



**DAKOTA
MAINSTEM**

REQUEST FOR PROPOSALS

**DAKOTA MAINSTEM REGIONAL WATER
SYSTEM, INC.**

Appraisal Study and Feasibility Study

PREPARED BY:
Pinpoint Engineering
Brookings, South Dakota

ISSUE DATE:
March 8, 2024

DUE DATE:
April 9, 2024

PAGE INTENTIONALLY LEFT BLANK

I. Table of Contents

II. INTRODUCTION	4
OVERVIEW	4
III. GENERAL INFORMATION	4
PURPOSE AND NEED	4
PROJECT SUPPORT	4
IV. SCOPE OF SERVICES	5
ALTERNATIVE DEVELOPMENT:	5
TASK 1: Appraisal Study	5
TASK 2: Feasibility Study	6
V. PROPOSAL REQUIREMENTS	7
PROPOSAL CONTENT	7
PROPOSAL FORMAT	8
PROPOSAL SUBMISSION	8
VI. CONSULTANT SELECTION AND RFP SCHEDULE	9
PROPOSAL REVIEW	9
REVIEW CRITERIA	9
SCHEDULE	9
SELECTION NOTIFICATION	9
VII. TERMS AND CONDITIONS	9
CERTIFICATION OF PROHIBITED FOREIGN CONTACTS	10
STATEMENT OF NONCOMMITMENT	10
QUESTIONS CONCERNING RFP/NO CONTACT PROVISION	10
CLARIFICATIONS AND ADDENDA TO THE RFP	10
REJECTION RIGHTS	10
COST OF PROPOSAL PREPARATION	10
PROPRIETARY INFORMATION	11
OTHER	11
WORKER’S COMPENSATION AND PROFESSIONAL LIABILITY INSURANCE	11
Exhibit 1: Map of Study Area and Member Listing	12

(PAGE INTENTIONALLY LEFT BLANK)

REQUEST FOR PROPOSALS (RFP)

Dakota Mainstem Regional Water System, Inc.

Eastern South Dakota

II. INTRODUCTION

OVERVIEW

Dakota Mainstem Regional Water System, Inc. (Dakota Mainstem) is seeking an engineering team to develop a plan that will address the current and future water needs of a regional water supply serving as a water wholesaler to member systems and communities and other municipal and industrial (M&I) uses not currently identified. The consultant team will incorporate findings from past studies, consider projected population growth and economic development, water rates and debt repayment sensitivity of Dakota Mainstem through the completion of an appraisal and feasibility study. Recommendations from this plan will be used to seek final construction authorization and funding for required improvements recommended in this study. Dakota Mainstem as the sponsoring system has established a budget for the studies.

The consultant team selected for this plan will be expected to collaborate on technical analysis and planning efforts with Dakota Mainstem and its members. The consultant team will also need to utilize existing plans and documents that may affect the studies including existing pipeline service routing for each water system, projected needs of each water system, engineering analysis produced by each entities' engineer regarding each individual system and wholesale tap locations, and existing right of ways. The consultant will also be required to collaborate with each water system.

III. GENERAL INFORMATION

PURPOSE AND NEED

The supply of potable water to eastern South Dakota has created significant barriers for Dakota Mainstem member organizations due to uncertainty in providing for future economic development, drought resiliency and redundancy. Through the preparation of these studies, we hope to progress long-standing regional goals of providing a regional water supply with the ability to provide wholesale service to the affected area as well as serve future M&I growth of the region.

PROJECT SUPPORT

The project will be conducted under the guidance and supervision of a working group of representatives of Dakota Mainstem.

IV. SCOPE OF SERVICES

A general scope of services for the project follows. The scope of services may be refined during negotiations. Upon conclusion of the negotiation process and before proceeding with work, the selected consultant team will prepare a final work plan for inclusion into a contract agreement.

The scope of services for the Dakota Mainstem Regional Water System is summarized by the tasks outlined below. Modifications to tasks and task sequencing which will improve the effectiveness of the study effort, while containing costs, are encouraged.

