

# **Request for Qualifications FM Metro Diversion**

## **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 and its members have been working with the United States Army Corps of Engineers on the FM Metro Flood Risk Management Feasibility Study to develop the flood diversion channel project.

## **Goal of the request for qualifications (RFQ)**

The Diversion Authority intends to select a consulting firm (or team of firms) to provide Project Management services for the FM Metro Flood Diversion Project (Project). The Project is defined as the Locally Preferred Plan in the Supplemental Draft Feasibility Report, which can be found at: <http://www.internationalwaterinstitute.org/feasibility/index.htm>. The goal of the Project Management consultant is to assist the Diversion Authority in managing and completing the diversion project.

## **Role of the Client**

The Diversion Authority (Authority) is led by nine board members from the stakeholder entities. The Authority will commit certain internal and external resources to facilitate delivery of the Program. In some circumstances such resources will augment and support the services provided by the Project Management Consultant, while in other circumstances the Project Management Consultant will support the activities of the Authority's Program Team. The Authority's Project Team will ultimately be comprised of the nine member board, a Technical Committee, a Finance Committee, an Outreach Committee, a Project Manager, and various support staff/contracted resources as may later be designated.

Throughout the Project key stakeholders, facility users, and operators will be identified and included as appropriate in decisions that affect them. Specific communications plans will be developed as appropriate for each stakeholder reflecting their unique need for content and frequency of information. The Project Management Consultant(s) will use all currently available means, methods and technology as appropriate for the target audience to track and deliver information to all interested parties. This includes regulatory bodies such as the United States Army Corps of Engineers, Federal Emergency Management Agency, United States Environmental Protection Agency, and United States Fish and Wildlife Services.

## **Statement of Qualifications Submission Requirements**

Respondents shall deliver 12 copies of their submittal by **October 10th at 4 PM**. Submittals shall be limited to maximum of 50 pages with a font size of no smaller than 11 point. Submittals shall be bound in a 3-ring binder.

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

Keith Berndt  
County Administrator  
211 Ninth Street South  
P.O. Box 2806  
Fargo, ND 58108

[berndtk@casscountynd.gov](mailto:berndtk@casscountynd.gov)

701.241.5609

## **Required Proposal Content**

SF 330 FORM – Submittals shall include a Standard Federal 330 form.

Please also include the following information if not included in your SF 330:

**EXECUTIVE SUMMARY AND FACT SHEET** - Include a one to two page overview of Proposal.

**ORGANIZATIONAL DATA AND BACKGROUND INFORMATION** – Consultant Information: name, location, years in business, financial strength, statement of firm stability, number of staff, specialties, etc. Give the name and address of the Consultant's main and local offices and type of legal entity. Identify parent company, if applicable. Provide a primary contact name, address, phone & fax numbers, and email address for communication up through contract execution. Acknowledge your ability to meet the insurance requirements and identify any deviations and the reasons for them.

**KEY PERSONNEL** – Identify Project Team Organization chart, team capabilities, roles, and provide assurance of team's ability to deliver quality of work products required. Identify key personnel who are likely to be assigned as part of the team. Identify key management personnel including those of consultants to be involved. Describe how these individuals have worked on similar projects and will contribute to the program success. Provide details regarding Proposer's Project Management Consultant, Principal-In-Charge, control systems managers, and other key managers on Projects of similar size, complexity and dollar value. List all Consultants and their areas of work. Demonstrate the capacity of the team to perform all identified services; indicate any additional capabilities that would facilitate Program execution.

