

CONTRACT APPROVAL

SUGGESTED MOTION:

Move to approve the following contracts submitted by respective department head, subject to State's Attorney approval, and authorize the Chairman to sign.

Received as of June 1, 2022:

- Kadrmaz, Lee, and Jackson, Inc.—hydraulic studies for the design of future bridges in Everest Township and Hunter Township
- Houston Engineering, Inc.—engineering services for the detailed design of the phase 1 reconstruction of 36th Street Southeast in preparation to transition the roadway into a County Road for the Casselton soybean crushing facility



MEMORANDUM

**Highway
Department**

Jason Benson, P.E.
County Engineer

Thomas B. Soucy, P.E.
Deputy County Engineer

Blaine Laaveg
Superintendent

TO: Cass County Commission

FROM: Jason Benson, Cass County Engineer *FOR: Tom Soucy*

DATE: May 17, 2022

SUBJECT: Consent Agenda Item for June 6, 2022 Commission Meeting:
Projects TB2605 & TB2507 – Hydraulic Studies

Attached are the contract documents for Kadrmas, Lee & Jackson, Inc. for Hydraulic Studies for the design of future bridges. These bridges are part of the 5 year highway and bridge plan. The hydraulic studies are needed to size the bridges. The estimated cost of this work is \$15,000.00

TB2605 28/29 Everest Twp – Buffalo Creek
TB2507 21/22 Hunter Twp – Hunter Dam

SUGGESTED MOTION: AUTHORIZE CHAIRPERSON TO SIGN PURCHASE ORDER AND CONTRACT DOCUMENTS WITH KADRMAS, LEE & JACKSON, INC. FOR THE HYDRAULIC STUDIES SUBJECT TO STATE'S ATTORNEYS APPROVAL.

J:\Admin-Eng\Commission Corrsp\2022 Commission Correspondence\Hydraulic Studys - KLJ\Agenda Memo KLJ 2022 Hydraulic Studies 051722.docx

1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2370
Fax: 701-298-2395

CONTRACT APPROVAL REQUEST


COMPANY REQUESTING CONTRACT:

Kadrmass, Lee & Jackson, Inc., 300 23rd Ave. East, Suite 100, West Fargo, ND 58078

DATE OF REQUEST: May 17, 2022

DATE OF EXPECTED RETURN TO THE COMMISSION OFFICE: June 6, 2022

DEPARTMENT HEAD REQUESTING SIGNATURE: **Jason Benson, 701-298-2372**



STATE'S ATTORNEY SIGNATURE: _____

STATE'S ATTORNEY COMMENTS: _____

PORTFOLIO COMMISSIONER SIGNATURE: _____

Attached are the contract documents for Kadrmass, Lee & Jackson, Inc. for Hydraulic Studies for the design of future bridges. These bridges are part of the 5 year highway and bridge plan. The hydraulic studies are needed to size the bridges. The estimated cost of this work is \$15,000.00

TB2605	28/29 Everest Twp – Buffalo Creek
TB2507	21/22 Hunter Twp – Hunter Dam

SUGGESTED MOTION: AUTHORIZE CHAIRPERSON TO SIGN PURCHASE ORDER AND CONTRACT DOCUMENTS WITH KADRMAS, LEE & JACKSON, INC. FOR THE HYDRAULIC STUDIES SUBJECT TO STATE'S ATTORNEYS APPROVAL.

J:\Admin-Eng\Commission Corrsp\2022 Commission Correspondence\Hydraulic Studys - KLJ\Contract Approval Request KLJ 2022 Hydraulic Studies 051722.docx

CASS COUNTY GOVERNMENT ENGINEERING SERVICES AGREEMENT

Project Numbers and Locations: TB2605 – 28/29 Everest Twp & TB2507 – 21/22 Hunter Twp

Type of Project: Hydraulic Studies

Type of Construction: Structure Sizing

THIS AGREEMENT is entered into by and between Cass County, herein after known as the County, and Kadrmas, Lee & Jackson, Inc., of West Fargo, North Dakota hereinafter known as Engineer.

I.

The Engineer shall perform the needed detailed construction design services only per Request for Proposal.

II.

The County will pay the Engineer as follows:

A. Maximum Payment: The total contract cost not to exceed \$15,000.00 unless changed according to Section VI.

III.

