



**REQUEST FOR QUALIFICATIONS (RFQ)**

**PROJECT NO. V-12002**

**Fargo-Moorhead Area Diversion Project  
Engineering Design Services**

**Publish Date: January 6, 2012**

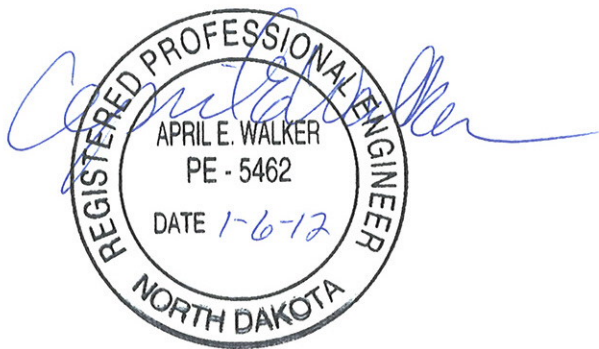
**Due Date: January 30, 2012**

# Fargo-Moorhead Metro Diversion Authority

## REQUEST FOR QUALIFICATIONS for ENGINEERING DESIGN SERVICES

PROJECT #V-12002

January 2012



Approved

April E. Walker  
April E. Walker, P.E.

1/6/12  
Date

# Engineering Design Services for the Fargo-Moorhead Area Diversion

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## General Introduction

The communities of Fargo, ND and Moorhead, MN along with the counties of Cass, ND and Clay, MN and the Cass County Joint Water Resources District and Buffalo-Red River Water Resources District have signed a joint powers agreement that forms a Diversion Authority for the purposes of constructing and operating a flood diversion channel along the Red River of the North for reducing the flood risk of the stakeholder communities and counties. The Diversion Authority (Authority) and its members have been working with the United States Army Corps of Engineers on the Fargo-Moorhead Metro Flood Risk Management Feasibility Study to develop the Project. The Project is defined as the Locally Preferred Plan in the Final Feasibility Report and as the Federally Recommended Plan in the Chief's Report, which can be found at: [www.FMDiversion.com](http://www.FMDiversion.com).

## Goal of the Request for Qualifications (RFQ)

The selected engineering design consultant(s) will assist the Authority in completing work-in-kind engineering; land, easement, rights-of-way, relocations, and disposal areas (LERRDS); and other Diversion Project related professional services.

The Authority intends to select one or more consulting firms (or team of firms submitting as a single Respondent) to provide engineering design services for the Fargo-Moorhead Area Diversion project (Project) for the following Types of Work:

### Types of Work

1. Bridge Design (County and Interstate Highway)
2. Land Acquisition (does not include legal services)
3. Diversion Channel Design
4. Hydrology and Hydraulics
5. Levee and Flood Wall Design
6. Utility Relocation Design
7. Recreation and Use Planning

Respondents may submit qualifications for one or more (or all) of the Types of Work listed above. The Respondent must clearly state for which Types of Work that they are submitting.

The Authority may elect to award all work to a single Respondent, separate Types of Work to separate Respondents, or a single Type of Work to more than one Respondent, as determined to be in the best interest of the Authority. Additional Types of Work may be added to the successful Respondent(s) scope of work subsequent to award, if determined to be in the best interest of the Authority.

## Role of the Authority and Project Management Consultant

The Authority is led by nine board members from the stakeholder entities. The Authority has committed certain internal resources to facilitate delivery of the Program. In addition, the Authority has retained the services

of a Project Management Consultant (PMC), CH2M HILL. The engineering design consultant(s) will be contracted to the Authority, but will receive day-to-day direction from, and report to, the PMC.

## Submission Requirements

Respondents shall deliver 12 copies of their submittal by **January 30, 2012 at 3:00 PM**. Submittals are limited to maximum of 30 pages with a font size no smaller than 11 point (11x17 pages allowed, but count as 2 pages). Cover letter, executive summary, table of contents, tabs, and appendixes (SF330 and resumes) do not count in the 30 page limit. Submittals shall be bound in a 3-ring binder and submitted in a sealed package clearly marked on the front with the title of the Project and Respondent. Include one CD of the submittal in Adobe Acrobat® PDF format.

Submittals shall be delivered to and questions regarding this RFQ shall be directed to:

Bruce Spiller  
CH2M HILL  
3170 43rd St S Ste 100  
Fargo, ND 58104  
T: 701-364-9111  
C: 719-338-1484

[bruce.spiller@ch2m.com](mailto:bruce.spiller@ch2m.com)

Addenda, if required, will be posted on [www.FMDiversion.com](http://www.FMDiversion.com).