The study areas are shown in Exhibit 1.

ALTERNATIVE DEVELOPMENT:

TASK 1: Appraisal Study

Conduct an analysis to define the problem, needs, project area, participants, proposed solution(s), and any obstacles to the project. This analysis shall primarily utilize existing data and information. Any design efforts will be limited to the minimum level of effort required to support preparation of a cost estimate and determine technical viability of an alternative.

Description of Needs – A description of the water resource need for Dakota Mainstem, including the impacts resulting from not addressing the long-term water needs of the region. This description shall address the regional significance of the problem and its economic and social impact on the region.

- Opportunities – A description of identified opportunities to develop new water resources or manage existing water resources differently including rehabilitation measures of existing infrastructure, member system upgrades, new infrastructure, or combinations of the above.
- Potential Benefits – A description of the potential benefits and beneficiaries in the region.
- Alternative – An analysis of potential solutions for the water resource deficiency, including any non-structural alternatives and a no-action alternative. The study shall explore alternatives including different scales, routes, operational plans, and implementation strategies.
 - Alternative Analysis – Alternatives shall be analyzed to ensure that they fully or incrementally resolve long-term water needs. Each alternative will be analyzed in a comparable level of detail to address acceptability, efficiency, effectiveness, and completeness. Each alternative shall include:
 - A description of the alternative including structural and nonstructural components.
 - An assessment of the alternative to meet the demand for water, including the proposed improvements to existing infrastructure and changes in current operations.
 - An estimate of annual O&M and replacement costs.
 - An evaluation of sources of risks and uncertainties that have the potential to affect the viability of the alternative.
 - An estimate of economic benefits. The economic analysis shall simplify assumptions to determine appraisal level economic benefits by looking at quantified, unquantified, monetized, and non-monetized benefits. The study shall address how assumptions affect the uncertainty of the benefit analysis.

- Analyze environmental and cultural resource impacts. The impacts may be based on literature reviews, desk audits, and records searches. Alternative analysis shall seek to minimize adverse impacts to environmental and cultural resources.
- A description of expected National Environmental Policy Act (NEPA) requirements and permitting requirements.
- Any available narratives, maps, sketches, concept designs, photographs, cost estimates, or other supporting information.
- Alternative Viability – The appraisal study will identify at least one viable alternative. If no viable alternative is identified, then the study shall not recommend advancing to the feasibility study. An alternative shall be considered viable if:
 - The study provides evidence that an alternative is likely to address the water resource problems and planning objectives.
 - There are no obstacles related to engineering, economics, environmental, cultural resources, water rights, or technical areas that would preclude the alternative from being implemented.
- Findings and Recommendations – The appraisal report shall summarize the results of the study, identify if there is a viable alternative, and recommend a feasibility plan of study with specific feasibility study tasks, a method of study, approach, and schedule.

TASK 2: Feasibility Study

At the discretion of Dakota Mainstem, upon completion of the Appraisal Study and subsequent review, the engineering team may be asked to complete a feasibility study per the feasibility plan of study.

The feasibility study shall be an analysis to support the formulation and evaluation of alternative plans and select a recommended plan or support a recommendation of no action. This analysis shall assess how the recommended plan and alternatives will perform under current and future conditions, substantiate monetary and non-monetary costs and benefits, and to establish a credible estimate of alternative implementation costs.

Design efforts will be performed to the minimum level necessary to:

- Support a project concept that will not change substantially when the project advances into final design.
- Provide a cost estimate based on assumptions that are sufficiently scoped that reasonable variations in the range of assumptions will not have a major impact on the final total cost of the project.
- Develop a project implementation schedule that establishes timelines for final design and provides construction timelines consistent with the cost estimate, assuming that funding availability is not the primary constraint.
- Technical analysis shall include, but not be limited to: hydrology and hydraulics, environmental analysis, social impact analysis, civil engineering, mechanical engineering, geotechnical engineering, operations, economics and finance, surveying, and cost estimating. This team shall determine what level of analysis is necessary and appropriate for each alternative analysis.
- Provide design documentation is sufficient detail to define major cost drivers and obtain quantity takeoffs for cost estimating purposes. Each analyzed alternative shall be prepared to an equivalent level of detail to allow for fair comparison of technical adequacy and cost.
- Conduct an environmental analysis consistent with NEPA of the analyzed alternatives and begin identifying the range of compliance and mitigation actions.

