REQUEST FOR PROPOSAL

TO PERFORM
CONSTRUCTION ENGINEERING

Inspection, Survey, Materials Testing, & Coordination

WARD COUNTY ROAD 11
GRADE RAISE IMPROVEMENTS

Dana G Larsen, P.E.

WARD COUNTY ENGINEER
WARD COUNTY HIGHWAY DEPARMENT
MINOT, ND

PROPOSALS MUST BE DELIVERED TO
THE OFFICE OF THE WARD COUNTY ENGINEER
900 13TH St. SE
Minot, ND 58701
BY 2:00 P.M. August 14, 2014

REQUEST FOR PROPOSAL

INTRODUCTION

The Ward County Highway Department will engage the services of a prequalified engineering firm to perform construction engineering on the following project in Ward County scheduled to be completed by July 15, 2015.

WC-46(11) – County Road 11 Grade Raise Improvements, located 9 miles South and 4 miles West of the City of Des Lacs, North Dakota.

Description of Project:

WC-46(11) – the grade raise, aggregate surfacing, riprapping, and incidentals of Ward County Road 11 located 9 miles South and 4 miles West of the City of Des Lacs, ND. The project plans can be viewed on QuestCDN #3439744.

Work to be performed by Consultant includes: Inspection, Survey, Materials Testing, Coordination, and measuring and computing pay quantities. Firms submitting proposals must be prequalified with NDDOT to perform the construction engineering activities identified above. Firms may hire sub-consultants to perform work outside of their prequalified area of expertise.

The selected firm will be responsible for all construction observation and survey to verify the contractor's work is performed according to the governing specifications, plans, and special provisions including the provisions of the NDDOT's Standard Specifications for Road and Bridge Construction, Materials Sampling and Testing Manual, Constructions Records Manual, and Construction Manual. The Consultant's material sampling and testing personnel must be certified under the NDDOT Testing Qualification Program. The selected firms shall provide a Registered Engineer to directly supervise all Construction Engineering projects as required by Title 28 of the North Dakota Administrative Code. The selected firm will prepare the required engineering and administrative documents and records as required by the Department. The selected firm shall provide a work force adequate to perform the work necessary to meet the Contractor's work schedule. The Consulting Engineer's Project Manager assigned to the project shall be capable of reading and interpreting project documents for proper execution of the project in accordance with the plans and specifications.

The Consulting Engineer's survey crew chief assigned to each project shall be capable of reading and interpreting project documents in order to place survey controls for the proper execution of the project. The Consultant shall perform all construction layouts and reference staking necessary for the accurate control and completion of the project. The surveying and staking for each project will vary to fit the project. The survey crew provided will be required to have the ability to perform all work activities required for the project, such as:

- staking construction control lines and grades
- slope staking for establishing final roadway sections
- taking final measurements taking original and final cross sections for earthwork quantities, including topsoil stockpiles, common excavation locations, subcut and calculate quantities
- locating reference points as required
- staking construction and permanent signs, and verifying new sign support lengths prior to contractor ordering material
- establishing benchmarks
- providing grade control for the trimmer and verifying trimmer work
- providing blue top grades for mainline, subgrade and bases
- performing minor adjustment to the grade lines to accommodate changes made by field personnel
- installing survey monuments and record survey points as required by Standard Drawing D-720-1 and the North Dakota Century Code Chapter 47-20.1
- staking locations of R/W pins and markers
- verifying and adjusting grades at existing tie in-points
- preparation of final as built plans.

Coordination

Ward County will require that the Consultant, prepare and distribute all project-related news releases to media, affected businesses and the public (on an as-need basis only).

EVALUATION AND SELECTION PROCESS

Engineering firms interested in performing the work shall submit **three hard copies and one electronic copy in PDF format** of their proposal to:

Dana G Larsen
Ward County Engineer
Ward County Highway Department
900 13th St SE
PO Box 5005
Minot, ND 58702-5005
dana.larsen@wardnd.com

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 2:00 P.M. on August 14th, 2014. Late proposals will be deemed unresponsive**. **Ward County tentatively plans on interviewing consultants for the above project on August 18th, 2014.**

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 consisting of Ward County and possibility NDDOT staff.

Selection will be on the basis of the following criteria:

- 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
- Project understanding, issues, & approach

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

RIGHT OF REJECTION
The Ward County reserves the right to reject any or all proposals.