



**NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS
LEWISTON ORCHARDS IRRIGATION DISTRICT
RIVER PUMP STATION AND DELIVERY PROJECT &
DISTRICT ENGINEERING SERVICES**

REQUEST FOR STATEMENT OF QUALIFICATIONS

Advertised: 06/02/2024, 06/09/2024

Contact: Barney Metz

Email: barneymetz@loid.net

Due Date & Time: 07/2/2024 @ 10:00 am

The Lewiston Orchards Irrigation District (LOID) seeks a qualified civil engineering consulting firm for design and construction engineering services for a River Pump Station and Delivery Project, and District Engineering Services. Interested firms are invited to submit their Statement of Qualifications (SOQ) for performing this work.

The selected firm will be required to perform all necessary field and office work to prepare plans, specifications, construction estimates, site preparation, procurement and installation of pumps, appurtenances, associated controls, HVAC, mechanical, electrical and structural for planning, design, and construction. The professional services contract will also include field work such as survey, construction staking, observation, and administration.

All work will conform to LOID, Idaho Department of Water Resources standards, and IDAPA. The LOID expects to start the project in early 2025.

Details of the consultant selection process, SOQ formatting requirements, and the project scope can be obtained by contacting the LOID District Manager, Barney Metz at barneymetz@loid.net or by phone at (208) 746-8235, or by visiting the LOID office at the address listed below.

Responses must be submitted in a sealed envelope clearly marked **“SOQ - LOID River Pumping Station and District Engineering Services”** and delivered to the following address on or before **10:00 AM, Local Time, on Tuesday, July 2, 2024:**

Lewiston Orchards Irrigation District
1520 Powers Ave.
Lewiston, ID 83501

Questions regarding this RFQ should be sent **by email only** to the LOID District Manager, Barney Metz at barneymetz@loid.net. No questions will be accepted by telephone or onsite visits. An SOQ summary project meeting with time allotted for questions and answers will be held on June 10th, 2024, at 10:00 AM in the LOID Conference Room located at the address above.

Proposals may be withdrawn prior to the submittal deadline. Proposals received after the deadline will not be considered. The issuance of this RFQ does not constitute an assurance by the LOID that any contract will actually be entered into by the Lewiston Orchards Irrigation District. Any protest of determination of qualifications or bidding procedures will be handled in accordance with IC 67-2805. Firms are responsible for all costs incurred in preparing or responding to this Request for Qualifications.



REQUEST FOR STATEMENT OF QUALIFICATIONS

LEWISTON ORCHARDS IRRIGATION DISTRICT RIVER PUMP STATION AND DELIVERY PROJECT & DISTRICT ENGINEERING SERVICES

Posted: 06/02/2024

Submittal Deadline: 07/2/2024

Contact: Barney Metz at barneymetz@loid.net

Invitation

The Lewiston Orchards Irrigation District (LOID) seeks a qualified civil engineering consulting firm for design and construction engineering services for a river pump station and transmission main project, and general engineering services. Interested firms are invited to submit their Statement of Qualifications (SOQ) for performing this work. The engineering firm selected will assist the LOID in the Construction Manager/General Contractor process.

General Information and Existing Conditions

This project is the design of a river intake structure, river pump station, transmission main conveying 18 cubic feet per second (cfs) of water from the Clearwater River to Mann Lake with all ancillary telemetry and system control to manage the infrastructure efficiently. This selection will also establish the district engineer that will be required to provide general engineering for both small scale and system wide planning, design, and construction management for the next 5 years.

Selection Process

The LOID Board will evaluate the responses received and determine the individual and comparative merits of each submittal. After the review of the SOQs by the Board, the LOID may, at its sole option, elect to reject all SOQ's or elect to proceed with the process. In the event that the LOID decides to proceed, the LOID will select the highest ranked firm to develop a detailed scope of work and associated cost for these professional services.

Once the scope of work is finalized, the LOID will initiate negotiations with the selected firm. If negotiations are unsuccessful, the LOID will begin this process with the next highest ranked firm(s).

Criteria for Selection

Consultant selection will be based on an objective evaluation of the following criteria:

- A. Understanding of the river pump station project and overall domestic and irrigation distribution systems. (20%)
- B. Client manager qualifications on domestic and irrigation system planning, design, and construction management services. (20%)
- C. Project manager(s) qualifications on substantial infrastructure projects, detailed system wide planning, and general engineering for water utilities. Include project references and their contact information including name, address, E-mail, and phone number. (30%)
- D. Experience and capabilities of the **actual consultant team members** in completing similar projects and their ability to attend and respond to local engineering needs by the LOID. All team member locations must be listed. (30%)

(Maximum points awarded: 100).

Request for Qualifications Instructions

Responses should be organized to clearly address the selection criteria listed above.

The response shall include an introductory letter signed by a principal of the lead firm. The letter should introduce the consultant's submittal, identify the project manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet the LOID's quality and schedule expectations.

The LOID will hold a meeting to entertain questions regarding the project on June 10, 2024, at 11:00 AM in the LOID conference room located at the address below.

Please submit eleven (11) copies of your Statement of Qualifications not exceeding ten (10) single pages, including the introductory letter, team member biographies, photos, appendices, or any other supporting documentation. Resumes shall be provided upon request by the LOID. A single page includes text and/or graphics appearing on a single side of 8 ½ x 11-inch paper. Responses exceeding the maximum number of designated pages may be disqualified from the LOID review. Electronic submittals **will not** be allowed.

The package in which the submittals are delivered must be sealed and clearly labeled on the outside with the respondent's name and the project identification, **"SOQ - LOID River Pump Station"**

Submittals shall be delivered to the following address on or **before 10:00 AM, Local Time, on Tuesday July 2, 2024:**

Lewiston Orchards Irrigation District
1520 Powers Ave.
Lewiston, Idaho 83501

Late submittals will not be accepted.

Tentative Selection Process Schedule

- June 2, 2024, to June 9, 2024.....RFQ Advertisement Period
- June 12, 2024.....Pre-Submittal Conference 3:00 PM
- July 2, 2024.....Submittals Due by 10:00 AM
- July 9, 2024..... Selected Firm Notified/ Draft Scope Requested
- August 15, 2024..... Negotiate Final Agreement
- August 22, 2024..... Notice to Proceed Issued

Interested firms are encouraged to submit a contact e-mail address to the LOID's District Manager, Barney Metz at barneymetz@loid.net, with a request to be included on an electronic mailing list.

Questions regarding this RFQ should be sent **by e-mail only** to barneymetz@loid.net. No questions will be accepted by telephone nor onsite visits. All questions will be responded to by e-mail, within four (4) days of receipt. Firms on the mailing list will receive copies of all project related questions submitted, as well as owner responses. No firms will be identified in the responses. This service is provided so all consultants will have equal access, and consistent information is given to all.

No project specific questions will be accepted after the close of business on **Friday, June 28, 2024**.

Reservation of Rights by the Lewiston Orchards Irrigation District

The issuance of this RFQ does not constitute an assurance by the LOID that any contract will actually be entered into by the LOID, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all submittals
- Reissue the Request for Qualifications
- Invite additional respondents to the request
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this solicitation, each respondent agrees that any finding by the LOID of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.

Method and Timing of Payment

The successful firm must submit invoices for work completed by the 10th of the month. The LOID will issue a check for payment of services the Thursday following the third Wednesday of the month, pending board approval of the invoice. Invoices received after the 10th of the month will be processed for payment the following month.