

REQUEST FOR PROPOSAL - 2026 BUFFALO GAP ROAD EXTENSION PROJECT

REQUEST FOR PROPOSAL to Perform Billings County and Golden Valley County 2026 Buffalo Gap Road Extension Project PROPOSALS MUST BE DELIVERED TO:

Marcia Kessel, Billings County Auditor & Tamra Sperry, Golden Valley County Auditor
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 tsperry@nd.gov
 BY

10:00 AM MOUNTAIN TIME
 MARCH 20, 2026
 (ELECTRONIC SUBMITTALS ONLY PLEASE)

Project Description

Billings County and Golden Valley County (hereinafter collectively referred to as "the Counties") are advertising a request for proposals (RFP) for Engineering Consultants to provide professional services regarding the 2026 Buffalo Gap Road extension project.

There is no guarantee on a set amount of work or contract value for these services. The projects are expected to be bid ready as per the stated deadline in the project description. Any proposal not complying with all requirements stated in the RFP may be rejected.

Funding for these projects varies, but the engineering services are to be 100% funded by the Counties. As a result, the Counties will be required to tailor the project's scope, specifications, and processes to align with federal, if any, and state funding guidelines and design requirements. The selected consultant shall include in their **scope of work and cost estimate(s)** for the necessary time and costs associated with supporting the Counties with these requirements.

a. The Project will consist of constructing a public road connecting Buffalo Gap to Knutson Creek Road and extending north into Billings County and Golden Valley County.

b. Geotechnical engineering is intended to be directly hired by the Counties if required or recommended by the engineering firm.

c. Project plans and specifications shall meet all county and North Dakota Department of Transportation (NDDOT) requirements and standards.

d. Public engagement shall be included in the scope of work; i.e. host a meeting, gather feedback, etc.

e. This project scope of work shall include all NEPA, archeological studies, biological and historical studies and documents anticipating this is required for the United States by and through the United States Forest Service.

f. Right-of-way easements or acquisition from the United States government by and through the United States Forest Service are proposed with this Project. There is also potential need for temporary construction easements anticipated with this project. Assistance with coordination, negotiation, and document preparation shall be included in the scope of work.

g. Refer to the proposed project map in the Appendix.

Expectations of Consultant

Throughout the process, the selected consultant will be expected to utilize their experience and drive the process with a focus on continuous improvement. To achieve this goal and utilize the experience of the selected consultant, the Counties will require the expectations outlined below be met and identified within the consultant's proposal.

1. Demonstrate a strong background and extensive experience in similar projects for local governments. This includes the necessary expertise in alternative pavement design options, trench compaction criteria in existing streets, and with clear understanding of industry best practices, Counties standards, and Counties specifications to minimize future maintenance.

2. Establish a clear understanding of the project's scope, objectives, and requirements as outlined in the RFP. Propose

a detailed project approach and methodology that aligns with the Counties' goals and expectations. Innovative solutions are strongly encouraged.

3. Deliver all required project deliverables within specified timelines. Produce high-quality standards and adhere to the industry's best practices including accurate and well-documented plans, specifications, reports, and other relevant documentation.

4. Maintain open and effective communication channels with the Counties throughout the project duration. Include bi-weekly progress reports, milestone reviews, and coordination meetings. These will ensure project alignment so any concerns or issues are addressed promptly. Foster a collaborative environment and work closely with Counties staff and other stakeholders to achieve project success.

5. Demonstrate a thorough understanding of any and all relevant regulations, permits, and environmental requirements. Ensure full compliance with local, state, and federal regulations. Obtain necessary approvals and permits.

6. Provide accurate and realistic cost estimates, monitor the project's budget to avoid cost overruns. Change orders must be processed efficiently in accordance with established procedures. Maintain comprehensive and accurate records of all project activities, including contracts, change orders, progress reports, and other relevant documentation. Project records should be organized and archived systematically for easy retrieval and reference.

