



REQUEST FOR QUALIFICATIONS (RFQ)

Fargo-Moorhead Area Diversion Project

Materials Testing Services

Publish Date: June 10, 2014

Due Date: June 24, 2014

**Fargo-Moorhead Metro Diversion Authority
and
Cass County Joint Water Resources Board**

**REQUEST FOR QUALIFICATIONS
for
MATERIALS TESTING SERVICES**

June 2014

This document was originally issued and sealed by Bruce J. Spiller,
Registration Number 8196 on 06/10/2014
and the original documents are stored at CH2M HILL Engineers, Inc., Fargo, ND

Materials Testing Services for the Fargo-Moorhead Area Diversion Project

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 (CCJWRD) 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 member entity CCJWRD will be issuing contracts for construction of various project elements.

Goal of the Request for Qualifications (RFQ)

The selected material testing firm(s) will assist the Authority and CCJWRD with Diversion Project related services.

The Authority and CCJWRD intends to select one or more firms to provide material testing services for the Fargo-Moorhead Area Diversion project (Project) for material testing for the following types of work:

Types of Work

1. Levees
2. Embankments
3. Diversion channel
4. Bridges
5. Hydraulic structures
6. Pump stations
7. Flood walls
8. Other

The Authority and CCJWRD may elect to award all work to a single Respondent or 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, CCJWRD, and Construction Manager

The Authority and CCJWRD will each enter into contracts with selected firm(s) to provide testing services for their respective construction contracts. In addition, CCJWRD has retained the services of a Construction Manager (CM), CH2M HILL, to provide CM services for all construction contracts. The materials testing firms will be contracted to the Authority and CCJWRD, but will receive day-to-day direction from, and report to, the CM.

Submission Requirements

The material testing firm(s) used for project features that are part of the certified flood risk management system shall be Corps of Engineers approved laboratories as indicated at <http://gsl.ercd.usace.army.mil/SL/MTC/validatedLabsList.htm> or accredited by a nationally recognized accreditation authority.

Respondents shall deliver 4 copies of their submittal by **June 24, 2014 at 10:00 AM**. 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, and dividers do not count in the 30 page limit. Submittals shall be bound 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: 701-556-5470

bruce.spiller@ch2m.com

Addenda, if required, will be posted on 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 & cell numbers, and email address for communication up through contract execution. Indicate if Respondent is a Corps of Engineers approved or nationally accredited laboratory.

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

EXPERIENCE — Identify current or past work that your firm or team is doing or has done regarding the Fargo-Moorhead Area Diversion. Provide descriptions of at least two (2) projects/programs 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

REFERENCES — Provide references (contact person/phone number) on at least two (2) recent projects from the Experience section.

Insurance Coverage

1. Provide the following insurance coverage: (1) Commercial General Liability insurance policy in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. 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.

Selection Process and Evaluation Criteria

A Selection Committee 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 materials testing services on projects/programs of similar nature and Corps of Engineers approved or nationally accredited laboratory.
2. Technical ability and experience of proposed personnel assigned to this Project.
3. Capabilities to execute anticipated level of work.
4. 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.

Schedule

The schedule for selection is as follows:

1. Issue RFQ	June 10, 2014
2. Proposals due	June 24, 2014
3. Selection and Notice of Award - CCJWRD	June 26, 2014
4. Notice of Award - Diversion Authority	July 10, 2014

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 are in the attached Master Services Agreement. Indicate any exceptions to the terms and conditions in the response.

Opportunity for Local Businesses

It is the desire of the Authority and CCJWRD that well qualified local firms are afforded the maximum practical opportunity to participate in all phases of the project.

Acceptance or Rejection of Statements of Qualifications

The Authority and CCJWRD 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 or CCJWRD are not responsible for the cost of preparation of the proposal or interview.