



19-036
REQUEST FOR PROPSALS
BOX CANYON UPSTREAM FISH PASSAGE
DIMENSIONAL CONFIRMATION SURVEY
PEND OREILLE PUBLIC UTILITY DISTRICT

Public Utility District No. 1 of Pend Oreille County (the District), is requesting proposals for a vendor to complete a Dimensional Confirmation Survey of its Box Canyon Upstream Fish Passage.

Purpose

The purpose and scope of this professional services contract is for a surveyor to conduct a site survey to measure and report locational data of critical features of the Box Canyon Upstream Fish Passage Project and submit the required associated documentation as outlined in the attached Scope of Work (SOW).

Scope of Work

Refer to attached SOW, the work will be completed within a time frame to be discussed (ideally early February 2020).

Surveyor must be a licensed professional surveyor in Washington State with Total Station (or equivalent) capability.

RFP Requirements

At a minimum, the response must include the following:

- Resume and introduction of your company that includes a summary of the organization, years in business and any other pertinent information;
- Identification of similar projects on which your company has provided surveying services;
- References for similar projects from up to three clients;
- List of proposed personnel that will be participating in the survey.

RFP Submittals

- Proposals must be submitted no later than **January 15, 2020 at 2:00 p.m. Pacific Standard Time**. Submittals received after the above date and time for any reason will not be considered.

- Proposals must be submitted using ProcureWare (the Districts online contracting portal): <https://popud.procurement.com>
- Questions related to this submittal must be sent via ProcureWare. Responses to these questions will be made available to all bidders via ProcureWare.
- Questions must be submitted no later than **January 10, 2020 at 2:00 p.m. Pacific Standard Time.**
- A pre-bid walkthrough will take place at the Box Canyon Facility **January 8, 2020 at 10:00 a.m. Pacific Standard Time.**

Evaluation of the RFP

The District will evaluate each submitted proposal for completeness to the RFP. Bid submittals that do not meet the minimum requirements will not be considered. The District reserves the right to reject all submittals and modify or withdraw the RFP. The District will award the contract to the most qualified bidder based upon the factors identified below. The District will engage the respondent with the highest scoring response to discuss a service agreement. Should the District fail to secure an agreement with the selected entity, the District may elect to pursue an agreement with the next highest scoring entity.

Proposals will be evaluated based on the following:

- Qualifications and Experience
- Estimated Timeline for Completion
- Responsiveness to RFP

The District reserves the right to cancel this RFP at any time, or issue amendments or corrections. The District reserves the right to award this contract, or to not award this contract. Women's, minority, and small business enterprises are encouraged to apply. The District is an equal opportunity employer.