



**Acknowledgment Form  
RFP 2021-003**

**Dworshak Small Hydropower Operations and Maintenance Services**

By my signature below I accept that I have reviewed and acknowledge any addendums that have been issued for this solicitation.

ADDENDUM NUMBER: 1 Questions and Response

**Please complete the following information:**

RESPONDENT (Company Name) \_\_\_\_\_

RFP Title: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, ST, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

E-Mail \_\_\_\_\_

**THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE EXECUTED IN INK AND RETURNED WITH YOUR PROPOSAL FOR YOUR PROPOSAL TO BE CONSIDERED!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Type or Print Name and Title

\_\_\_\_\_  
Name Title

# Memorandum

To: Attendees of the Pre-Proposal Meeting  
From: Randall A. Broesch P.E. Engineer Technician I  
Date: March 1, 2021  
Re: Addendum #1 | Responses to Questions Received by the IWRB

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Question #1: How often does the Back-up Generator need service and tested?

- Response: It is the original back-up generator installed with the construction of the project in 1999. It was typically serviced on an annual basis up until 2019. The last full service repair performed on the generator was in 2016 which consisted of the following:
  - Change Oil and Filters
  - Full Systems Inspection
  - Block Heater Replacement
  - Coolant Hose Replacement
  - Replace Engine Coolant
  - Replace Engine Drive Belts
  - General Cleaning
  - Load Test

The block heater was also replaced in 2020.

We plan to discuss the frequency of servicing the back-up generator with the successful respondent and implement that servicing frequency upon the completion of the asset management plan.

Question #2: Are there any storage buildings for supplies, parts and special tools?

- Response: There are storage cabinets on site for small miscellaneous items and a larger storage locker partially filled with parts from the original construction. There is a small space available under the stairs for additional storage. If a large amount storage is needed, there are 3 self-storage businesses in the immediate area. However, as of the issuance of this addendum no space was available for renting, and it is recommended to get on a waiting list if storage space is needed in the next 30 days.

Question #3: How often are the units inspected?

- Response: The units/facility are currently inspected on a bi-weekly basis.

Question #4: Are there unit condition reports available?

- Response: Yes, the inspection reports are available. A series of inspection reports from the past year have been posted to the ftp site under the folder name "2020 inspection reports."

Question #5: IS there a CMMS system now at site?

- Response: No, the facility does not have a Computerized Maintenance Management System (CMMS).

Question #6: can you please state the dates again or would you prefer going to the Dept. to get them?

- Response: The critical dates in the Request for Proposals (RFP) are listed below:
  - Questions were due Friday February 26, 2021 at 5:00 pm MT
  - IWRB's Addendum will be issued on March 3, 2021 5:00 pm MT
  - Proposals will be submitted on March 12, 11:00 am MT
  - Issue Notice of Selected Team on April 1, 2021

Question #7: Is the site remotely operated in any way now? By IWRB, Clearwater or the COE?

- Response: The facility can be remotely operated using the IWRB's software RemotePC. However, there are certain event scenarios that require physical presence at the facility to re-start the power generation equipment. The IWRB will provide the Operator access to RemotePC while operating the facility.
- Response: The IWRB provides remote access to the Clearwater Fish Hatchery staff using the same software. The U.S. Army Corps of Engineers (USACE) does not have a need to monitor this facility so they do not have access to the RemotePC.

Question #8: Any history of permit violations?

- Response: In the pre-proposal meeting Randall Broesch stated there were no known permit violations at the time the question was asked. Upon further review of the records, a violation with the Federal Energy Regulatory Commission was (FERC) was found. The violation occurred on January 11, 2017. The violation was a result of the IWRB having the operator prepare and submit the updated Emergency Action Plan (EAP) when the EAP should have been submitted by the IWRB by the deadline required by FERC. The violation was resolved by the IWRB submitting the EAP directly to FERC.

Question #9: The offer submittal is to be hardcopy only 7 copies?

- Response: Yes, the RFP requires submitting 7 printed proposals and an electronic copy of the proposal as well.

Question #10: How are Maintenance, Inventory and Purchasing tracked?

- Response: Maintenance activities are logged using a daily field report form that can be provided by the IWRB, or by the Operator if they prefer their format for documenting maintenance activities. Also, there is a log book located on site that has documented maintenance activities since the early 2000's.
- Response: An inventory of the materials and equipment on site will need to occur with the Operator once a contract has been signed. We expect the inventory to be a joint effort between the parties and incorporated into the asset management plan for further assessment.
- Response: Purchasing equipment and materials for the facility are tracked through monthly detailed invoicing from the Operator to the IWRB.

