

**REQUEST FOR PROPOSALS**

**City of Crosby  
Crosby, North Dakota, 58730**  
The City of Crosby is soliciting proposals for the provision of Professional Engineering Services required to assist the City in the development, maintenance, design and construction of various municipal infrastructure projects and support the functions of the Airport, City Engineer, Development Services, Finance, and Public Works Departments. It is the City's intention to develop a 'short list' of qualified Professional Engineer's each to be engaged under the terms of a Master Engineering Services Agreement with individual projects assigned by Task Order to the listed engineer best suited to the project. To be considered as eligible to submit a proposal, respondent must be legally licensed under applicable laws in the State of North Dakota.

**SERVICES TO BE PROVIDED**

- Development, Design and Construction Engineering for locally funded infrastructure projects, including but not limited to water mains, sewer mains, storm water systems and conveyance, streets, sidewalks and trails.
- Development, Design and Construction Engineering for State and Federally funded infrastructure projects.
- FEMA Flood Hazard Mapping review and LOMARS.
- General engineering services required to support operations and maintain compliance at city owned assets such as the landfill, water treatment plant and wastewater resource recovery facility.
- State and Federal grant support including, but not limited to, writing,

submission, and management.

**FORM OF PROPOSAL**  
Proposals shall be limited to 20 pages or less and must consist of the following information in the order presented below:

A. Cover Letter describing the contents of the submittal. While most Engineers are qualified to provide the broad range of services described above, individual firms may have an interest in only one or a few of the services listed. This should be described in the cover letter and the submittal will be evaluated on that basis. The cover letter shall be signed by an authorized officer who can sign contracts for the firm. Also include email address below each signature on the cover letter. Cover letter shall not count towards the page limit and must be no longer than one page in length.

B. General Information:

- Respondents home office location and location of branch offices from which work will be performed.
- Respondent's primary contact person and contact information.
- Technical qualifications.
- Brief description of the respondent's understanding of municipal engineering issues and services to be provided.
- Brief description of up to five projects relevant to the services to be provided, including the ability to meet deadlines and budgets.
- Firms the respondent will sub-consult with for additional services, as required (Structural, Electrical, Geotechnical, etc.).
- Firm Brochure. Preparation of a brochure specific to this RFP is not necessary.
- Current Billing Rates.

I. Appendix A: Resumes of Engineers, surveyors and technicians available to provide the services requested. Resumes should include their home office address. Firms may also submit, in addition to the resumes, Federal form 330 as part of the appendix if they do not have one on file with the city. The appendix will not count as part of the pages. Form 330 is not a requirement of this RFQ. The proposal pages shall be numbered and must be limited to 20 pages in length. The font for the main bodies of text should be no smaller than 12 points, and margins shall be no less than 1 inch on all sides of the page. Proposals that exceed the page length requirement and/or do not follow the font requirements will not be considered. The cover page and appendix will not be counted towards the page length requirement.

**ACCEPTANCE OR REJECTION OF PROPOSAL**  
The Owner reserves the right to reject any and/or all Proposals when such rejection is in the interest of Owner to reject the proposal which has not met the prerequisites, a respondent who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposals if, in the opinion of the Owner, the respondent is not in a position to perform a contract.

**EVALUATION**  
Firms interested in performing the work must submit 5 physical copies and/or one electronic copy in PDF format. The copies 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.  
Each respondent's submittal will

be evaluated and ranked as described below:

- Office location from which the services are to be provided, up to 10 points
- Abilities of key personnel and projected workloads, up to 20 points
- Past performance, up to 10 points
- Recent and current work for the city, up to 20 points
- Related work history and experience in the region, up to 20 points
- Understanding and approach to municipal engineering projects and issues, up to 20 points

Each proposal will be evaluated by a selection committee consisting of City staff members and/or representatives. The City 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 to the contact listed on the cover letter. Interviews will be conducted tentatively no later than 21 days from the due date of this proposal.

Weights for each criterion are assigned independently for each specific project by the selection committee. Maximum total weight is 100 points.

