

# **Request for Proposals – Engineering and Construction Management Services, Maxwell Canal Pump Station and Pipeline**

**Issued by Hermiston Irrigation District**



**Proposal Due Date/Time: February 9, 2022 at 4:00 p.m.**

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# Project Overview

## General

Hermiston Irrigation District (HID) is seeking a Consultant to perform engineering design and construction administration services for design and construction of an irrigation canal pump station and pipeline. The project is located near the west end of Feedville Road at the Maxwell Canal, approximately 5 miles southwest of the city center of Hermiston, Oregon. This work is necessary as a result of the 2019/2020 flood events within Umatilla County and is being completed under FEMA Disaster Relief Declaration DR4452-OR and DR4519-OR. The eventual contract will need to include all terms required for Oregon Public Contracts and any contract terms required by FEMA. Prospective proposers must not be listed on any list suspending or barring them from an award of this contract. The successful proposer shall be required to take the steps to involve small and minority businesses, women's business enterprises, and labor surplus area firms as subconsultants.

The project requires the Consultant to perform and manage all aspects of design and construction management of the proposed pump station and pipeline. The pump station will have a capacity of 30-35 cubic feet per second (cfs) and the associated pipeline will be between 1,600 feet and 2,900 feet in length. Three alternatives for the pipeline route have been identified and the Consultant will determine the most beneficial route before starting design. The three pipeline route alternatives and the pump station location are shown in Figure 1.