**EXPERIENCE** – Provide a full description of at least five (5) projects/programs that best demonstrate your current qualifications and abilities that are relevant to perform this Project. Include name of Project Owner and project/Project Management Consultant contact, phone numbers, addresses and e-mail addresses. Identify any current work that your firm or team is doing that is related to the advertised project. Demonstrate the track record of the firm in providing similar services on similar efforts and achieving the outcomes that are desired for this project. Include the following information:

1. Project/Program Name and Location
2. Project/Program Description
3. Project/Program Nature and Firm's Responsibility
4. Original Project Cost Estimate
5. Final Project Cost
6. Estimated Dollar Amount for Which Firm was Responsible
7. Original Project/Program Schedule
8. Final Date of Completion

**PROJECT APPROACH AND SCHEDULE** – Include a statement acknowledging the general Scope of Services and setting forth the approach the firm will use to address the Scope including proposed deliverables and an assessment and responsibility for the risks involved with undertaking the Project. Discuss lines of communications necessary to maintain the Project schedule. Discuss your ability to work with local stakeholders, the USACE, and local technical teams that have been involved in developing the Draft Feasibility Report and Project. Provide your methodology to achieve project objectives. Describe your project for Quality Assurance/Quality Control (QA/QC) Management and accountability. Demonstrate the ability of the firm to deliver the project efficiently and effectively.

**REFERENCES** – Provide references (contact person/phone number) on at least four (4) recent projects of a similar nature for which you provided project management services. Please include contact information regarding the name of the senior management official and the On-site Project Management Consultant for the owner/developer. Demonstrate the value provided for specific clients with similar requirements.

## **Scope of Work – Services and Tasks**

The Authority is seeking the support of a Project Management consultant to perform a broad scope of support services. These services include, but are not limited to, the following:

- Assist in continued development of the project from its current draft feasibility report stage through finalizing the Chief's Report, program authorization, and implementation.
- Establish a project management team to coordinate, manage, and administer the delivery of design and construction activities related to the Authority's project.
- Develop a master project implementation plan.
- Develop a master project implementation budget.
- Develop and maintain detailed project master schedules.

- Develop a financial model and perform project financial management of project costs and funding.
- Coordinate with federal or state agencies, and other entities that may drive and/or affect the Authority's project schedule and budget.
- Evaluate alternative forms of project delivery that may best meet the needs of the Diversion Authority.
- Develop master project standards for engineering design, communication protocols, information management, quality, reporting, and coordination.
- Represent the owner's interest to the US Army Corps of Engineers with review of corps design and serving as the owner's representative on numerous Corps committees.
- Perform overall project construction administration services.
- Perform constructability and value engineering review services.
- Provide in-house engineering, budgeting, cost estimating, planning, permitting, and bidding services as required.
- Coordinate ongoing master plan, design, land acquisition, and permitting projects with other consultants, as directed by the Authority, to provide consistency with the overall programmed project approach.

## **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 Project Management services on programs of similar nature and size;
2. Technical training, education, and experience of proposed personnel assigned to this Project;
3. Ability to manage a major public sector project as evidenced by past performance on similar projects;
4. Management capabilities, supported by examples of historical performance on projects;
5. Commitment by senior management to this Project;
6. Staffing availability; current and anticipated workload of Project Management Consultant; and
7. Innovation and creativity.

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

The schedule for selection is as follows.

- Issue RFQ September 13, 2011
- Written Questions from firms due September 23, 2011
- Answers provided September 28, 2011
- Proposals due October 10, 2011
- Invitations to Interview October 14, 2011
- Interviews October 24 -28, 2011
- Selection October 31, 2011

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

### **Acceptance or Rejection of Proposals**

The Authority reserves the right, in its absolute discretion, to accept or reject any and all proposals submitted.

### **Terms and Conditions**

The consultant team will work to manage the project on the owner's behalf. The role may include preparation of scopes of work and government estimates for design of numerous project components. The consultant should be advised that this role may preclude the management consultant from participating in contracts as a designer.

It is the desire of the Diversion 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 do not possess all of the necessary capacity or technical expertise required for a project of this size and complexity. The Project Management Consultant will be required to give preference to local contractors when whenever it can be done without compromising the project schedule or successful completion. The Project Management Consultant 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 listed.

**Red River Diversion Authority**  
**Subject to Change**  
September 13, 2011

