

**Missouri Valley Complex
Request for Proposal**

**To Perform
Environmental Consulting Services
4/2/2025**

**For Burleigh County
&
Missouri Valley Complex Committee**

**Proposals Must be delivered to:
Burleigh County Auditor
221 North 5th Street
BY
12:00 PM Central Time 4/29/2025**

PURPOSE

Burleigh County is soliciting proposals from qualified consultants to assist the "County" with wetland delineation services, submittal of a possible mitigation plan/permit to the Corps of Engineers and possible post construction monitoring as required by an approved permit. After the delineation and report are completed; the Consultant will meet with the County to discuss its findings and possible next steps. If the County decides that wetland impacts are unavoidable, the Consultant may be asked to enter into a sub-contract for additional services.

LOCATION

The project area is located south and east of the intersection of Main Avenue and Bismarck Expressway (See Project Area Map), on lands owned by Burleigh County. The area is commonly known as the Missouri Valley Complex.

CONSULTANT OBLIGATIONS

Consultant must analyze and respond to all sections of this RFP providing sufficient information to allow the County to evaluate the Proposal. Consultant, by submitting its Proposal, agrees that any costs incurred by the Consultant in responding to this RFP, are to be borne by the Consultant and may not be billed to County. Consultant's proposal must match the order in which the RFP was submitted or clearly state where the information resides. If County has any confusion or difficulty in retrieving the required information from the Consultant's proposal, it may result in disqualification of such proposal.

SUBCONTRACTING

No portion of the work shall be subcontracted without prior written consent of the County. In the event that Consultant desires to subcontract some part of the work specified in the contract, Consultant shall furnish the County the names, qualifications and experience of the proposed subcontractor(s). The consultant shall, however, remain fully liable and responsible for the work to be done by subcontractor(s) and shall assure compliance with all the requirements of the contract.

DISPOSITION OF PROPOSALS

All material submitted in response to this RFP will become the property of the County and may be returned only at the option of the County and at the expense of the Consultant. Successful and unsuccessful bidders will be notified in writing or via email. The County shall not be obligated to detail any of the results of the evaluation.

CONTRACTUAL COMMITMENT OF PROPOSAL

The contents of submitted Proposals will be considered obligations of the successful Consultant. No information should be submitted that is not intended to be incorporated into the Proposal and any contract that may result from such Proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

PROJECT GOALS AND OBJECTIVES

The County's goal for this project is physically flagging and locating via GPS, the wetland boundaries surveyed and consultant will be responsible for identifying and mapping all **wetland** areas within the project area in compliance with federal, state, and local regulations. The **delineation** process will establish precise **wetland** boundaries and provide the necessary documentation to support future land development and permitting requirements. Consultant is responsible for the completion of a wetland delineation report in accordance with the 1987 Wetland Delineation Manual, Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region. Additionally, the consultant will be required to submit a Formal Determination request through the appropriate regulatory agencies.

SCHEDULE

Work will be conducted as soon as the growing season starts in 2025.

EVALUATION AND SELECTION PROCESS

Firms interested in performing the work must submit one electronic proposal in PDF format. The electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Late proposals will not be considered.

Proposals shall be submitted to:

County Auditor
City / County Building
221 North 5th Street
Bismarck, ND 58501

- Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.

- Qualifications of your firm and staff proposed to perform the work described in this request for proposal. This should include resumes of staff and any recommendation / commendation letters received from past projects.
- Each proposal shall include a cost proposal for the requested work. Any additional work requested will be executed with a sub-contract.
- Past Performance – Past performance on similar contracts must be demonstrated in terms of deliverables that were completed, cost control and compliance measures that the firm uses, whether projects were completed on time and within cost. Past performance should be described with a list of comparable projects. Listed projects should include, a project description, owner, and contact information, cost of project, and types of deliverables.
- Project Management and Team Organization – Applicant should describe staff who will be involved and to what level, the project lead and organization. Additional information should include quality assurance and cost control measures, and prior experience of the project team as a unit.
- Related Experience shall include experience in submittals of mitigation plans and post-construction monitoring of mitigation projects.
- The proposal pages shall be numbered and must be limited to 6 pages in length. Proposals that exceed the page length requirement will not be considered.

Each proposal will be evaluated by a selection committee consisting of County staff members and/or representatives. The County reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be based on the following weighted criteria:

Weight

<u>10%</u>	i. Past performance
<u>10%</u>	ii. Ability of professional personnel
<u>10%</u>	iii. Willingness to meet time and budget requirements
<u>20%</u>	iv. Cost Proposal
<u>10%</u>	v. Recent, current, and projected workloads of the persons and/or firms
<u>10%</u>	vi. Related experience on similar projects
<u>30%</u>	viii. Project understanding, issues, and approach

Weights for each criterion are assigned independently. Maximum total weight is 100 points.

RIGHT OF REJECTION

The County reserves the right to reject any or all proposals.