Complete requirements of the feasibility study report shall be provided by Dakota Mainstem prior to the start of Task 2. It is anticipated that the feasibility study shall meet the requirements of USDA Bulletin 1780-2.

V. PROPOSAL REQUIREMENTS

PROPOSAL CONTENT

The proposal should provide sufficient detail to enable the Selection Committee to thoroughly evaluate and compare it with other proposals. Proposals shall, at a minimum, contain the following information:

- a. A cover letter signed and dated by a representative of the lead consultant having legal authority to contract on behalf of the firm.
- b. A description of the team's project understanding and project approach, methodology and schedule to complete Task 1.
- c. A description of the team's proposed organizational framework for this project, including identification of the lead firm, project manager and subconsultants, the roles and responsibilities of each subconsultant, and disclosure of any shared interests among the lead consultant and proposed subconsultants, such as parent-subsidiary, joint ventures, formal affiliations, etc.

Describe the relationships between the firms being proposed as part of the team with specific details about similar projects on which the firms have worked together and identification of their respective roles.

- d. A description of the consultant team's experience with similar projects that have included planning, routing studies, and pipeline networks. Include the primary contact person's phone number and email address.
- e. Identification of the key personnel who will be assigned to the project, including resumes, with a description of their respective roles and an estimate of their level of participation in the project. Resumes should list related project experience and general project responsibilities.
- f. Availability and familiarity with the project locale.
- g. At least (3) professional references for similar projects undertaken by the lead firm, including name, address and phone numbers where contact person may be reached. References for other firms on the consultant team are encouraged.
- h. A detailed itemized breakdown of effort proposed that includes applicable tasks, project team members and roles, personnel hours, and anticipated subconsultants. Do not include rates, direct costs, indirect costs, or total project costs.

PROPOSAL FORMAT

No specific format is required. However, proposals should provide a straightforward, concise delineation of the consultant team's capabilities to satisfy the requirements of this RFP. The elements addressed in the Project Scope should be emphasized. Proposals are limited to 15 pages, not including resumes and comparable project sheets.

PROPOSAL SUBMISSION

All proposals must be received no later than **4:00 p.m. (CST) on Monday April 9, 2024**. The Selection Committee will not consider any proposals received after that time. Submit four (4) hard copies and one (1) memory stick containing the proposal in Adobe Acrobat Portable Document Format (.pdf) by mail to:

Dakota Mainstem Regional Water
Kurt Pfeifle, Executive Director
PO Box 308
Madison, SD 57042

Questions and requests for information should be directed to Kurt Pfeifle at (605) 204-0125.

VI. CONSULTANT SELECTION AND RFP SCHEDULE

PROPOSAL REVIEW

Dakota Mainstem will convene a Selection Committee to evaluate and rank proposals. Evaluation will be based on the submitted proposals and (at the discretion of the committee) on interviews with the consultant teams that appear to be particularly well qualified based on the written proposals.

REVIEW CRITERIA

The Selection Committee will evaluate responses to this RFP according to the following criteria:

1. Knowledge/understanding of the project goals and objectives (10%)
2. Thoroughness and clarity of project approach (25%)
3. Ability to meet expected project timelines and completion target dates (10%)
4. Qualifications and availability/location of key personnel assigned to this project (15%)
5. Technical competence of the consultant team as demonstrated by the approach and methodology (30%)
6. Experience and success with comparable projects (10%)

The selection committee reserves the right to rank firms based upon their written proposals only, without an interview phase. If interviews are deemed necessary, they will be conducted with the proposers that rank highest on the above criteria.