**SUBMITTAL PROCESS**

- Notice of Intent. Consultants intending to submit a proposal should inform the City Auditor on or before March 27, 2025.
- Proposal Deadline. Proposals will be received at the offices of the City of Crosby, April 3, 2025 Crosby, ND 58730, until 12:00 P.M. Proposals received after the time and date stated will not be accepted. Questions regarding the RFP

should be directed in writing to the City Auditor Office in advance of the Proposal Deadline.

Envelopes containing Proposals shall be labeled as stated on cover page of this RFP and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of respondent.
- Addressed to City of Crosby Auditor Office.

Proposal with the number of copies as indicated within this RFP.

Notice of Intent, Questions and Proposals are to be submitted (emails are acceptable) to:  
[crosbyauditor@ncrcray.com](mailto:crosbyauditor@ncrcray.com)

**CIVIL RIGHTS**  
The City of Crosby in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it 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.

**Disadvantaged Business Enterprise (DBE)**  
The consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 2 C.F.R. Part 200 in the solicitation, award, and administration of

federal assisted contracts. Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

Consultants are encouraged to use DBE sub consultant services where applicable.

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 by the City.

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant.

**DISCLOSURE OF PROPOSAL**  
At the conclusion of the selection process, the contents of the short-listed 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.

Alexa Kruger,  
City Auditor  
James Jacobs,  
Mayor

**RESIDENTIAL LOTS FOR SALE**

The City of Ray ("City") will accept written bids until 3:00 p.m. (central) on April 14th, 2025, for the following Properties (lots) in Ray, Williams County, North Dakota:

- **Property #1: Lot 16, Block 2 of Rearrangement of Thompson Addition**  
Property ID: 02-000-00-55-02-080
- **Property #2: Lot 17, Block 2 of Rearrangement of Thompson Addition**  
Property ID: 02-000-00-55-02-085

All sales subject to the following conditions:

- Buyer must construct a permanent, habitable residential structure that complies with applicable City ordinances on the property within 18 months of closing.

- City reserves oil, gas, and minerals.
- Title subject to easements and right of ways of record.
- Lots will be combined into 1 parcel upon recording of this sale
- Minimum bid is:
  - **Property #1:**  
Lot 16, Block 2: . . . \$ 11,813.88
  - **Property #2:**  
Lot 17, Block 2: . . . \$ 11,813.88
- City reserves the right to reject any and all bids and waive irregularities in the bidding procedure.

Bids must be in writing and received at City Hall, 101 Main St. (south entrance on 1st Ave), PO Box 67, Ray, ND 58849, no later than 3:00 p.m.(central), April 14th, 2025. Bids must include bidder's name, address, e-mail address, telephone number, description of lot and amount of

the bid for that lot (in whole USD). Bidders interested in multiple lots must submit separate bids for each lot; single bids for multiple lots will not be accepted. Bids will be opened Monday, April 14th, 2025, at the Regular City Commission Meeting at 7:00 PM, Ray City Hall, 101 Main St. (south entrance on 1st Ave), Ray, ND. Bidders are encouraged to attend bid opening as the top three bidders for each lot will be allowed to raise their bid. The successful bidder must pay 10% of purchase price as earnest money upon acceptance of the bid, balance payable at closing. Purchase Agreement to be executed at acceptance of bid.

Bid packet available upon request to: raynd@ncrcray.net or calling City Hall, 701-568-2204.

**NOTICE OF DIVIDE COUNTY BOARDS OF EQUALIZATION**

**2025 Township & City Equalization Meetings Schedule**  
NDCC 57-09-01: "If the same person performs the duties of assessor for two or more townships or cities, the township clerk may, after consultation with the assessor involved, designate the hour and day in the month of April..." Each taxpayer has the right to appear before the appropriate board of review or equalization and petition for correction of the taxpayer's assessment.

