



Emmons County
100 4th St NW
Linton, ND 58552

Project Management Request for Proposals (RFP)

Project Site: Linton, ND

Emmons County received American Rescue Plan Act (ARPA) funding, and the Emmons County Commission has approved a portion of the allocation for interior and exterior projects at the Emmons County Courthouse located at 100 NW 4th Street, Linton, ND.

Emmons County is soliciting proposals for management services to assist Emmons County in the administration of the project in compliance with ARPA guidelines and the ND Historical Society.

Services to be provided include:

1. Management plan and contract for review and approval by the Emmons County Commission.
2. Establish and maintain project files.
3. Solicit project proposals
4. Review proposed project expenditures to ensure propriety and proper allocation to budget.
5. Participate in periodic progress and County Commission Meetings to provide status reports.

The services will not include the disbursement or accounting of funds distributed by the Emmons County Auditor, legal advice, or assistance with activities not related to the projects.

Responses should include:

1. Firm's legal name, address, telephone number, and email address
2. Principal(s) of the firm and their experience and qualifications
3. Experience and qualifications of the staff to be assigned to the project(s)
4. Cost per proposed numbered project (some projects may be deferred)
5. Proposed work plan and schedule of activities to be performed.

Respondents will be evaluated according to the following:

1. Quality of proposal (25%)
2. Qualifications and experience (50%)
3. Availability and capacity of agency/firm (25%)
4. The selection of finalists will be based on evaluation of responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to Emmons County.

Questions and responses should be directed to:

Sheriff Gary Sanders
PO Box 159
Linton ND 58552
701-254-4411, gsanders@nd.gov

All responses must be postmarked no later than June 16, 2023. Please state "Emmons ARPA Project Management" on the outside of the response package.

Courthouse Interior Projects

Auditorium Improvements:

1. Remodel two restrooms
 - New toilets, urinal, partitions, doors/frames, flooring, wall treatments and paint, ceiling tiles, counters, sinks, mirrors, paper towel dispensers, soap dispensers
2. Ceiling
 - Demo current ceiling, lower height & replace with new acoustical tiles, @4,000 SF) or provide alternative to increase auditorium acoustics
 - New overhead led lighting (dimmable and sectioned)
3. Paint
4. Update south stairwell (flooring, walls, ceiling) and common areas to the restrooms.
5. Replace Galvanized Water Lines
 - Remove and dispose of existing galvanized water piping
 - Replace hot and recirculation piping with Type M hard copper and fittings
 - Tie new mains into existing copper brought into basement
 - Turn on water and flush new piping until air is gone
 - Pipe insulation
6. Update and extend electrical service in auditorium, including stage (currently on one circuit)
7. Install new HVAC system and duct ventilation system (roof mount w/o split units)
8. New video projection and screen system with audio
9. Counter (16') with sink and locked cabinet storage directly outside current kitchen. Outlets will need to be above the countertop and side of countertop.
10. Remove and dispose bleachers
11. Stage
 - Fill in stairwell
 - Repair and refinish flooring
 - Install floor-to-ceiling wall and paint with two access points (double doors) on each end to provide separated storage (Extension, Sheriff's Department) near the back of stage
 - Sheetrock and paint ceiling (remove all curtains and fastening devices)
 - Remove and install led lighting (dimmable)
12. Kitchen
 - Replace flooring
 - Ensure exhaust system works properly (circuit breaker on exhaust fan kicks in and shuts down fan which overheats)
 - Remove electric range and place with gas range (two existing ranges are gas)
 - Replace refrigerator with modern and larger (commercial) refrigerator. Modification may be needed to accommodate a larger refrigerator.
13. Replace and update fire alarm system (control box located in Sheriff's Department and sensors)
14. Human Service Zone (Social Services): Modify lobby area counter with safety barrier
15. Extension: Install partition walls to create separate offices and additional storage.

Courthouse Exterior Projects

- 16. Roof Repairs/Replacement (area over auditorium)
- 17. Repair exterior weather stripping and caulking (walls, doors, windows)
- 18. Repair main entrance steps and landing area
- 19. Remove and install new handicap access ramp and fill outside stairwell

- 20. Sheriff's Department Storage Building: Install concrete floor inside 32'x40' current building

Offsite (7975 6th Ave SE)

- 21. Linton Shop: Addition to current shop for office space