The work under this agreement shall be performed as required to meet the project requirements and the contractor's work schedule.

IV.

Duly authorized representatives of the County, North Dakota Department of Transportation, and Federal Highway Administration (FHWA) shall have right to inspect and copy the Engineer's plans, files, and records relating to the work included in this agreement.

All books, documents, papers, accounting records, and other evidence pertaining to the cost incurred under the agreement shall be retained by the Engineer and available for inspection by the County, North Dakota Department of Transportation, or FHWA for a period of three years after the date of final payment.

The files and records shall be available in the Engineer's office located at Kadrmas, Lee & Jackson, Inc.

V.

The Engineer warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Engineer, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the County and North Dakota Department of Transportation shall have the right to annul this agreement without liability, or to deduct from the agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

VI.

No change in the type or extent of the work to be performed by the Engineer shall be made except by supplemental agreement in writing between the County and the Engineer. The supplemental agreement shall set forth the proposed changes of work, extension of time for preparation of the plans, and adjustment to the fee to be paid by the County to the Engineer, if any. On federal-aid participating projects any supplemental agreement must be approved by the North Dakota Department of Transportation.

VII.

This agreement may be terminated by the County and North Dakota Department of Transportation at any time upon written notice to the Engineer. In the event that such termination should take place before the completion of the total work to be performed hereunder the County will pay the Engineer for the completed hourly work not to exceed the total work to be performed under this contract.

In the event that the termination of this agreement is not the fault of the Engineer the County shall compensate the Engineer for services performed prior to the termination, along with reimbursable expenses then due.

The original copies of all drawing, prints, plans, and field notes prepared by the Engineer prior to termination shall become the property of the County. Such termination shall not affect any legal right of the County against the Engineer for any breach of this agreement.

The design services done as a result of this agreement are intended for use only on the project that is the subject of this agreement. The design services are not intended to be used on other projects. In the event that the County uses the design services that are the subject of this agreement on another project the use of the design services will be at the County's own risk.

VIII.

The Engineer shall indemnify, save, and hold harmless the County and/or North Dakota Department of Transportation and employees thereof, from any and all claims, demands, actions arising out of the negligent acts, errors, or omissions of the Engineer, his employees, or agent, in the performance of the agreement, or matters incidental thereto.

Any and all persons employed directly or indirectly by the Engineer who are engaged in the performance of any work or services required of the Engineer under this agreement shall be considered employees of the Engineer only and not of the County or North Dakota Department of Transportation.

The Engineer shall comply with applicable federal state and local laws together with all applicable ordinances and regulations applicable to the work. He shall procure all licenses, permits, and other rights necessary for the fulfillment of his obligations under this agreement.

The appropriate professional engineer (P.E.) and/or land surveyor (L.S.) endorsement shall be placed on all documents, plans, or plats.

The Engineer shall comply with Title VI of the Civil Rights Act of 1964, Executive Order 112246 and Executive Order 11375. In accordance with the aforementioned act, no person in the United States shall, on the grounds of race, color, religion, sex, age, handicap, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement.

IX.

The services of the Engineer to be performed hereunder are personal and shall not be assigned, sublet, or transferred, except specialized services or additional work items. If the specialized services or additional work exceeds \$10,000.00, the contract with the agency or firm doing the work shall contain all the provisions of this agreement. The Engineer shall not engage, on a full-or part-time or other basis during the period of this agreement, any professional or technical personnel who are or have been at any time during the period of the agreement in the employment of the FHWA, the North Dakota Department of Transportation, or the County, without the written consent of the public employer of such person.

X.

The Engineer shall obtain all risk record protection insurance to cover the loss of all survey notes or all other records or data obtained in connection with the work.

XI.

The Engineer is advised that his or her signature on this contract and/or agreement certifies that the company or any person associated with it is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

ATTESTED:

COUNTY OF CASS

County Auditor

Chairperson, Board of County Commissioners

Date

Mark Anderson, Kadmas, Lee & Jackson, Inc.