SCHEDULE

The following schedule is anticipated for the selection process.

RFP issue date	March 8, 2024
Proposals due	April 9, 2024 at 4:00 p.m. CST
Consultant Interviews (as requested in Madison, SD)	April 16, 2024
Preferred Consultant team selected	April 23, 2024
Draft and finalize contract	May 2024
Dakota Mainstem review and approval of draft	June 2024
Notice to proceed	June 2024

SELECTION NOTIFICATION

All respondents will be notified in writing of the selection(s) made under the RFP.

VII. TERMS AND CONDITIONS

Within the Agreement for Services between Dakota Mainstem and the successful Consultant, the Consultant will be required to abide by the State of South Dakota and Federal standard terms and conditions. Each respondent should include a statement in their proposal indicating their firm's willingness to abide by those conditions.

CERTIFICATION OF PROHIBITED FOREIGN CONTACTS

Respondents are required to certify in writing that they are not a prohibited entity per SDCL 5-18A-50, et. seq. or federal acquisition regulations.

STATEMENT OF NONCOMMITMENT

Issuance of this RFP does not commit Dakota Mainstem to pay any costs incurred in preparation of proposals responding to this RFP. Dakota Mainstem reserves the right to reject any or all proposals and to re-advertise. All proposals will become property of Dakota Mainstem.

QUESTIONS CONCERNING RFP/NO CONTACT PROVISION

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the study participants, except as provided herein regarding this proposal until such time as a contract has been awarded. All inquiries pertaining to this RFP should be directed to the designated Dakota Mainstem staff person. Failure to abide by this condition of the RFP may be cause for the rejection of the firm's proposal.

CLARIFICATIONS AND ADDENDA TO THE RFP

It is incumbent upon each respondent to carefully examine this RFP. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the designated Dakota Mainstem staff person. Dakota Mainstem shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, a good faith attempt will be made to notify all prospective respondents. All addenda will be posted on the Dakota Mainstem website: <http://dakotamainstem.com>

REJECTION RIGHTS

Dakota Mainstem reserves the right to reject any and all proposals received in response to this RFP. Dakota Mainstem also reserves the right to cancel this RFP at any time and to reissue this or a substitute RFP at a later date.

COST OF PROPOSAL PREPARATION

All costs associated with any response to this RFP, including the development of qualifications statements and participation in the selection process, are the sole responsibility of the respondent firms. Dakota Mainstem will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement with Dakota Mainstem.

PROPRIETARY INFORMATION

The proposal of the successful Respondent(s) may become public information. Proprietary information may be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the cover letter and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The cover letter must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the Board. All materials submitted become the property of Dakota Mainstem and may be returned only at its option.

