



DEEP FOUNDATIONS INSTITUTE COMMITTEE PROJECT FUND

REQUEST FOR PROPOSALS 2019

TO: DFI Technical Committees

FROM: DFI Board of Trustees and the Project Fund Committee

DATE: May 1, 2018

The Deep Foundations Institute is pleased to announce the availability of \$125,000 in funding in 2019 for Technical Committee Projects via its Committee Project Fund. Proposals are due December 3, 2018. NOTE: Committees may submit proposals for more than one project.

1. PURPOSE OF DFI COMMITTEE PROJECT FUND

The Technical Committees of the Deep Foundations Institute (DFI) drive the execution of the institute's mission as defined by the following statement:

DFI Mission Statement:

To bring together multi-disciplined individuals and organizations to find common ground and create a shared vision and a consensus voice for continual advancement in the deep foundations industry.

The Committee Project Fund will provide financial support for DFI Technical Committee projects that, accordance with the mission statement above, advance the state of practice and understanding of deep foundations and produce a usable deliverable (guidance document, inspector guide, etc.) Projects eligible for consideration include, but are not limited to, a variety of transfer of technology activities (e.g., workshops, code writing tasks, syntheses, etc.) and problem solving initiatives (laboratory or field program plan, design study, etc.)



2. AWARDS

The Committee Project Fund will issue financial awards of varying amounts expected to be of up to \$30,000 US each. Cost sharing (e.g., matching funding, in-kind contributions, etc.) is encouraged to expand the scope of the project. This Fund is intended to support committee projects, and DFI members working on these projects are expected to contribute travel and professional time consistent with DFI precedents. Excessive travel expenses and excessive professional time will not be reimbursed. DFI is a non-profit organization and DFI Policy and Procedure #C13 does not allow reimbursement of overhead/administration costs of universities or other research facilities. Proposals in excess of \$30,000 US will be considered if the proposed project is of particular value to a large portion of the membership or provides a significant contribution to the deep foundations industry.

3. ELIGIBILITY

Funding through the Committee Project Fund is available for DFI Committee projects only. Proposals for consideration of funding shall be endorsed and submitted by the relevant Technical Committees. Committees are encouraged to collaborate on technical proposals. Committees may subcontract work to external consultants, laboratories, and/or universities to complete the project, as appropriate. Projects must be reviewed and approved by the Technical Committees prior to submission. The Committee Chair must submit a transmittal letter with the proposal that states that the Committee has reviewed and endorses the proposal being submitted.

4. PROGRAM DEADLINES

The following are the key program deadlines:

- Members submit proposals to Technical Committees – adequate deadline to be defined by Committee in order to ensure timely submission of the proposal to DFI HQ.
- Committees submit proposals to DFI Headquarters – **December 3, 2018.**
- Project Fund Review Committee reviews, prioritizes and short lists proposals – **January 31, 2019.** As part of this review process, the Chair of the Project Fund Review Committee may negotiate with the proposers to revise project budgets and/or scopes of work. If clarification of proposal details is required for selection, proposers may be invited to participate in a question and answer session prior to the Winter Planning Meeting.
- Board of Trustees selects successful proposals at Winter Planning Meeting – **February, 2019.**
- DFI Headquarters issues notice to proceed – **March 1, 2019.**



5. PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

The proposal process will be administered by DFI Headquarters. Administrative questions on the process shall be directed to DFI's Executive Director:

Theresa Engler
Executive Director
Deep Foundations Institute
326 Lafayette Ave.
Hawthorne, NJ 07506
(973) 423-4030 phone; (973) 423-4031 fax
tengler@dfi.org

Technical questions on the proposal process shall be directed to DFI's Director of Technical Activities or the Chair of the Project Fund Review Committee:

Mary Ellen Bruce Large, P.E., D.GE
Director of Technical Activities
Deep Foundations Institute
(724) 942-4220 phone
melarge@dfi.org

Dr. Jesús Gómez, P.E.
Chair, Project Fund Review Committee
GEI Consultants
100 Campbell Boulevard
Suite 103
Exton, PA 19341
484.872.7000 phone
jgomez@geiconsultants.com

A single technical point of contact for the proposer shall be identified clearly and contact information (name, address, telephone numbers, and email address) shall be provided.