Date/Time	Local Authority	Location
<b>Monday, April 7th</b> 6:30 p.m.	City of Crosby	Crosby City Hall
<b>Tuesday, April 8th</b> 10:00 a.m. 11:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 p.m. 6:00 p.m.	Lincoln Valley Twsp Alexandria Twsp Twin Butte Twsp Blooming Prairie Twsp City of Ambrose City of Noonan	Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Noonan City Hall
<b>Thursday, April 10th</b> 10:00 a.m. 11:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 p.m.	Troy Twsp Plumer Twsp Hawkeye Twsp Frazier Twsp Coalfield Twsp	Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4
<b>Monday, April 14th</b> 10:00 a.m. 11:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 p.m.	Frederick Twsp Border Twsp Mentor Twsp Upland Twsp Stoneview Twsp	Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4
<b>Tuesday, April 15th</b> 9:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m. 2:00 p.m. 3:00 p.m.	Burg Twsp Long Creek Twsp Blooming Valley Twsp Palmer Twsp Hayland Twsp Fillmore Twsp	Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4 Divide County Courthouse Lower Level Conf. Room 4

Carol Williams, Office of Tax Equalization, Divide County  
Phone: 701-965-6530  
Email: carol.williams@nd.gov

**Need to place an ad?**  
Just e-mail us  
[journalads@crosbynd.com](mailto:journalads@crosbynd.com)



**Almanac**

2024			2025		
Lo	Hi	Pr	Lo	Hi	Pr
11	28	49 .00	15	30	.00
12	28	46 .00	22	48	.01
13	26	47 .00	29	51	.00
14	24	35 .00	13	33	.00
15	25	52 .00	9	21	.00
16	22	37 .00	12	32	.01
17	14	25 .00	7	30	.08
Normal high.....			38°		
Normal low .....			17°		
Record high.....			67° (2021)		
Record low.....			-12° (1943)		
Prec. Mar. 2025 to date.....			0.13		
Prec. Mar. 2024 to date.....			0.25		
Total Prec. 2025 to date.....			0.39		
Total Prec. 2024 to date.....			0.39		
Norm. prec. to date.....			1.30		
Sunrise .....			7:57 a.m.		
Sunset .....			8:05 p.m.		

**Notice of Annual Meeting of Plumer Township**  
Notice is hereby given that on **Tuesday, March 26, 2025** there will be an annual meeting for Plumer Township. Meeting will be held at the clerk's residence at **1 p.m.** We will be voting for excess levy.  
~ Mark Burtman, Clerk

**Notice of Annual Meeting of Coalfield Township**  
Notice is hereby given that the annual meeting for Coalfield Township will be held on **Monday, March 24, 2025, from 1 to 3 p.m.** at the Noonan Community Center.  
Election of one three year term as supervisor will be held.

**Notice of Annual Meeting of Sioux Trail Township**  
Notice is hereby given that on **Tuesday, March 31, 2025, at 8 p.m.** there will be an annual meeting for Sioux Trail Township. The meeting will be held at the home of Ellis Berg.

**Hazel Township Annual Meeting Notice**  
Annual Meeting **Tuesday, March 25th, 2025 at 4 p.m.,**  
at the Wildrose Fire Hall  
to conduct any business brought before the board.  
Kory Olson, Clerk-Treasurer

**Notice of Annual Meeting of Burg Township**  
Burg Township Annual meeting will be held **Tuesday, March 25, 2025 at 9 a.m.,** at the Clark Nygaard residence.  
~ Clerk

**Notice of Annual Meeting of Ambrose Township**  
Notice is hereby given that on **Tuesday, March 25, 2025 at 5 p.m.** there will be an annual meeting for Ambrose Township. The meeting will be held at Ambrose City Hall. Election of officers and other business will take place.  
-- Kathy Radenic, Clerk

**Notice of Annual Meeting Hawkeye Township Annual**  
Notice is hereby given that there will be an annual meeting for Hawkeye Township, **Monday, March 24, 2025, at 10 a.m.** at the home of Ryan & Paige Nordstog.  
Ordinance for High Voltage Electric Transmission Line  
~ Clerk

**Notice of Annual Meeting of Long Creek Township**  
Notice is hereby given that on **Thursday, March 20, 2025, 7 p.m.** there will be an annual meeting for Long Creek Township at Mark Knudson's house, 11223 108th ST NW

**Notice of Annual Meeting of Garnet Township**  
Notice is hereby given that on **Tuesday, March 25, 2025 at 7:00 p.m.** there will be an annual meeting for Garnet Township at the Alamo Fire Hall.  
~ Jeff Byman, Clerk