Date



PURCHASE ORDER

PAGE: 1
 P.O. NO.: 151080
 DATE: 05/18/22

N.D. Sales Tax Exempt No. E-3009

KADRMAS, LEE & JACKSON, INC.
 4585 COLEMAN ST
 PO BOX 1157
 BISMARCK, ND 58502-1157

SHIP TO: CASS COUNTY GOVERNMENT
 COUNTY ENGINEER
 1201 WEST MAIN AVENUE
 WEST FARGO, ND 58078

VENDOR NO.		9759							
DELIVER BY		SHIP VIA		F.O.B.		TERMS			
05/18/22						NET			
CONFIRM BY			CONFIRM TO			REQUISITIONED BY			
			HALLAND, SHARI K			JASON BENSON			
FREIGHT		CONTRACT NO.		ACCOUNT NO.		PROJECT		REQ. NO.	REQ. DATE
				211-4001-431.33-01		TB2605KLJ			05/18/22
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION				UNIT COST	EXTENDED COST	
1	7500.00	EA	HYDRAULIC STUDY 28/29 EVEREST TWP-BUFFALO CREEK				1.0000	7500.00	
SUB-TOTAL								7500.00	
								7500.00	

AUTHORIZED BY _____
 COUNTY OFFICIAL



PURCHASE ORDER

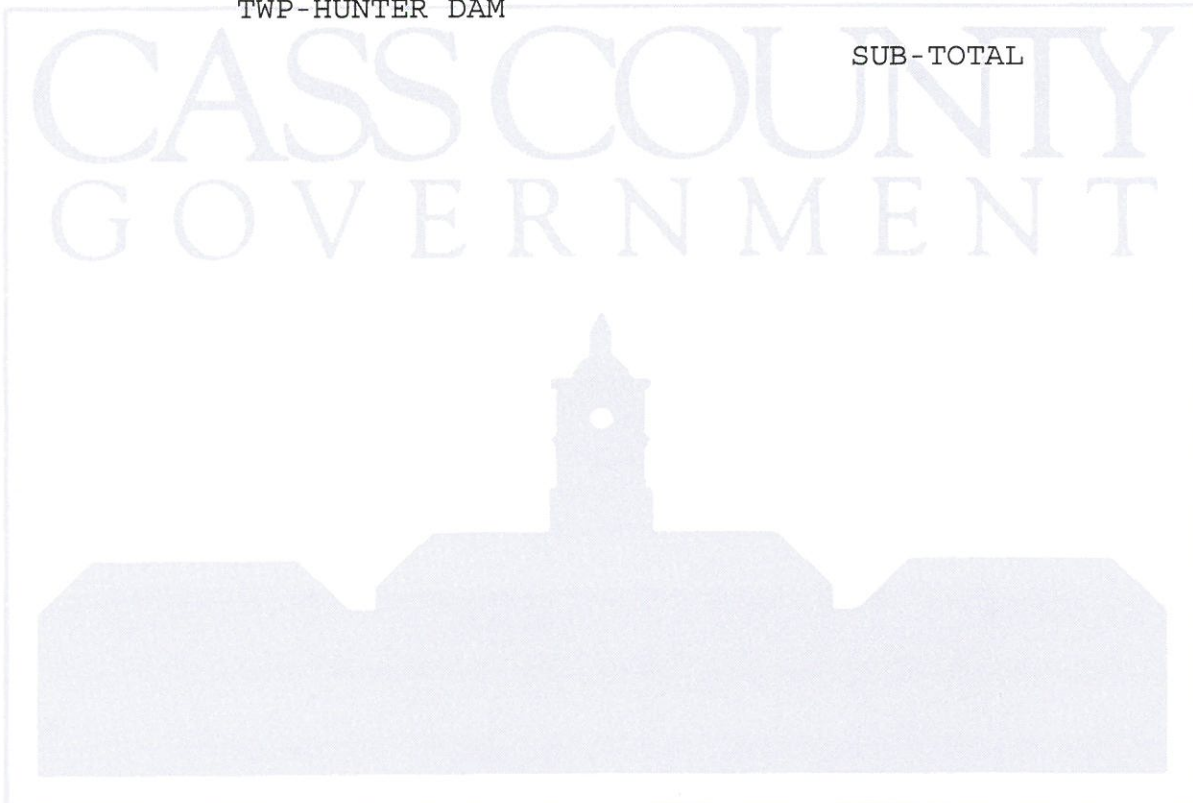
PAGE: 1
 P.O. NO.: 151081
 DATE: 05/18/22

