



REQUEST FOR PROPOSAL (RFP)

Municipal Engineering Services City Engineer

Issued By
City of Gladstone
June 1, 2026

REQUESTOR: Maria Kolling, City Auditor

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IF NO BID, Check Here _____ and return.

DUE DATE: July 3, 2026, by 3:00 P.M. MST

THERE WILL BE NO PUBLIC OPENING

Late proposals will be rejected.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified professional engineering firms to provide municipal engineering services for the City of Gladstone, including fulfilling the duties of City Engineer as outlined in the Scope of Services below.

Scope of Services

The selected firm will provide personnel to perform the duties of the City Engineer. Responsibilities may include, but are not limited to, the following:

1. Council Meetings

Attend all meetings or work sessions of the City Council, as requested, either in person or by phone. Regular meetings are held on the first Monday evening of each month, or the following Monday if the regular date falls on a holiday.

2. Advisory Support

Advise City officials and employees through telephone conferences, meetings, email, and other forms of correspondence.

3. Infrastructure Consultation

Provide advice and consultation regarding the operation, maintenance, and permitting of the City's water distribution system, stormwater drainage system, roadways, and other City-owned facilities.

4. Plan & Proposal Review

Review project plans and proposals submitted by private parties for compliance with City Code and other applicable requirements. Meet with residents, contractors, developers, engineers, and others as requested.

5. Permit Review & Inspection

Review permit applications for private utility improvements, oversized/overweight vehicles, residential improvements, and other common permits. Conduct site inspections associated with such permits as needed.

6. Preliminary Engineering & Feasibility

Prepare preliminary engineering analyses, cost estimates, and feasibility studies for Public Works and/or Capital Improvement projects.

7. Project Design & Documentation

Prepare plans, specifications, bid documents, and contract documents for construction projects. Provide final cost estimates, prepare required applications for approval by other governmental agencies, and assist the City in negotiating acquisition of necessary right-of-way or easements.

8. Construction Administration

Assist the City in reviewing construction bids, selecting qualified contractors, inspecting construction work, and providing general supervision of contractors during project execution.

9. Project Management

Track and monitor project status to ensure timely implementation and completion of scheduled tasks. Facilitate discussions and decisions needed to keep projects on schedule. Identify and report concerns regarding project goals to the City Council or designated City Official as they arise.

10. Records Management

Create and maintain computer files, paper records, and other documentation related to work performed for the City.

Submittal Requirements

Proposals must include the following:

- A brief letter of interest.
- A description of the firm's experience providing engineering services to local governments.
- At least three professional references.
- An explanation of the basis for compensation, including the firm's proposed approach (e.g., monthly retainer for a specified amount of work; hourly; hourly plus expenses; blended approach; etc.).
- The City anticipates that the final scope of services and payment structure will be negotiated collaboratively with the selected firm. However, respondents are asked to provide their recommended approach as part of their proposal.

Review & Selection Timeline

- Proposal Review: July 6, 2026, at 6:00 PM (City Council Meeting).
- Contract Negotiation Deadline: No later than July 31, 2026.
- Contract Approval: Monday, August 3, 2026, at 6:00 PM (City Council Meeting).