

North Dakota State Water Commission
Request for Qualifications (RFQ)
North Dakota Dam Safety Program
October 2017

Project Description

The North Dakota State Water Commission (NDSWC) is soliciting submissions of qualifications from engineering firms desiring to provide professional services on behalf of North Dakota's state dam safety program.

Work identified in this RFQ will include providing technical assistance to help the NDSWC draft new state minimum standards and requirements for dam design and construction permitting. The NDSWC does not currently have a comprehensive document outlining minimum standards for dam design and permitting. The *North Dakota Dam Design Handbook*, North Dakota State Engineer, June 1985, is out of date and does not reflect the state-of-the-practice in modern dam design. The NDSWC desires to clarify the minimum standards for dam design and the requirements for submitting a NDSWC construction permit application for a dam in North Dakota.

The engineering firm that is selected and with which a contract is successfully negotiated (Engineer) will be retained to provide possible additional services to the NDSWC dam safety program for approximately three years.

Scope of Services

The Engineer will provide technical assistance to assist the NDSWC in drafting new state minimum standards and requirements for dam design and construction permitting. The scope of this project includes performing a literature review of current minimum standards and requirements in use in other states and by other agencies.

Based on the literature review and knowledge of the current state-of-the-practice in modern dam design, the Engineer will draft minimum standards and requirements for dam design and construction permitting in consultation with the NDSWC. The minimum standards and requirements will address aspects of dam design, including hydrologic analysis, geotechnical exploration, embankment and foundation design, spillway design, structural design, mechanical and electrical design, modification of existing structures, design documentation, and construction drawings and specifications.

Possible future work under this RFQ may include projects related to dam inspections, hydrologic analyses, dam hazard classification, emergency action planning, dam safety education and awareness, or other related tasks. The NDSWC reserves the right to award specific projects to other qualified firms, individuals, or entities in accordance with North Dakota Century Code (N.D.C.C.) ch. 54-44.7.

This RFQ is to be used only as a guide for prospective firms in developing a proposal and may not include all tasks necessary to complete the required work. The scope of services may be modified as necessary throughout the project if agreed upon by the NDSWC and the Engineer. Such modifications may include extensions of time or additional scopes of work, depending on the priorities of the NDSWC and available funding.

Minimum Qualifications

Interested applicants should possess the following minimum qualifications:

- Demonstrated expertise and experience with all aspects of dam design, including hydrologic analysis, embankment and foundation design, and spillway design.
- Demonstrated expertise and experience with dam safety, including dam inspections, dam failure analysis, hazard classification, and emergency action planning for dams.
- Demonstrated experience with dam construction administration.
- As required by N.D.C.C. § 43-19.1-01, project managers responsible for completion of engineering work must have valid Professional Engineer licensure in the State of North Dakota. The project team must also include a Professional Land Surveyor registered in the State of North Dakota if surveying work is involved.
- Ability to assemble a highly qualified professional team with appropriate backgrounds and experience to conduct the required work and produce professional products on time and within budget.
- At the time of contracting, Engineer must provide general liability insurance in the amount of one million dollars.

Contract Schedule and Funding

Federal funding from the Department of Homeland Security, Federal Emergency Management Agency (FEMA) will be used to fund projects identified in this RFQ. Funding is currently available to begin the project to draft new state minimum standards and requirements for dam design and construction permitting. Additional work is contingent on future availability of additional federal funding.

Project work by the Engineer is anticipated to commence immediately upon notice to proceed by the NDSWC. State contracts must be accepted and signed by the North Dakota State Engineer. A detailed scope of work will be developed and price will be negotiated with the selected firm.

Selection Process and Interviews

The selection process will be conducted in accordance with N.D.C.C. ch. 54-44.7. All complete submittals will be reviewed and evaluated by a selection committee comprised of NDSWC personnel. Evaluation will be made based on qualifications, experience, and other criteria as described in this RFQ.

Based on the selection committee's rating of participating firms, the top-ranked firms will be required to complete an interview process to clarify their RFQ responses. This interview will be held by the NDSWC at a location designated by the NDSWC. As an option, the interview may be conducted in whole or in part via web conference. If an interviewing firm desires to conduct any portion of the interview via web conference, the NDSWC must be notified in advance and arrangements must be agreed upon by the NDSWC. Any costs associated with the interview are the responsibility of the interviewing firm.