N.D. Sales Tax Exempt No. E-3009

KADRMAS, LEE & JACKSON, INC.
 4585 COLEMAN ST
 PO BOX 1157
 BISMARCK, ND 58502-1157

SHIP TO: CASS COUNTY GOVERNMENT
 COUNTY ENGINEER
 1201 WEST MAIN AVENUE
 WEST FARGO, ND 58078

VENDOR NO.		9759			
DELIVER BY	SHIP VIA	F.O.B.	TERMS		
05/18/22			NET		
CONFIRM BY		CONFIRM TO			
		HALLAND, SHARI K			
		JASON BENSON			
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT		
		211-4001-431.33-01	TB2507KLJ		
			REQ. NO.		
			05/18/22		
REQ. DATE					
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	7500.00	EA	HYDRAULIC STUDY-21/22 HUNTER TWP-HUNTER DAM	1.0000	7500.00
SUB-TOTAL					7500.00
7500.00					



AUTHORIZED BY _____
 COUNTY OFFICIAL



MEMORANDUM

**Highway
Department**

Jason Benson, P.E.
County Engineer

Thomas B. Soucy, P.E.
Deputy County Engineer

Blaine Laaveg
Superintendent

TO: Cass County Commission

FROM: Jason Benson, Cass County Engineer *JAB*

DATE: May 27, 2022

SUBJECT: Consent Agenda Item for June 6, 2022 Commission Meeting:
Houston Engineering, Inc. agreement for the Casselton Soybean Road
Improvement Project - 36th St SE Reconstruction and Transition to a
County Road East of County Road 23, Casselton, ND

Attached are the contract documents for Houston Engineering, Inc. to provide engineering services for the detailed design of the Phase 1 reconstruction of 36th St SE in preparation of transitioning the roadway into a County Road. The project is anticipated to extend from County Road 23 to approximately 400' east of 154th Ave SE. Phase 1 activities include preparation of final plans to complete the culvert improvements, grading and installation of fabric and aggregate base material. Phase 1 is planned to be bid in early July 2022.

The estimated cost of this work is \$18,556.00

SUGGESTED MOTION: AUTHORIZE CHAIRPERSON TO SIGN PURCHASE ORDER AND CONTRACT DOCUMENTS WITH HOUSTON ENGINEERING, INC. FOR ENGINEERING SERVICES FOR THE DETAILED DESIGN OF THE PHASE 1 RECONSTRUCTION OF 36TH ST SE SUBJECT TO STATE'S ATTORNEYS APPROVAL.

J:\Admin-Eng\Commission Corrsp\2022 Commission Correspondence\NDSP Soy Bean Road\Agenda Memo Houston Soy Bean 052722.docx

1201 Main Avenue West
West Fargo, North Dakota
58078-1301

701-298-2370
Fax: 701-298-2395

CONTRACT APPROVAL REQUEST

COMPANY REQUESTING CONTRACT:

Houston Engineering, Inc., 1401 21st Ave N, Fargo, ND 58102

DATE OF REQUEST: May 27, 2022

DATE OF EXPECTED RETURN TO THE COMMISSION OFFICE: June 6, 2022

DEPARTMENT HEAD REQUESTING SIGNATURE: **Jason Benson, 701-298-2372**



STATE'S ATTORNEY SIGNATURE: _____

STATE'S ATTORNEY COMMENTS: _____

PORTFOLIO COMMISSIONER SIGNATURE: _____

Attached are the contract documents for Houston Engineering, Inc. to provide engineering services for the detailed design of the Phase 1 reconstruction of 36th St SE in preparation of transitioning the roadway into a County Road. The project is anticipated to extend from County Road 23 to approximately 400' east of 154th Ave SE. Phase 1 activities include preparation of final plans to complete the culvert improvements, grading and installation of fabric and aggregate base material. Phase 1 is planned to be bid in early July 2022.

The estimated cost of this work is \$18,556.00

SUGGESTED MOTION: AUTHORIZE CHAIRPERSON TO SIGN PURCHASE ORDER AND CONTRACT DOCUMENTS WITH HOUSTON ENGINEERING, INC. FOR ENGINEERING SERVICES FOR THE DETAILED DESIGN OF THE PHASE 1 RECONSTRUCTION OF 36TH ST SE SUBJECT TO STATE'S ATTORNEYS APPROVAL.