The Technical Committees shall submit written technical proposals to the Executive Director at staff@dfi.org. The proposal (no longer than 10 pages, inclusive of attachments, exclusive of the Committee Chair's transmittal letter) shall include a project description, budget information and schedule. Clear and concise proposals are requested. The Project Fund Review Committee will consider the clarity of the proposal an indicator of the expected quality of the project deliverable.

Project description shall include an abstract of the project and the research approach (e.g., details of desk study, laboratory testing program, field study, etc.) and highlight how the research will benefit DFI members and the deep foundations industry. Supplementary information (resumes of participants, letters of commitment, etc.) shall be included.



The project budget shall be outlined, including expected professional and travel time and expenses. In-kind contributions should be quantified and listed as separate line items on the budget, including estimated monetary values of contributed professional time, services and materials. The budget shall be of sufficient detail to justify expected expenses. Assurance of commitment from parties providing in-kind contributions is required. The proposal shall include a proposed schedule and content for invoicing and progress reporting (Section 6) commensurate with the project scope, including the amount of any required advance payments needed to begin work.

A detailed project schedule shall be submitted indicating milestones for submittals and reviews.

Technical Committee Chairs shall submit proposals to DFI Headquarters at staff@dfi.org **no later than 5:00 PM Eastern Time, December 3, 2017**. DFI Headquarters will issue a confirmation of receipt of the proposal to the point of contact at the email address provided.

6. INVOICING AND PROGRESS REPORTING

Invoices and progress reports shall be submitted in accordance with the schedule contained in the approved proposal. Unless an alternative schedule is provided, an interim project progress report, together with detailed invoices, shall be submitted at the mid-way point of the project. (e.g., at 6 months in a 1-year project). Final report and invoices will be submitted at the end of the project. Invoices shall outline time and expenses spent during the invoicing period in sufficient detail to allow review and approval by the Technical Committee Chair or the Chair's designee for payment. DFI will issue payment upon approval of work by the Technical Committee Chair or the Chair's designee. DFI reserves the right to withhold final payment until the deliverable is received.

A project manager must be appointed to manage and administer the project progress and budget. The project manager is responsible for tracking the project costs, collecting invoices from subcontractors and submitting them to DFI. DFI will either make payment to the project manager and/or company who will then be responsible for paying the subcontractors; or for each invoice, the project manager must outline clearly each payee, the amount to be paid and the address to which checks should be mailed and DFI will pay each subcontractor individually.

7. SELECTION CRITERIA

The Project Fund Review Committee will prioritize the project proposals based on any or all of the following criteria, as appropriate to the scope of the project:

- Benefits to deep foundations industry (broad impact)
- Innovation
- Timelines/relevance/immediacy of impact from results
- Quality of proposal (clarity, focus)
- Value of deliverable
- Probability of achieving goal
- Cost/benefit and cost sharing (e.g., matching funding, in-kind contributions, etc.)



8. CONTRACTS

Depending on project scope and associated risk, DFI reserves the right to require that the Committee and/or subcontractors of Committee enter into separate agreements with DFI to supplement whatever terms and conditions are contained in the proposal, award letter, or any other document pertaining to an award under this program.

9. WITHDRAWAL OF FUNDING

If project progress is not realized in accordance with the proposed project schedule, DFI reserves the right to withdraw the funding commitment for the project. DFI will make repeated reminders and requests for information on progress prior to withdrawal of funding.

10. PROMOTION

DFI reserves the right to publish and promote the deliverable produced through projects funded by the Committee Project Fund. DFI may include standard limitations as needed. DFI will not require copyright of the deliverable.

Recognizing some university research may be subject to publication restrictions, project participants will be encouraged to publish the project results at DFI conferences and seminars and in the DFI magazine and journal. Periodic updates on projects will be published in DFI magazine and e-blasts as appropriate based on information outlined in progress reports. DFI will not restrict publication in other magazines or journals provided the project funding source is acknowledged.