7. If the Counties determine that the progress of the project is not acceptable as measured through the consultant supplied project schedule, which will be an attachment to the signed and approved contract, the Counties reserve the right to terminate the contract with the consultant with 30 days written notice.

8. The Counties desire continuity from the firm chosen. If the Counties' staff is dissatisfied with replacement staff, the firm chosen will have 30 days from written notice from the Counties to supply replacement key staff acceptable to Counties staff. If the firm chosen fails to supply acceptable replacement staff within the 30-day period the Counties may cancel the contract.

9. Work is to be conducted with the highest level of professionalism, integrity, and ethical conduct. Any conflicts of interest or potential ethical concerns should be promptly disclosed to the Counties.

General Requirements

The consulting firm shall provide all necessary work, materials, and equipment required for the successful completion of the project. The scope of services includes, but is not limited to, the following:

1. Conduct all field related work, including North Dakota One Calls for the entire routes along the project area. The consultant awarded the project will be provided the cell phone number of a Counties engineering technician who can aid in addressing utility locating questions and concerns in the field.

2. Prepare and submit progress reports every two weeks and include, at minimum, the following information: what was completed in the previous period; what is anticipated to be completed in the next period; issues or concerns for the Counties; deliverables/milestones achieved during the previous period; budget management and the estimated accrual for the previous period. Design review meetings shall be included in the scope of work for both the 30%, 60%, and 90% project maturity milestones.

3. Progress meetings for the project shall be scheduled at a minimum of every other month, these milestone reviews with the Counties should cover specific topics of question or concern and will serve as an opportunity to assess the progress of the project, ensure alignment with project objec-

tives, and address any concerns or challenges with the Counties.

4. Changes or modifications to the project scope, budget, or timeline will need to be tracked by the consulting firm who will be required to document and submit change order requests promptly. Change order documentation should include a clear description of the requested changes, their impact on the project, and any necessary supporting information.

5. Deliverables for the project are to include the project reports, specification recommendations, and any additional required items related to the project.

6. An experienced/senior staff member (someone with 20+ years of experience with similar projects) shall be included on the project team in a lead role such as: project manager, quality control/quality assurance, or similar. This person shall be actively engaged throughout the entire project with the object of intentionally delivering excellence to the project. Titles such as what are listed below meet this criterion with the intent of providing quality control and quality assurance for the projects; i.e. regional manager, vice president, Group/Technical Leader, or equivalents.

Counties Responsibilities

The Counties will have certain responsibilities in support of the Project. It is crucial to fulfill these responsibilities in a timely manner, ensuring that the consultant has the necessary information and resources to carry out the projects effectively. By collaborating closely and providing the required documentation and data, the Counties will contribute to the Project's success and enable seamless coordination between the Counties and the consulting firm. These responsibilities include, but are not limited to, the following:

1. Provide the consultant with access to relevant project plans, evaluations, reports, and studies conducted for the project area which will be completed as the project matures. The Counties' GIS includes utility as built through the program which are publicly available.

2. Grant the consultant access to existing utility data for the project area. Data is to be reviewed by the consultant to identify potential conflicts or issues with the proposed boring locations.

3. Actively engage in coordination and collaboration with the Counties and the engineering consultant throughout the project's duration. Respond to inquiries, provide necessary clarifications, and offer technical expertise when required. Counties staff will work closely with the consultant to resolve any issues or conflicts that may arise, ensuring smooth project execution.

4. Appoint a designated project manager to assist the consultant by providing necessary project-related information, facilitating access to data and records, and addressing any project-specific requirements.

5. Provide sanitary sewer and storm sewer televised data for all infrastructure within the Project limits.

6. Provide water valve operability information for all valves within the project limits.

Anticipated Milestones with Deadlines

1. Proposal Submission Deadline: March 20, 2026 at 10 a.m. MT

2. Notification of Selected Firm: March 30, 2026

3. Contract Award - Counties Commission Meeting: March 30, 2026 at 1 p.m. MT

4. Project Commencement (approximately): April 1, 2026

5. Progress Report Submission: Every two weeks

6. Progress Meeting Schedule: As needed or monthly

The Counties will work with the contract awardee(s) to prioritize various task orders within this RFP to facilitate a mutually agreed upon timeline.

The Counties may desire to conduct interviews. Should

the Counties desire to do so, applicants should be prepared to participate in the interviews upon short notice.

Submittal Requirements

Please provide the following information in the order listed:

1. A cover letter that states your interest in the project and is signed by a member of the firm with contract signing authority.

2. Include your firm's approach to addressing the identified tasks, your understanding of the projects' scope, and key issues. Briefly discuss similar projects the members of your team have completed recently. This listing should be limited to the two most applicable projects. Limit the project approach and experience to three pages maximum for each project you are submitting for.

3. The office location of the key team members who will be working on the project with their SF330 resume(s) in the appendix.

4. A disclosure of all work for other clients that may be affected, positively or negatively, by work on the proposed contract. Potential conflicts of interest must be disclosed.

5. Identify the firm's project manager and experienced/senior staff member (these may be the same person), who will serve as the primary point of contact for your firm as well as key project personnel who will be assigned to the project.

6. A project schedule with a description of all deliverable products throughout the project period.

7. A list of any sub-consultants or sub-contractors utilized for the project. Please include their scope of work.

8. Current Rate Sheet with direct reimbursable rates, if applicable to supplement the time and materials fee estimate.

On the cover page of the proposal, please include title of the RFP "Billings County and Golden Valley County 2026 Buffalo Gap Road Project." The name of the project must be included in the proposal, and the email address of the person who should receive the results of the selection.

The proposal shall be limited to 12 pages, but a single cover shall not be included in the page limit. An additional three pages per additional project will be allowed if the consultant is submitting for more than one project included in this RFP. Similar project experience can be included in an appendix, but should be kept brief and should be combined for similar project types as appropriate. Each proposal will be evaluated by a selection committee on the basis of the information shown above. Both the proposals and the interviews will be scored and summed. The high score of the combined proposal and interview will be selected.

Upon completion of the evaluation process, the firms will be ranked in order of qualifications. Fees may be negotiated with the successful firm after the RFP submittal depending on the scope details provided in the proposal as per North Dakota Century Code 54-44.7-03. If the scope of work, schedule, or fee cannot be agreed upon, the Counties 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 Counties reserve the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

Civil Rights

The Counties hereby notify all bidders that they 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.

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.

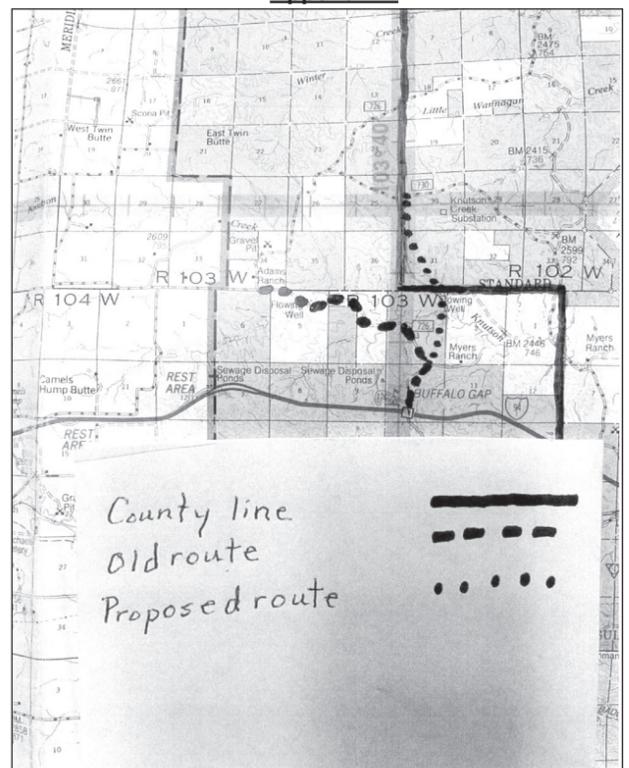
The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant's, or sub consultant's responsibility to include the two above paragraphs in every sub-

contract.

