



**DEEP FOUNDATIONS INSTITUTE COMMITTEE PROJECT FUND  
REQUEST FOR PROPOSALS 2021**

**TO: DFI Technical Committee Chairs**

**FROM: DFI Board of Trustees and the Project Fund Review Committee**

**DATE: November 1, 2020**

**Deep Foundations Institute is pleased to announce its 2021 Committee Project Fund for Technical Committee Projects. Proposals are due Monday, March 1, 2021.**

**DFI has changed this year's timetable for submissions in response to COVID-19 shutdowns that have affected the industry. The standard timetable will be reinstated for 2022. The number of projects to be awarded funding in 2021 will be commensurate with 2020 DFI revenue, and so fewer projects are expected to be funded in 2021.**

**NOTE: Committees may submit proposals for more than one project.**

**1. PURPOSE OF DFI COMMITTEE PROJECT FUND**

The Technical Committees of 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, in 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 may 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.) as part of a close-ended effort that results in a usable deliverable for the deep foundations industry. The Committee Project Fund is not meant to provide financial support for routine committee activities. It is also not meant as a primary funding source for large research efforts.

## **2. AWARDS**

The Committee Project Fund will issue financial awards of varying amounts up to \$30,000US each. On rare occasions proposals in excess of \$30,000 US will be considered, if the proposed project is of value to a large portion of the membership or provides a significant contribution to the deep foundations industry.

Cost sharing (e.g., matching funding, in-kind contributions, etc.) is essential to expand the scope of the project. The Committee Project Fund is intended to support committee endorsed projects, and committee members working on these projects are expected to contribute travel and professional time consistent with DFI technical committee work precedents. 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.

## **3. ELIGIBILITY**

Funding through the Committee Project Fund is available only for projects endorsed by DFI Committees. "Endorse" in this context indicates that the committee deems the project/research approaches as outlined in the proposal to be technically valid, viable, and necessary for the advancement of the industry. To warrant such an endorsement, the proposal must be provided to the committee membership for review prior to submission, and the proposers must consider and address valid and substantive comments by the committee members. It should be noted that proposals submitted by a third party to a committee that are reviewed and endorsed by that committee are also eligible for funding. This means that the proposer does not need to be a member of the committee that is submitting the proposal or a member of DFI.

### **PLEASE NOTE**

A proposer shall submit a proposal for funding to the Chair of the relevant DFI Technical Committee. The Committee chair must provide the proposal to the committee members for review and comment. After review and incorporation of valid comments, the Committee Chair will complete an Informational Cover Sheet that includes a signed statement that attests the proposal was provided to the committees for review, the date on which it was provided to the committee members, and a statement that attests the committee endorses the proposal. **Proposals that do not include these statements and endorsement will not be accepted.**

### **SUBMISSION PROCEDURE**

**Proposals must be submitted to DFI headquarters via an upload link (see Section 5) at <https://dfi.sharefile.com/r-rb27b0ee804745939>**

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. Therefore, the proposal needs to clearly identify the parties involved in the project, the individual(s) responsible for each part of the project as well as the individual(s) responsible for analyzing the project results.

A project manager must be appointed to manage and administer the project progress and budget. The project manager is responsible for tracking the project progress and costs, collecting invoices from subcontractors and submitting them to DFI.

#### 4. PROGRAM DEADLINES

Key program deadlines are summarized below:

Date	CPF Program Deadlines
March 1, 2021 by 11:59 PM Eastern Time	Committees must submit final, endorsed proposals to DFI Headquarters at <a href="https://dfi.sharefile.com/r-rb27b0ee804745939">https://dfi.sharefile.com/r-rb27b0ee804745939</a>
May 1, 2021	Project Fund Review Committee reviews, prioritizes and short lists proposals for the DFI Board of Trustees.
June 2021	DFI Board of Trustees votes on successful proposals
July 1, 2021	DFI Headquarters issues notice to proceed

#### 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  
(973) 423-4030 phone; (973) 423-4031 fax  
[tengler@dfi.org](mailto:tengler@dfi.org)