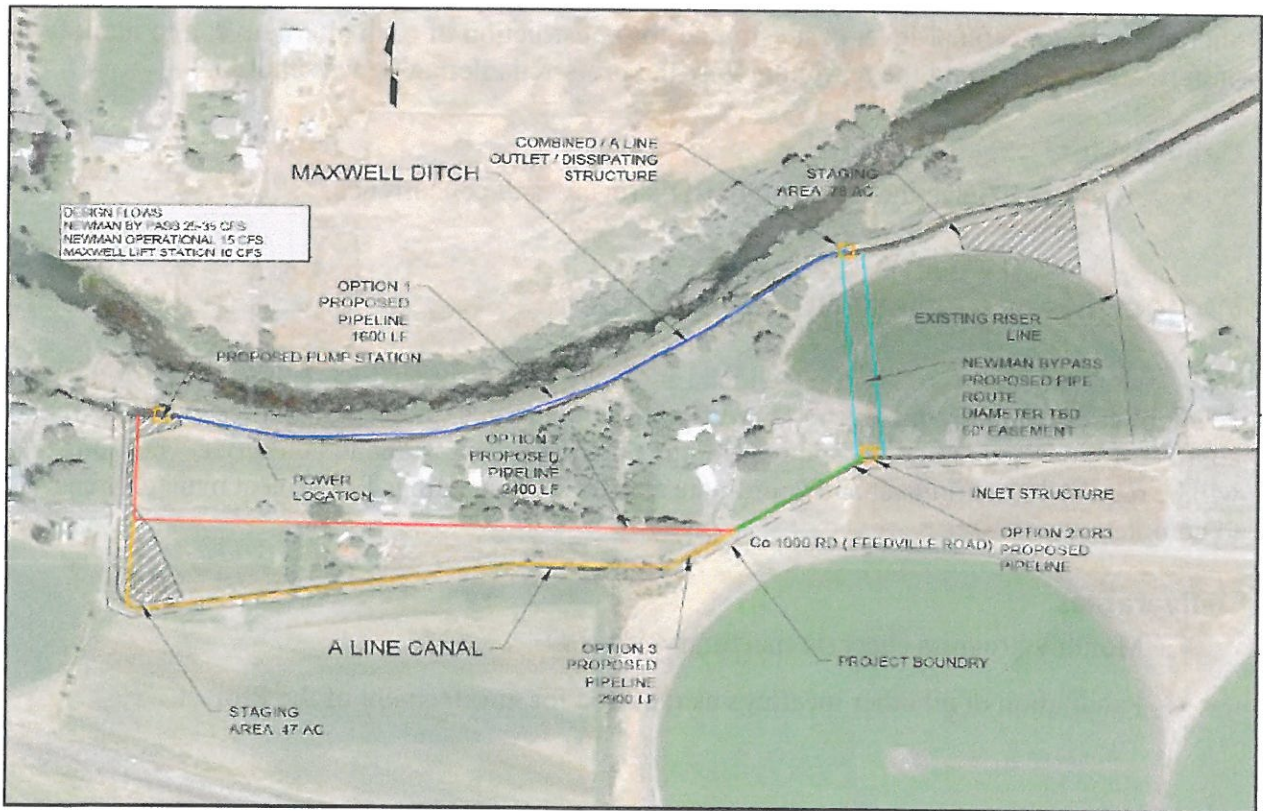


Figure 1 Pump station location and pipeline route alternatives (IRZ Consulting, 2020)

## **Pre-Proposal site Visit**

A Pre-Proposal site visit will be hosted by HID on February 3, 2022 to introduce the Project to prospective bidders. RSVP 48-hours in advance to [Bids@HermistonID.org](mailto:Bids@HermistonID.org) or (541) 571-7698 to confirm your attendance. Site visit attendees will meet at the West end of Feedville Rd, Hermiston OR, nearest address is 29307 Feedville Rd, Hermiston, OR at 2:00 p.m.

## **Scope of Work**

The following tasks outline a general Project approach. The Consultant's Proposal shall address each of these tasks and provide additional information as needed to describe how the Consultant intends to complete the Project.

## **Design Alternative Selection**

The Consultant shall prepare a brief report recommending a preferred alternative for the Project pipeline route. Three route options are discussed in the March 27, 2020 *NHPA Section 106 Archaeological Review and Inventory of the Proposed A Line and Maxwell Modification Project* report, which will be provided to the Consultant after this contract is awarded. The alternative routes are also shown in the Project Overview - General section of this RFP in Figure 1.

The Consultant's report shall contain a brief narrative discussing the features of the three alternatives, identify any engineering advantages or disadvantages associated with each alternative, a conceptual-level cost estimate for construction of each alternative, and identify the preferred alternative and the reasoning why the preferred alternative was chosen.

### **Deliverables**

- Alternative Selection Report for HID's review and concurrence.

## **Project Management and Meetings**

The Consultant shall serve as the technical project manager in charge of the engineering design, developing and submitting any required permit applications, preparing and issuing construction contractor bidding documents, and providing construction oversight and closeout. The Consultant will be required to administer and coordinate all necessary meetings and project manager functions to complete the project.

### **Deliverables**

- Monthly progress check-in meetings with HID
- Facilitation of all other meetings as required for management of the Project

## **Field Survey**

The Consultant is required to coordinate or perform all surveying required to design and construct the pump station and pipeline.

### **Deliverables**

- Boundary survey as needed for site planning/development or permits
- Topographic survey for design
- Construction survey
- Survey for as-built drawings

## **Engineering Design**

The Consultant shall prepare all required design calculations, engineering drawings, and construction specifications for the pump station and pipeline. A basis of design document shall be provided for review by HID and the Bureau of Reclamation (BOR) before final construction documents are prepared. The Consultant shall also prepare a construction cost estimate to assist with reviewing construction bids and ensure adequate funding is readily available for construction.

### **Deliverables**

- Draft basis of design document for pump station and pipeline for HID and BOR review with design assumptions, calculations, proposed equipment/materials, and preliminary site plans
- Final basis of design document incorporating HID and BOR comments
- Provide a 60% set of engineering design drawings, construction specifications, and construction cost estimate for HID and BOR review
- Develop final drawings, specifications, and estimate based on HID and BOR review comments

## **Regulatory and Permit Coordination**

The Consultant shall coordinate with applicable external agencies and obtain required regulatory permits as necessary to complete the project. Permitting agencies may include BOR, Umatilla County, and the State Historic Preservation Office.

### **Deliverables**

- Permits as required for construction

## **Bidding Assistance and Construction Oversight**

The Consultant shall develop, and issue required contract documents for construction bidding including drawings, specifications, and bid information. The Consultant shall conduct an onsite pre-bid meeting to review the proposed work with potential construction bidders and respond to questions during the bidding process.

