

KENNEWICK IRRIGATION DISTRICT
REQUEST FOR QUALIFICATIONS
Storage Reservoir

NOTICE

The Kennewick Irrigation District (KID or District) requests QUALIFICATIONS (RFQ) from qualified individuals and/or firms (Firms) for consultation and reporting on the feasibility of a large storage reservoir.

SUBMISSION OF SUBMITTAL

To receive consideration, responses must be submitted in accordance with each of the following instructions:

1. All response submittals shall be sealed and delivered to:

Kennewick Irrigation District – Attention District Manager
2015 S. Ely Street
Kennewick, WA 99337
2. Submit six (6) copies of the response by 3:00 p.m. April 13, 2020
3. There will be a mandatory pre-submittal conference held at 10:00 a.m. on April 2, 2020 at the District's office.
4. The envelope must be clearly marked "Storage Reservoir Project."
5. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions.
6. The District reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the District's interest and the right to waive minor irregularities in procedures.

March 17, 2020

Charles Freeman, District Manager

KENNEWICK IRRIGATION DISTRICT

Storage Reservoir

INSTRUCTIONS TO SUBMITTERS

I. INTRODUCTION AND BACKGROUND OF PROJECT

The Kennewick Irrigation District (District) has completed a conceptual, preliminary design for a gravity fed and gravity discharge 500 acre foot (AF) operational storage re-regulation reservoir. The operational storage reservoir is part of a larger reservoir site - on approximately 400 acres which the District is expecting to maximize for water storage. This site has been selected for study, only. The Kennewick Irrigation District is soliciting REQUEST OF QUALIFICATIONS (RFQ) from Firms.

The District seeks expertise to identify regulatory compliance, permitting requirements, geotechnical analysis, dam safety requirements, and related requirements and, to advise the District in determining the best practical method to move forward on this project.

II. SCOPE OF SERVICES

A. Services – Generally

The District had preliminarily identified a site for an Operational Storage Reservoir. The selected Firm will provide expertise in the following:

- Regulatory Compliance
- Permitting Requirements
- Geotechnical Analysis and Report
- Washington State Department of Ecology Dam Safety Requirements
- Environmental, Cultural or Archeological Requirements
- Analysis of Topographic Data using AutoCAD to determine preliminary reservoir layouts and canal diversion and inlet structures. In addition, analysis of cut and fill volumes and reservoir capacity to be determined.
- Preliminary Cost Estimate
- Consulting on alternative site analysis

This RFQ is a phased approach with the initial phase for a 10% feasibility analysis for purposes of initial cost estimation. Following successful completion and acceptance by the District of this feasibility analysis, the District may utilize the selected Firm to continue with design efforts up to a 30% design within the 2020 calendar year. KID at its sole discretion, may award 100% design and construction management of this project to the selected individual and or Firm.

The District will complete SEPA review as lead agency for the Project. The District anticipates that alternatives considered as part of the SEPA review will include a “no action” alternative and alternative sites. The District may not take any action within the meaning of SEPA except as authorized by law, and nothing in this RFQ or Project feasibility analysis is intended to limit the District’s consideration of reasonable alternatives or exercise of substantive SEPA authority.

The successful Firm will have demonstrated success in design and/or construction management of projects which included either reservoir construction in excess of 10,000 AF or earth moving projects in excess of 10 million cubic yards which included coordination with the Washington State Department of Ecology Dam safety division.

III. SUBMITTAL REQUIREMENTS

Each Submittal should include the following:

A. Cover Letter

All QUALIFICATIONS must include a cover letter to the attention of Charles Freeman, District Manager, signed by a person legally authorized to bind the applicant to its Submittal. The letter shall include a brief overview of the proposal to undertake the services.

B. Relevant and Past Experience

All QUALIFICATIONS should provide a description of the Firm's experience and expertise providing similar or related services to other public agencies. Previous work for the KID in related areas of study is preferred.

The Firm must be licensed to do business, or qualified to do business and subsequently register, in Kennewick, WA and in WA State.

C. Project Team

Describe the proposed project team, including who will be the key contacts and leaders of the team, and discuss who will interact with the District. Please provide resumes or work experience of all key personnel who will conduct any work on this project.

Please provide the proposed staffing or total number of people you plan to have available to assist with regard to this project.

D. References

A professional profile of the Firm including a list of at least three references and contact information for public entities to which the Firm has provided similar services. Include the scope of work, budget, timeline, and milestones.

E. Project Schedule

A project timeline shall be provided to the District 45 days following award.

IV. EVALUATION CRITERIA

A District Selection Committee (Committee) will review and evaluate written submittals. After the review, the Committee may conduct interviews or have presentation by any qualified respondents before the final selection.

The Committee may use references to clarify information contained in the submittals and interviews, if contacted. Clarification may affect ratings. The District reserves the right to contact references other than those included in the submittal.

Submittals will be evaluated on the following criteria:

Criteria	Points
Firm Qualifications	15
Key Personnel	35
Project Approach	20
Previous project experience of similar complexity	10
Success of comparable past project deliverables	25

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the District. In no event shall the District or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Firms responding to this RFQ must follow these procedures and requirements. Failure to comply with any portion of this RFQ may cause rejection of your Submittal.

C. Submittal Withdrawal

Any Submittal may be withdrawn at any time before the "Submittal Due" date and time by providing a written request for the withdrawal to the District Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Submittal will not preclude the Submitter from filing a new submittal as long as submission is prior to the Submission Due Date.

D. Appeals

Submitters who wish to appeal a disqualification of their submittal or the award of contract may submit the appeal in writing to the District Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a Firm shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

All Submitters and information submitted by Submitters are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Submitters and information submitted by Submitters will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

All information and data furnished to the Submitter by the District and all other documents to which the Submitter's employees have access during the preparation and submittal shall not be disclosed to others except as authorized by the District. Any oral or written disclosure to unauthorized individuals is prohibited.

H. Submittal Clarification

Firms may be asked to clarify their submittal. This action shall not be construed as negotiations or any indication of intentions to award. If called upon, the Submitter must respond to such requests within two business days.

I. Inquiries to RFQ

There will be a mandatory pre-submittal conference held at 10:00 a.m. on April 2, 2020 at the District's office. Following this meeting, no further questions will be accepted. The District will compile all additional questions and provide responses to all Firms in attendance by the close of business on April 6, 2020.

J. Revisions to RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued to all respondents who attended the mandatory pre-submittal conference. All revisions to this RFQ will be in a written form addenda and no oral revision should be relied on by any Submitter for any purpose. Any addenda issued shall be acknowledged by the Submitter in their response to the RFQ. Failure to acknowledge any addenda issued may result in a non-responsive submittal.

K. Calendar of Events

The anticipated schedule of events concerning this RFQ is as follows:

Publish and issue RFQ	March 22, 2020
Mandatory Pre-Submittal conference	April 2, 2020 (10:00 a.m.)
Response to questions from mandatory conference	April 6, 2020
Submittal Deadline	April 13, 2020 (3:00 p.m.)
Submittals evaluated	April 14 - 17, 2020
Interviews/presentations (if conducted)	April 23, 2020
Award recommendation	May 5, 2020
Board of Directors consideration and award	May 19, 2020