## Required Content

**EXECUTIVE SUMMARY AND FACT SHEET** - Include a one or two page overview of Statement of Qualifications.

**ORGANIZATIONAL DATA AND BACKGROUND INFORMATION** — Respondent Information: name, location, years in business, financial strength, statement of firm stability, number of staff in firm, specialties, etc. Give the name and address of the Respondent's main and offices closest to the project location. Provide a primary contact name, address, phone & fax numbers, and email address for communication up through contract execution.

Provide a description of firm's corporate structure or the form of business structure that is being proposed and that will serve as the contracting entity. Include the names of parent companies. If the structure is that of a partnership or joint venture, provide the names of all team members, along with the portions of the Project anticipated for each. The proposed business structure must comply with state requirements and applicable law, including licensing. For partnerships or joint ventures, include a statement that all members will be jointly and severally liable to the Diversion Authority under the contract terms.

If the team consists of multiple consultant members, partnership, or joint venture, list prior experience of working together to complete other projects. Describe the decision-making and leadership structure of the proposed team, and which personnel are legally authorized to obligate the team contractually to the Authority.

**KEY PERSONNEL** — Provide a Project Team Organization chart, team capabilities, roles, and provide assurance of team's ability to deliver quantity and quality of work products required.

Identify key personnel who are to be assigned to this project. Describe how these individuals have worked on similar projects and will contribute to the program success. Provide details regarding

capabilities of the Project Manager. Provide experience and capabilities of technical leads and key personnel for the Types of Work listed above that the Respondent is submitting qualifications for. Provide 1 to 2 pages resumes for the Project Manager, technical leads, and key personnel in an Appendix.

Describe the capacity of the team to perform identified services; indicate additional capabilities that would facilitate Project execution.

**EXPERIENCE** — Identify current or past work that your firm or team is doing or has done that regarding the Fargo-Moorhead Area Diversion. Provide descriptions of at least two (2) projects/programs for each Type of Work that best demonstrate firm or team member current qualifications and abilities that are relevant to this Project. Include the following information:

1. Project/Program Name and Location
2. Client Contact Name and Contact Information
3. Project/Program Description
4. Project/Program Nature and Firm's Responsibility
5. Indicate which of the proposed key personnel worked on the Project, including their specific roles and responsibilities
6. Original Project Cost Estimate
7. Final Project Cost (or current estimate at completion)
8. Estimated Dollar Amount for Which Firm was Responsible
9. Original Project/Program Schedule (or current scheduled completion)
10. Final Date of Completion

**PROJECT APPROACH**— Approximately \$10M in engineering design activities must be executed prior to October 1, 2012. Depending on Federal funding for FY2013, up to \$30M of engineering design activities may need to be executed between October 1, 2012 and September 30, 2013. The Work Plan for specific FY2013 activities will be developed in 2012. Major activities anticipated in 2012 include the design of up to 7 bridges (5 county road bridges – CR 31, CR 4, CR 81, CR 32, and CR 22; and 2 highway bridges – I-29 NB and I-29 SB), utility relocation design, land and easement acquisition, recreation master planning for the portion of the diversion channel south of I-94, and, potentially, design of levees and flood walls in the protected area. Bridge designs will include approximately 500 feet of diversion channel design on either side of the bridge. Major activities anticipated in 2013 include the design of up to 6 bridges (4 county road bridges – CR 20, CR 10, CR 8, and CR 6; and 2 highway bridges – I-94 EB and I-94 WB), utility relocation design, and land and easement acquisition.

Describe the general approach the firm will use to address the Types of Work and the anticipated 2012 and 2013 work activities. Discuss your ability to work with the Authority, USACE, and PMC. Provide your methodology to deliver work products on time and within budget. Describe your approach for Quality Assurance/Quality Control (QA/QC).

**REFERENCES** — Provide references (contact person/phone number) on at least four (4) recent projects from the Experience section. Describe the specific value provided for each project.

**SF 330 FORM** —Include an Appendix with a Standard Federal 330 for from each team member (this Appendix does not count towards the 30 page limit).