CASS COUNTY GOVERNMENT ENGINEERING SERVICES AGREEMENT

Project Numbers and Locations: Casselton Soybean Road Improvement Project - 36th St SE Reconstruction and Transition to a County Road East of County Road 23, Casselton, ND

Type of Project: Engineering services for the detailed design of the Phase 1 reconstruction of 36th St SE in preparation of transitioning the roadway into a County Road.

Type of Construction: Road Reconstruction

THIS AGREEMENT is entered into by and between Cass County, herein after known as the County, and Houston Engineering, Inc., of Fargo, North Dakota hereinafter known as Engineer.

I.

The Engineer shall perform the needed detailed construction design services only per Request for Proposal.

II.

The County will pay the Engineer as follows:

- A. Maximum Payment: The total contract cost not to exceed \$18,556.00 unless changed according to Section VI.

III.

The work under this agreement shall be performed as required to meet the project requirements and the contractor’s work schedule.

IV.

Duly authorized representatives of the County, North Dakota Department of Transportation, and Federal Highway Administration (FHWA) shall have right to inspect and copy the Engineer’s plans, files, and records relating to the work included in this agreement.

All books, documents, papers, accounting records, and other evidence pertaining to the cost incurred under the agreement shall be retained by the Engineer and available for inspection by the County, North Dakota Department of Transportation, or FHWA for a period of three years after the date of final payment.

The files and records shall be available in the Engineer’s office located at Houston Engineering, Inc.

V.

The Engineer warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Engineer, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the County and North Dakota Department of Transportation shall have the right to annul this agreement without liability, or to deduct from the agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

VI.

No change in the type or extent of the work to be performed by the Engineer shall be made except by supplemental agreement in writing between the County and the Engineer. The supplemental agreement shall set forth the proposed changes of work, extension of time for preparation of the plans, and adjustment to the fee to be paid by the County to the

Engineer, if any. On federal-aid participating projects any supplemental agreement must be approved by the North Dakota Department of Transportation.

VII.

This agreement may be terminated by the County and North Dakota Department of Transportation at any time upon written notice to the Engineer. In the event that such termination should take place before the completion of the total work to be performed hereunder the County will pay the Engineer for the completed hourly work not to exceed the total work to be performed under this contract.

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VIII.

The Engineer shall indemnify, save, and hold harmless the County and/or North Dakota Department of Transportation and employees thereof, from any and all claims, demands, actions arising out of the negligent acts, errors, or omissions of the Engineer, his employees, or agent, in the performance of the agreement, or matters incidental thereto.

Any and all persons employed directly or indirectly by the Engineer who are engaged in the performance of any work or services required of the Engineer under this agreement shall be considered employees of the Engineer only and not of the County or North Dakota Department of Transportation.

The Engineer shall comply with applicable federal state and local laws together with all applicable ordinances and regulations applicable to the work. He shall procure all licenses, permits, and other rights necessary for the fulfillment of his obligations under this agreement.

The appropriate professional engineer (P.E.) and/or land surveyor (L.S.) endorsement shall be placed on all documents, plans, or plats.

The Engineer shall comply with Title VI of the Civil Rights Act of 1964, Executive Order 112246 and Executive Order 11375. In accordance with the aforementioned act, no person in the United States shall, on the grounds of race, color, religion, sex, age, handicap, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement.

IX.

The services of the Engineer to be performed hereunder are personal and shall not be assigned, sublet, or transferred, except specialized services or additional work items. If the specialized services or additional work exceeds \$10,000.00, the contract with the agency or firm doing the work shall contain all the provisions of this agreement. The Engineer shall not engage, on a full-or part-time or other basis during the period of this agreement, any professional or technical personnel who are or have been at any time during the period of the agreement in the employment of the FHWA, the North Dakota Department of Transportation, or the County, without the written consent of the public employer of such person.

X.

The Engineer shall obtain all risk record protection insurance to cover the loss of all survey notes or all other records or data obtained in connection with the work.

XI.

The Engineer is advised that his or her signature on this contract and/or agreement certifies that the company or any person associated with it is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

ATTESTED:

COUNTY OF CASS

County Auditor

Chairperson, Board of County Commissioners

Date

Jeremy L. McLaughlin, Houston Engineering, Inc.