Disclosure of Proposal

At the conclusion of the selection process, the contents of all 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.

Appendix A



(Published March 5, 12 & 19, 2026)

GOLDEN VALLEY COUNTY SPECIAL JOINT MEETING

GOLDEN VALLEY COUNTY BOARD OF COUNTY COMMISSIONERS MINUTES OF JOINT PROCEEDINGS February 17, 2026 Location: Billings County Commission Room Buffalo Gap Road Discussion - Billings County & Golden Valley County

The special joint meeting of the Billings County Board of County Commissioners and the Golden Valley County Board of County Commissioners was called to order at 9:02 a.m. on Feb. 17, 2026. The Pledge of Allegiance was recited. Chairman Rodne noted that the meeting was recorded and that public comment would be taken at the podium.

Commissioners in attendance: Dean Rodne, James Haag, Steven Klym from Billings County. Adam Smith, Robert Schmeling, Rory Farstveet from Golden Valley County.

Others in attendance: Marcia Kessel, Gayle Cox, Billy Doerr, Olie Golberg, Andrew Krebs, Mark Lund, Lori Elliott, Rachel Daniels, Bret Morsen, Tamra Sperry, Dave Jensen, Juliana Hammerstrom, Misty Hays, Pat Redmond, Stacey Swanson, Dean Wyckoff, Pete Wirtzfeld, Golden Valley County State's Attorney Christina Wenko and Billings County State's Attorney Jared Gietzen.

Buffalo Gap Road - Joint County Discussion

Commissioners reviewed the need for a public land route connecting Buffalo Gap to Knutson Creek Road and extending north into Billings County. Maps were distributed. The purpose of the meeting was to determine feasibility, discuss potential routes, and identify next steps.

Commissioners and Golden Valley County Road Superintendent Pete Wirtzfeld summarized their joint site visit, noting that the proposed alignment appears feasible. Engineering review is required to confirm crossings, drainage and topography.

Misty Hayes from the US Forest Service reported that they would be willing to

work with the counties on this project and that there are no known conflicts, pending the survey being completed and reviewed. Knutson Creek Road is currently under a Schedule B agreement; counties may seek Schedule A or easement transfer to allow improvements.

Commissioners discussed federal funding versus county funding. Federal funding can be very slow. Budget amendments will be required and engineering cost estimates must be obtained before further decisions.

Golden Valley County State's Attorney Christina Wenko advised that the first formal step is a joint agreement on selecting an engineering firm. An RFP or coordinated selection process will be required. Compliance with Forest Service easement and environmental requirements must be built into the engineering scope.

Billings County - Commissioner Haag moved to move forward with the Buffalo Gap Road project and place a joint Request for Proposal for engineering services and Commissioner Klym seconded. Roll call vote: Haag-aye, Klym-aye, Rodne-aye. Motion carried.

Golden Valley County - Commissioner Schmeling moved to move forward with the Buffalo Gap Road project and place a joint Request for Proposal for engineering services and Commissioner Farstveet seconded. Roll call vote: Farstveet-aye, Schmeling-aye, Smith-aye. Motion carried.

Commissioner Klym moved to adjourn the meeting and Commissioner Haag seconded. Motion carried unanimously. Chairman Rodne declared the meeting adjourned at 11:48 a.m.

Commissioner Farstveet moved to adjourn the meeting and Commissioner Schmeling seconded. Motion carried unanimously. Chairman Smith declared the meeting adjourned at 11:48 a.m.

ATTEST
 Adam Smith, Chairman,
 County Commissioners
 Tamra Sperry, County Auditor
 (Published March 19, 2026)