Question #11: What sort of LOTO program is in place?

- Response: Lock Out Tag Out (LOTO) programs will depend on Operator's requirements. The IWRB does not have a formal LOTO Program in place, and will review and consider adopting the Operator's LOTO program while under contract with the IWRB.

Question #12: Do you have his records?

- Response: We are in possession of the former Operator's records and are cataloging them for easier access for IWRB staff and future Operator. The IWRB can make those records available to the Operator on an as needed basis as Operator inquiries are presented.

Question #13: Can you post the drawings in .pdf format?

- Response: We worked with our IT group and we could not find a timely solution within the department to convert dwg drawings to pdfs.

Question #14: The Board has requested 7 printed copies of the proposal along with a PDF delivered on a Flash Drive by March 12th at 11:00 am MT. Would the Board allow us to deliver the electronic flash drive copy by the deadline and have the printed copies delivered by Tuesday, March 16?

- Response: In order for the Respondents submittal to meet the RFP requirements, both the 7 printed copies and the PDF flash drive need to be submitted simultaneously on March 12<sup>th</sup> at 11:00 AM MT.

Question #15: On page 3 of the RFP under the RFP Schedule section, it states, "RFP Submittal Deadline & Public Opening". Will proposals be opened publicly? If so, will this be in person or over Zoom or other online platform?

- Response: The Proposals will be opened publicly in person and it will be broadcast using zoom. Zoom information for the proposal opening will be sent to the same individuals that signed the Non-Disclosure Agreement (NDA).

Question #16: Will the IWRB consider utilizing the Inter-Governmental Agreement pursuant to the Interlocal Cooperation Act (Act), Chapter 39.34.030 and Idaho Code § 42-1734(10) if Energy Northwest (EN) is selected for negotiation and or award?

- Response: Under General information section of the RFP, subsection "Draft Contract, Terms, and Conditions (page 8), proposers are encouraged to include questions and comments on the Draft Contract as part of package #2 of the submittal. Also, the draft agreement attached with in the RFP provides terms and conditions between the IWRB and Respondents. No other Contract form will be considered for negotiations. However, the IWRB encourages Respondents to comment on the draft contract terms and conditions as the IWRB can consider terms that are entity specific.

Question #17: Per RFP section Professional Certifications: Will the successful Bidder be required to have a State of Idaho licensed professional engineer on staff at time of Award?

- Response: The Respondent is not required to have a State of Idaho licensed professional engineer on staff at the time of award. The Respondent will be required to have a State of Idaho licensed professional engineer on staff or under contract prior to or in conjunction with the beginning of the public works project.

Question #18: What are the extents of the electrical demarcation for the facility (i.e. are transformers and switch gears included with the IWRB operations)?

- Response: The IWRB owns the switch gear and the transformer located across the street. The Operator will be responsible for maintaining this electrical equipment for the IWRB.

Question #19: In "Maintenance" section A. it states, "The contractor shall also provide the materials needed.....", need clarity - any parts purchased would ultimately be provided by the owner's funds.

- Response: The Contractor will be reimbursed for materials provided on the project to meet the requirements specified in the Contract.

Question #20: Will historical maintenance documentation be provided to the contractor so an accurate preventative maintenance/testing plan can be created?

- Response: Yes, historical maintenance documentation will be provided to the Contractor so an accurate preventative maintenance/testing plan can be created.

Question #21: If a planned outage were to happen for testing/repair is there a preferred time of year for this to take place?

- Response: An ideal time for a planned outage is during the annual valve exercise performed by the Idaho Fish & and Game in conjunction with the U.S. Army Corps of Engineers (USACE) which typically occurs during the spring months (typically March-April timeframe).

Question #22: 8. In the RFP #2021-003 Criterion 5 it asks for Total Base Annual costs for Operations & Maintenance “Total Annual Cost” but only addresses the Contract Management, Operations, Maintenance (Bi-weekly inspections) along with an Asset management plan. How are we to address/bid the broke fix items, annual maintenance & inspections and other items listed in the Attachment A scope of work?

- Response: Respondents are not being asked to price broke items or annual maintenance/inspections as part of the bid price since it is not possible for the IWRB to quantify the value or replacement frequency of those items at this time. As stated in Criterion 5, Total Base Annual Costs shall be based on the Scope for Project Management/Administration Sections A & B, Operations Section E, and Maintenance Section A.i.7.