Date



PURCHASE ORDER

PAGE: 1
 PO. NO.: 151251
 DATE: 06/02/22

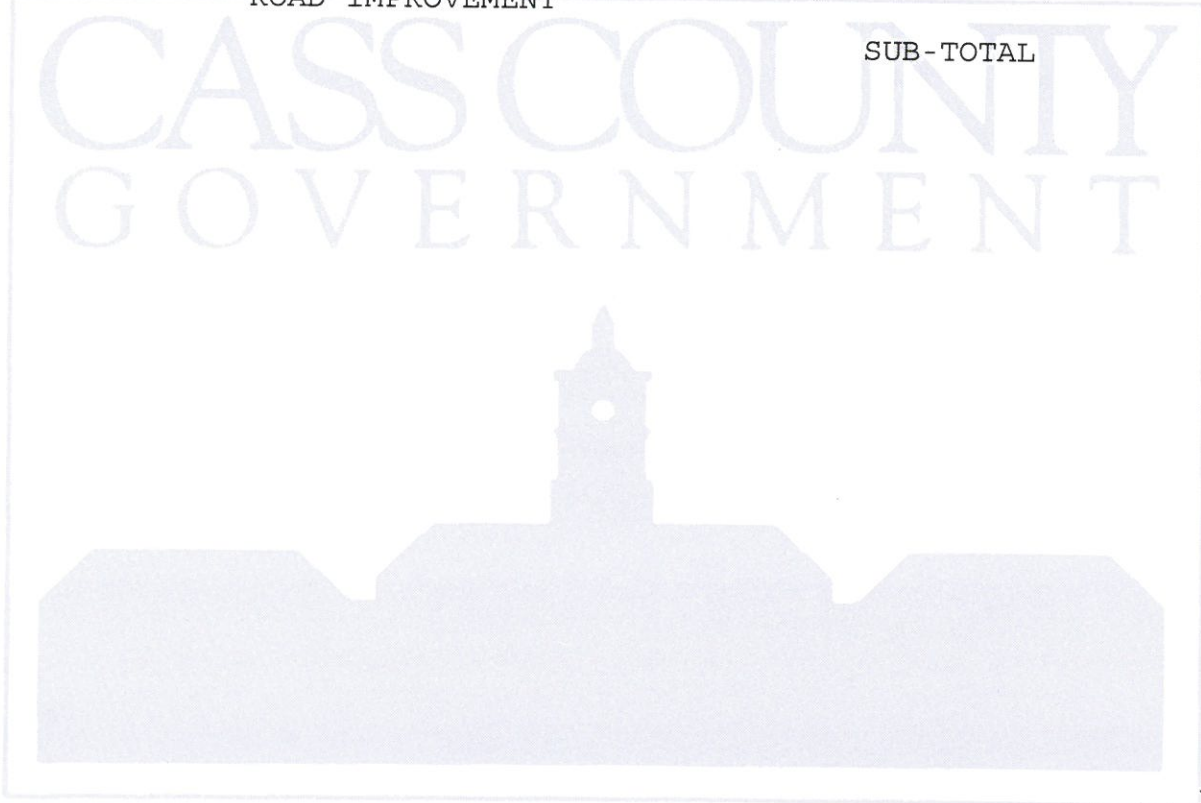
N.D. Sales Tax Exempt No. E-3009

HOUSTON ENGINEERING
 1401 21ST AVENUE NORTH
 FARGO, ND 58102

SHIP TO: CASS COUNTY GOVERNMENT
 COUNTY ENGINEER
 1201 WEST MAIN AVENUE
 WEST FARGO, ND 58078

VENDOR NO.		SHIP VIA		F.O.B.		TERMS	
879						NET	
DELIVER BY		CONFIRM BY		CONFIRM TO		REQUISITIONED BY	
06/02/22				HALLAND, SHARI K		JASON BENSON	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE		
		211-4001-431.33-01		HOUSTON	06/02/22		

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	18556.00	EA	ENGINEERING SERVICES FOR SOYBEAN ROAD IMPROVEMENT	1.0000	18556.00
SUB-TOTAL					18556.00



18556.00

AUTHORIZED BY _____ COUNTY OFFICIAL