# Guarantees and Insurance

1. Parent Company Guarantee
  - a. The selected Respondent shall provide a Parent Company Guarantee, either through one or multiple Guarantors. Each Guarantor will be required to sign a Guaranty Agreement with the Authority based upon the proposed guarantee structure whereby it will irrevocably, absolutely, and unconditionally guarantee the performance of all the obligations of the Respondent under the Agreement; if a joint venture structure is being proposed then each firm in the joint venture shall sign separate Guaranty Agreements. The Authority will be indemnified by each Guarantor against any loss and expense resulting from any disputes between multiple Guarantors; and each Guarantor must be jointly and severally liable. The Authority shall also have the right to determine in its sole discretion the acceptability of any Guarantor(s). A copy of the Parent Company Guarantee form is attached.
2. Insurance coverage (For Types of Work including Bridge Design, Diversion Channel Design, Hydrology and Hydraulics, and Levee and Flood Wall Design):
  - a. Provide the following insurance coverage: (1) Professional Liability errors and omissions insurance coverage in an amount of not less than \$10,000,000 per claim and in the aggregate, with a three year tail period. (2) Commercial General Liability insurance policy in an amount of not less than \$5,000,000 per occurrence and \$10,000,000 in the aggregate.
  - b. The Respondent's liability and indemnification obligations are not limited by any insurance coverage that the Respondent does or does not maintain or by any matter relating to insurance.
3. Insurance coverage (For Types of Work including Land Acquisition, Utility Relocation Design, and Recreation and Use Planning):
  - a. Provide the following insurance coverage: (1) Professional Liability errors and omissions insurance coverage in an amount of not less than \$2,000,000 per claim and in the aggregate, with a three year tail period. (2) Commercial General Liability insurance policy in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
  - b. The Respondent's liability and indemnification obligations are not limited by any insurance coverage that the Respondent does or does not maintain or by any matter relating to insurance.

Acknowledge ability to meet the guarantee and insurance requirements and identify any deviations and the reasons for them.

## Selection Process and Evaluation Criteria

A Selection Committee consisting the Diversion Authority Technical Team (Keith Berndt/Cass County, Mark Bittner/Fargo, David Overbo/Clay County, April Walker/Fargo, Bob Zimmerman/Moorhead), with advice from the PMC and input from others (as requested by the Technical Team), will evaluate and rank the proposals. Selection criteria are based upon the identified sections of the proposal and include such elements as:

1. Experience in providing engineering design services on projects/programs of similar nature and size.
2. Technical ability and experience of proposed personnel assigned to this Project.

3. Design capabilities to execute anticipated level of work, supported by examples of historical performance on projects.
4. Ability to acquire the estimated 1,700 land and easement acquisitions, if submitting on Land Acquisition work.
5. Staffing availability; current and anticipated workload.
6. Innovation and creativity.
7. Use of local firms or having a history of successful project delivery out of an established local office in the general Fargo-Moorhead area, including Cass and Clay counties.

A short list of top-rated Respondents may be invited to make a presentation and interview with the Selection Committee.

The schedule for selection is as follows:

1. Issue RFQ	January 6, 2012
2. Written Questions from firms due	January, 18 2012
3. Answers provided	January 20, 2012
4. Proposals due	January 30, 2012
5. Invitations to Interview <sup>1</sup>	February 3, 2012
6. Interviews <sup>1</sup>	February 7, 2012
7. Selection	February 9, 2012

<sup>1</sup> Interviews are optional at the discretion of the Authority. Interviews will be held if in the best interest of the Authority to gain additional information with which to aid in the selection process.

Contract negotiations with the top rated Respondent(s) will commence immediately following selection with a goal of awarding a contract as soon as possible.

## **Contract Terms and Conditions**

Contract terms and conditions will be negotiated following selection.

## **Opportunity for Local Businesses**

It is the desire of the Authority that well qualified local firms are afforded the maximum practical opportunity to participate in all phases of the project. The Authority also recognizes that local firms may not possess all of the necessary capacity or technical expertise required for a project of this size and complexity. The engineering design consultant(s) will be required to give preference to local firms whenever it can be done without compromising the project schedule, quality of work, or successful completion. The engineering design consultant(s) will be required to provide regular monthly reports indicating percentages and dollar amounts of work being performed by firms with offices in Cass County North Dakota or Clay County Minnesota. Decisions to use non-local firms should be documented with rationale supported the decision.

## **Acceptance or Rejection of Statements of Qualifications**

The Authority reserves the right, in its absolute discretion, to waive any deficiencies in, and accept or reject any and all Statements of Qualifications submitted. The Authority is not responsible for the cost of preparation of the proposal or interview.