threatened & endangered species, soil and vegetation inventories, and cultural & historic resources. Public and tribal engagement, as well as detailed documentation and reporting, will be integral to the NEPA review process. This includes but is not limited to Solicitation of Views letters to Local, Tribal, and State agencies, Stakeholder Workshops, Public Input Meetings, and Public Hearings.

The environmental document will systematically analyze impacts to resource areas including but not limited to land use, recreation, visual aesthetics, air quality, climate change, noise, geology, water resources, biological and cultural assets, socioeconomics, transportation, utilities, and hazardous materials. Each preliminary design alternative will be evaluated, with impacts quantified or qualified as appropriate, and presented in comparative tables, graphs, and maps. The document will include essential sections such as project history, purpose and need, alternatives analysis, impact assessment, and appendices containing supporting resource reports. Upon completion, the environmental document will undergo editorial review for clarity and accuracy before finalization. A presentation to the NDDOT management team may be required. Subsequent to public review, comments will be categorized and addressed in collaboration with project stakeholders, and a comprehensive administrative record of all relevant materials will be assembled.

Project Submittals: Proposals shall include a proposed work plan and work schedule for the project, including all subconsultants and staff roles. The work plan shall identify the major work activities and deliverables for the consultant and its sub-consultants as well as time for Agency review (County, City, MPO, State, and Federal). The work schedule shall identify the project deliverables and critical milestone dates. All design and project data will become property of Ward County upon completion of the final submittal. All project information will be generated in the following formats and standards:

- Microsoft Word, Excel, Project, and Access
- Autodesk (AutoCAD/Civil3D)
- PDF's compatible with Adobe
- NDDOT CADD Manual, Design Manual, Spec and Code List, and Plan Preparation Guide Website
- NDDOT Right of Way Manual

Project Schedule: The project schedule must be developed to allow for BUILD funds to be obligated sufficiently in advance of October 30, 2029, as required for BUILD FY 2025 funds. The environmental document is expected to be completed before June of 2028. However, since the NEPA document level (EA or EIS) is unknown at this time, the consultant should develop a schedule that accommodates the field study and NEPA process, knowing that an EIS usually has a 2-year timeframe and an EA has a 1-year timeframe for completion.

EVALUATION AND SELECTION PROCESS

Engineering firms interested in performing the work shall submit **five (5) hard copies and one (1) electronic copy in PDF format** of their proposal to:

Ward County Highway Department
200 72nd St. SE, PO Box 5005
Minot, ND 58702-5005
larsendana@wardnd.gov

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. Each proposal shall contain a cover letter signed by an authorized officer of the firm. 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. Ward County will only consider proposals received prior to **4:30 P.M. May 7th, 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 10 page proposal.

Selection will be on the basis of the following criteria:

- Related Experience on Similar Projects
- Project Understanding, Issues, & Approach
- Technical Expertise and Ability of Professional Personnel
- Willingness to Meet Time and Budget Requirements
- Environmental Documentation & NEPA, EA & EIS Experience
- Project Management, Coordination & Grant Administration Capability
- Proposed Schedule & Ability to Meet Deadlines & Projected Workloads of Staff
- Past performance and Location

The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract.

Interviews will be tentatively conducted on May 26-27, 2026. Ward County reserves the right to short-list the respondent firms that will be interviewed.

RIGHT OF REJECTION

Ward County reserves the right to assign work in phases and have the selected consultant perform any additional work not currently assigned. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

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](#)**

Project Location Map