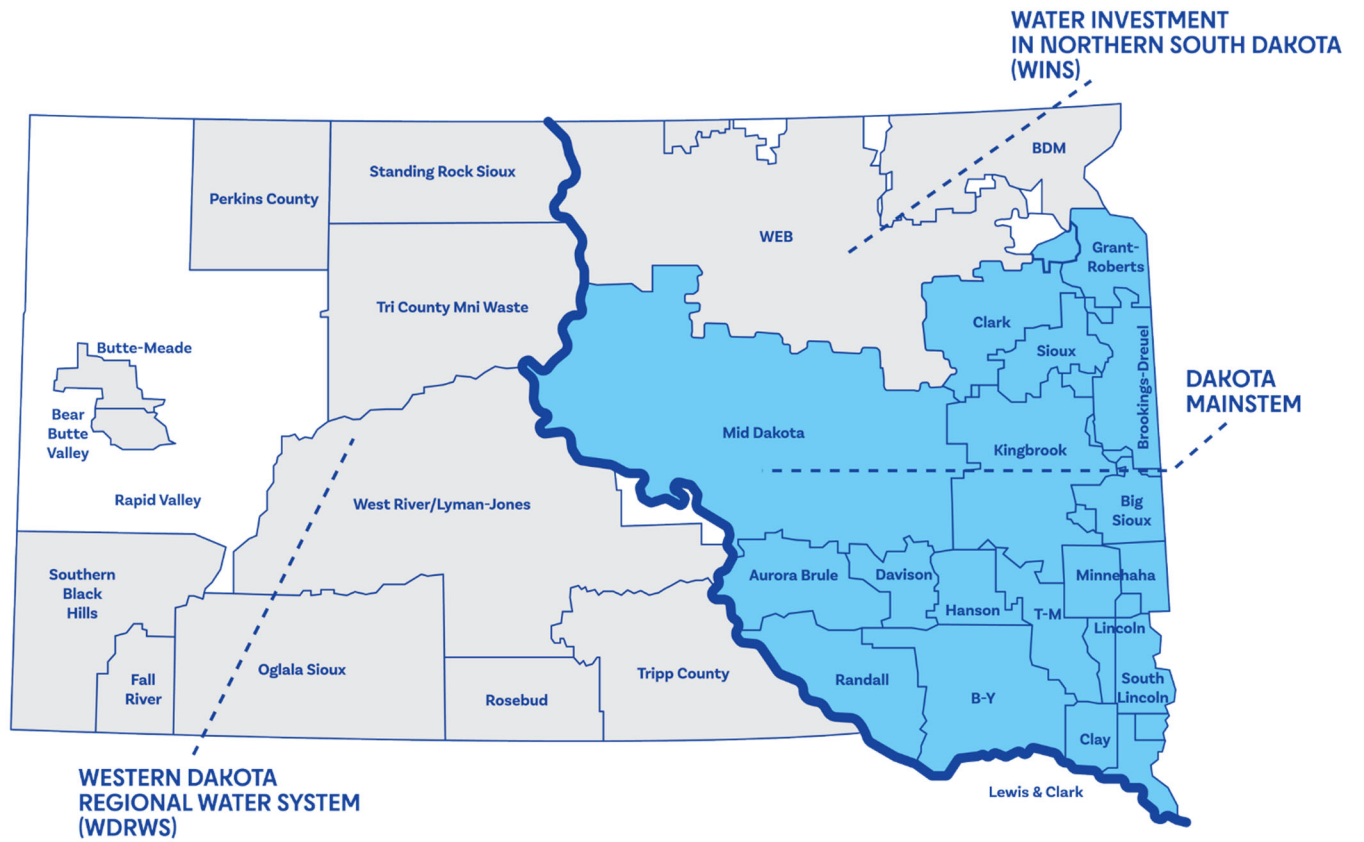
OTHER

Any firm selected to perform any or all work associated with this RFP will be required to execute an agreement with Dakota Mainstem and meet any conditions on use of funds imposed by the State of South Dakota.

WORKER'S COMPENSATION AND PROFESSIONAL LIABILITY INSURANCE

The successful Consultant shall be required to carry Workers Compensation and Professional Liability insurance. Complete liability insurance regarding accidents, injury, and property damage at, as well as traveling to and from the project site, will also be required. Specific amounts of liability insurance will be settled during the contract negotiations.

Exhibit 1: Map of Study Area and Member Listing



MEMBERS

Aurora-Brule Rural Water System

Big Sioux Community Water System

City of Brandon

City of Brookings

Brookings-Deuel Rural Water System

B-Y Water District

Clark Rural Water System

Clay Rural Water System

Davison Rural Water System

City of Dell Rapids

Grant-Roberts Rural Water System

Hanson Rural Water System

City of Hartford

City of Huron

Kingbrook Rural Water System

Lincoln County Rural Water System

City of Madison

Mid-Dakota Rural Water System

City of Milbank

Minnehaha Community Water Corporation

City of Mitchell

Randall Community Water District

City of Salem

City of Sioux Falls

Sioux Rural Water System

South Lincoln Rural Water System

TM Rural Water System

City of Vermillion

City of Watertown