Additional contracts may be awarded to the selected firm or qualified firms not initially selected based on NDSWC needs or the availability of funds.

If a contract cannot be negotiated between the NDSWC and the selected firm, the NDSWC will negotiate with the next qualified firm.

Submittal

Submittals should emphasize general qualifications, experience, and expertise related to dam design, dam safety, and dam construction administration.

Participating firms shall organize their written submittal into a single, bound, document (one-volume, 8.5" x 11") and must respond, sequentially, to the evaluation criteria listed below in a manner that is clear and concise for review and evaluation by the selection committee. Divider pages or tabs must be provided to indicate the sections of the proposal that pertain to the individual evaluation criteria.

Participating firms may assemble teams that include qualified subconsultants, as necessary, for one or more of the required project tasks. Submittals must identify the firm that will serve as the prime consultant and who on the team will be responsible for managing its project team members, including all subconsultants. Joint ventures will be permitted; however, the prime consultant will be responsible for all coordination between project team members and subconsultants.

Submittals must include a cover letter (limited to two pages) from the prime consultant expressing interest in the project and stating potential conflicts of interest, if any, regarding the subject work.

In addition, each submittal must contain a completed General Services Administrative Form SF 330, which may be downloaded from the forms library at <http://www.gsa.gov>. An appendix must be provided within the submittal if there are any additional relevant materials to be included. The number of pages to be included in the submittal will not be limited; however, the submittal may

not exceed one single bound volume. Four copies of the document must be provided for NDSWC review.

All firms providing submittals are required to review, understand, and confirm willingness to sign the standard “Contract for Engineering Services” (including the indemnification and insurance clauses), enclosed with this RFQ. Submittals will not be evaluated without the signed “Willingness to Sign Standard Contract Documents” form guaranteeing that the standard contract document has been read, is understood, and will be signed if offered work for this project.

Evaluation

The Selection Committee will evaluate submittals based on the following information to be provided:

- The signed form confirming willingness to sign standard contract documents.
- A description of previous relevant projects (limit to 10 per submittal), including completion date and contact information for each client.
- A listing of the proposed project team with a detailed organizational chart, along with the general qualifications of the firm and qualifications of individual team members, including subconsultants. Clearly define roles for each team member.
- A description of the specific qualifications and strengths of the firm. Demonstrate experience and expertise related to dam design, dam safety, and dam construction administration.
- A description of the proposed project management approach and interaction with the NDSWC. Define subconsultant roles and responsibilities. Identify the team member who will take a lead role.
- Indication of the firm’s willingness and ability to work flexibly with NDSWC staff, along with the firm’s ability to commit appropriate staffing and resources, including tasks by sub-consultants, for successful project completion on time and on budget.
- A description of recent, current, and projected workloads of the firm. Include a table or chart indicating current and projected workload and staffing availability, including sub-consultants, for a twelve-month period.
- A discussion of internal quality assurance and quality control (QA/QC) measures.
- Information regarding the firm’s office location and accessibility to the NDSWC in Bismarck and also to dam locations within North Dakota. Identify where the firm is headquartered, in addition to the location of the primary office that would be working on this project.

- A listing of recent and current work for the NDSWC, including a description of the project and completion date.
- The overall quality and completeness of the submittal.

Right of Rejection

The NDSWC reserves the right to reject any submittals that do not comply with the criteria and requirements of this RFQ.

Disclosure of Submittal

Upon receipt by the NDSWC, submittals will be subject to North Dakota's open records laws and may be open to inspection by interested parties. Any information believed to be a trade secret or proprietary information should be clearly identified in the proposal. If this information is recognized as proprietary and protected by law, it may be exempt from disclosure.

Submittal Due Date and Requirements

Written submittals from qualified consultants will be accepted until 5:00 pm CST on November 30, 2017. Submit (4) copies of the submittal to:

Karen Goff, Dam Safety Program Manager
North Dakota State Water Commission
900 East Boulevard Avenue, Dept 770
Bismarck, ND 58505-0850
DIRECT: (701) 328-4953
FAX: (701) 328-3696
TTY: 1-800-366-6888 or 711
Email: kgoff@nd.gov

PLEASE NOTE: It is the responsibility of the firm to hand deliver its submittal by the due date and time or allow sufficient time for the submittal to transit through the US Postal Service or other carrier and the State mail system. Late submittals will not be evaluated.