

North Dakota Department of Water Resources
Request for Qualifications (RFQ)
Engineering Services for North Dakota Dam Safety Program
January 2025

Purpose

The North Dakota Department of Water Resources (DWR) is soliciting submissions of qualifications from engineering firms desiring to provide professional services to the DWR's dam safety program. The chosen engineering firm (Engineer) is required to provide engineering services related to hydrologic analyses and evaluation of the spillway capacity of dams in North Dakota.

Scope of Services

The Engineer will provide professional engineering service as requested by the DWR to complete hydrologic analyses and evaluation of the spillway capacity of dams in North Dakota. There is little information available for many of North Dakota's high and significant hazard dams, and compliance with dam safety criteria is uncertain in many cases. New North Dakota Dam Safety Standards (Standards) became effective on January 1, 2024, that include updated criteria for spillway capacity, so any prior studies evaluating spillway capacity are no longer up-to-date based on the new Standards. In addition, North Dakota completed a statewide probable maximum precipitation (PMP) study in 2021 that resulted in updated PMP values for the state.

The hydrologic analyses will incorporate updated PMP data from the North Dakota statewide PMP study, as well as updated rainfall data from NOAA Atlas 14 as appropriate, and spillway capacity will be evaluated for compliance with the new Standards. Dam breach analysis and review of the dam hazard classification in accordance with the new Standards may also be included for certain dams as deemed necessary by the DWR. The information provided by these analyses will provide a much more complete picture of the condition of dams in North Dakota and will help identify those dams that present the highest risk.

The scope of services may be modified as necessary throughout the project if agreed upon by the DWR and the Engineer. Such modifications may include extensions of time or additional scopes of work, depending on DWR's priorities and available funding.

Minimum Qualifications

Interested applicants should possess the following minimum qualifications:

- Demonstrated expertise and experience with hydrologic and hydraulic analyses.

- Demonstrated expertise and experience related to dams, including dam breach analysis, hazard classification, and evaluation of dam spillway capacity.
- As required by North Dakota Century Code (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 ND. The project team must also include a Professional Land Surveyor registered in the State of ND if surveying work is involved.
- Engineer must 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 comply with the DWR's insurance requirements, which will include general liability insurance in the amount of two million dollars.

Contract Funding

Payment for the contract is subject to availability of federal funding from the Department of Homeland Security, Federal Emergency Management Agency (FEMA).

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 DWR 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 responding firms, the top-ranked applicants will be required to complete an interview process to clarify their RFQ responses. This interview will be held by the DWR at a location designated by the DWR. As an option, the interview may be conducted via web conference. If the applicant desires to conduct any portion of the interview via web conference, the DWR must be notified in advance and arrangements must be agreed upon by the DWR. Any costs associated with the interview are the responsibility of the participating firm(s).

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

If a contract cannot be negotiated between the DWR and the selected firm(s), the DWR will negotiate with the next qualified firm.

Submittal

Submittals should emphasize general qualifications, experience, and expertise related to hydrologic and hydraulic analyses, evaluation of dam spillway capacity, dam breach analysis, and dam hazard classification.

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.

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 whom 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 should also include the fee structure that DWR would be agreeing to if the contract is awarded.

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, 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 5), 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. Demonstrated experience and expertise related to hydrologic and hydraulic analyses, evaluation of dam spillway capacity, dam breach analysis, and dam hazard classification.

- A description of the proposed project management approach, including sub-consultant roles and responsibilities, and interaction with the DWR. Identify the team expert who will take a lead role.
- Indication of the firm's willingness and ability to work flexibly with DWR staff, along with the firm's ability to commit appropriate staffing and resources, including tasks by sub-consultants, for successful and timely project completion. A discussion of internal quality assurance and quality control (QA/QC) measures, and a table or chart indicating current and projected workload and staffing availability, including sub-consultants, for a twelve-month period.
- Information regarding the firm's office location and accessibility to the DWR in Bismarck.
- A description of recent, current, and projected workloads of the persons or firms.
- A listing of recent and current work for the DWR.
- The overall quality and completeness of the submittal.

Right of Rejection

The DWR reserves the right to reject any and all submittals that do not comply with the RFQ criteria and requirements.

Disclosure of Submittal

Upon receipt by the DWR, 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

Submittals from qualified consultants will be accepted until 5:00 pm CST on January 24, 2025. Four copies of the submittal should be provided. Submittal, if mailed, should be addressed to:

Karen Goff, Dam Safety Program Manager
North Dakota Department of Water Resources
1200 Memorial Highway

Bismarck, ND 58504
Telephone: (701) 328-4953
Email: kgoff@nd.gov

PLEASE NOTE: Contact Karen Goff by phone at 701-328-4953 to hand deliver your submittal. Late submittals will not be evaluated.