The Consultant shall provide on-site project representation during construction to review construction progress, record observations, verify design and materials are being met, provide field clarifications, and respond to contractor requests for information.

### **Deliverables**

- Preparation of contract documents
- Issue contract documents for bid
- Host pre-bid meeting
- Assist in evaluating construction bids
- Assist in selecting construction contractor
- Provide construction management and field oversight
- Review pay applications
- Provide written weekly construction progress reports to HID

## **Testing, Commissioning, and Training**

The Consultant shall oversee testing and commissioning of the pump station and pipeline in accordance with manufacturer's recommendations. The Consultant shall also host a training session for HID personnel once the constructed system is operational.

### **Deliverables**

- Pipeline pressure test as set by pipe manufacturer's criteria
- Perform pump tests demonstrating both maximum and typical operating conditions
- Electrical tests as required for the motors, wiring, and electrical equipment
- Documentation of all testing and commissioning results
- Provide one training session for HID personnel to demonstrate all required operation and maintenance tasks. Coordinate the training date with HID two weeks in advance.

## **Closeout Documentation**

The Consultant shall provide Project closeout documentation to HID as described in the following deliverables.

### **Deliverables**

- Final construction report documenting major construction activities
- As-built drawings showing the final layout of the pump station and pipeline, and as-built electrical schematics and wiring diagrams for all electrical equipment
- Manufacturer's Operation and Maintenance Manuals for all installed electrical and mechanical equipment
- Electronic copies of all approved submittal documents required by the specifications
- Copy of the substantial completion letter as issued to the Construction Contractor

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## Proposal Submission

One electronic copy of the Proposal (without the Project Estimate) must be submitted to: [Bids@HermistonID.org](mailto:Bids@HermistonID.org) with the subject line: "Proposal for Design and Engineering Services – Maxwell Improvements". DO NOT submit any proposal cost information in this email. The email must be received no later than 4:00 pm on February 9, 2022. Call Annette Kirkpatrick at (541) 571-7698 if any technical issues are encountered when attempting to submit a Proposal via email.

One hard copy of the Project Estimate must be submitted to the Hermiston Irrigation District and received no later than 4:00 pm on February 9, 2022 at the following address:

**Hermiston Irrigation District**  
**Attn: Annette Kirkpatrick / RFPs**  
**366 East Hurlburt Ave**  
**Hermiston, OR 97838**

## Selection Process

HID will screen and select prospective consultants as provided in ORS 279C.110(5).

All Proposals will first be reviewed independently without any knowledge of the submitted cost estimates. The cover letter and Proposal sections 1 through 6 will all be assigned a score based upon the point breakdown set forth above.

Once the individual sections of each Proposal are scored, each Proposal will receive a total score out of 85 points by totaling the individual sections. HID will then notify the proposers of a maximum of the three top scored proposals. Any proposer ranked in the top three may withdraw from the cost portion of the selection process by providing written notice to HID within 24 hours of the date/time indicated on the notice.

After the expiration of the 24-hour period, the sealed Project Estimate envelopes will be opened for the top three proposers, and the cost attached to each Proposal ranked. The costs proposals shall be scored 15 points to the lowest, 10 points to the second lowest and 5 points to the third lowest.

The total points from the qualification portion of the selection shall be added to the points from the costs portion to arrive at the top three proposers total score out of the possible 100 points.

HID and the highest scoring consultant shall mutually discuss, refine and finalize the scope of, the rates and number of hours applicable to, and the maximum compensation level for the professional services and shall negotiate conditions including, but not limited to, a performance schedule for the project. HID will not pay a compensation level that exceeds a level HID alone determines is fair and reasonable to HID.

If HID and the highest scoring consultant are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to HID, HID shall, either orally or in writing, formally terminate negotiations with the selected consultant. HID may then negotiate with the next



highest scoring consultant. HID may continue in this manner through successive prospective consultants until an agreement is reached or HID terminates the selection process.

Hermiston Irrigation District reserves the right to cancel this invitation or reject any and all bids submitted or to waive any minor formalities of this call if in the judgment of the HID Board the best interest of the District would be served.

END OF REQUEST FOR PROPOSAL