Technical questions on the proposal process shall be directed to DFI's Director of Technical Activities:

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

A full proposal includes a completed Informational Cover Sheet, and a 10-page (maximum) proposal, as outlined in the following checklist:

- Completed Informational Cover Sheet (Attachment 1) (to be completed by Committee Chair)
- Written technical proposals (no longer than 10 pages, inclusive of attachments, exclusive of the Informational Cover Sheet), including
  - Project description, including an abstract of the project and the research approach (e.g., details of desk study, laboratory testing program, field study, etc.), highlighting how the research will benefit DFI members and the deep foundations industry.
  - List of key team members performing the work, including students if any.

- Supplementary information (resumes of key team members, letters of commitment, etc.)
- Detailed project schedule, indicating milestones for submittals and reviews.
- Breakdown of the project into activities and the key team member(s) responsible for each activity.
- Project budget, including expected professional and travel time and expenses and proposed schedule for invoicing and progress reporting and/or need for advance payments to begin work.
- In-kind contributions. Each in-kind contribution 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 sufficiently detailed to justify expected expenses. Assurance of commitment from parties providing in-kind contributions is required.
- Project outreach/dissemination plan, including the target audience and vehicles for disseminating the project deliverables. The outreach plan is aimed at expanding the reach and usefulness of the deliverable to make the desired industry improvement or knowledge. The plan will be supported by DFI staff after the project is complete. A plan could include, at a minimum, a list of potential recipients to be provided the deliverables, e.g., consulting engineers, contractors and owners, members or committees of DFI, other industry associations and governmental organizations. Vehicles could include an introductory webinar or workshop to help facilitate understanding and awareness of the project deliverables or a press release or article in an applicable identified publication.

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.

Technical Committee Chairs shall submit proposals to DFI Headquarters using this link <https://dfi.sharefile.com/r-rb27b0ee804745939> no later than **11:59 PM Eastern Time, Monday, March 1, 2021**. DFI Headquarters will issue a confirmation of receipt of the proposal to the point of contact at the email address provided.

**Proposals received after the deadline will not be accepted.**

## **6. INVOICING AND PROGRESS REPORTING**

Invoices and progress reports shall outline time and expenses spent during the invoicing period in enough 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.

**PLEASE NOTE** Project managers must submit invoices online in accordance with the schedule contained in the approved proposal. Invoicing details will be outlined in the project award letter. DFI will review the invoices and progress reports at the end of each quarter (March 31, June 30, September 30, December 31) and approved invoices will be paid by the 15th day of the following month. All invoices and progress reports must contain the CPF number provided on the award

letter. Unless an alternative schedule is agreed, 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).

DFI will issue invoice payments to the project manager's or to the project manager's company, who will then be responsible for paying the subcontractors. If DFI is to make individual payments to subcontractors, the project manager must clearly outline each payee, the amount to be paid and the address to which checks should be mailed.

## **7. SELECTION CRITERIA**

The Project Fund Review Committee will prioritize the project proposals based on any or all 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.)

As part of this review process, the Chair of the Project Fund Review Committee may request that the proposers consider revising 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 during the review process.

## **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 deliverables 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.

**DEEP FOUNDATIONS INSTITUTE COMMITTEE PROJECT FUND**

For full consideration, this form must be completed by Committee Chair and submitted with proposal.

Proposal Title:

Scope of Project:

Deliverable(s):

Committee(s) Submitting Proposal:

Committee Chair:

Committee's Project Contact (chair, trustee liaison, or other appointee):

Proposer(s) (who developed proposal):

Proposer(s) email address:

Project Manager (Proposer's main contact):

Project Manager Email:

Project Manager Company/Institution:

Amount Requested:

In Kind Funding Committed:

**AUTHORITY RESPONSIBLE FOR CONTRACT SIGNING:**

Name:

Street Address:

City:

State:

Zip Code:

Organization:

Phone Number:

Email Address:

I attest that this proposal has been submitted to the respective committee('s) membership for review and commenting. I attest that this proposal is endorsed by the committee.

Signed:

Date proposal submitted to committee membership for endorsement: