

# **Treasure Valley Managed Recharge Feasibility Study RFP**

## **Pre-Proposal Meeting**

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**State of Idaho**

**RFP No.: 18-003**

**RFP Issue Date: May 24, 2018**

**Pre-Proposal Meeting Date: June 1, 2018**

**Questions Due Date: June 6, 2018**

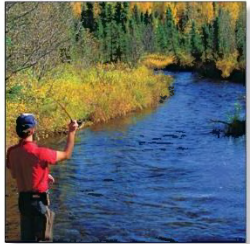
**RFP Closing Date: June 21, 2018**



## Table of Contents

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- Pre-Proposal Meeting Introduction and Purpose
- Procurement Team Introduction
- Estimated Procurement Process Schedule
- Procurement Process
- Procurement Questions
- Pre-Proposal Meeting
- Overview of Project
- Questions
- Closing Remarks



## **Pre-Proposal Meeting Introduction and Purpose**

### Welcome

- Purpose of this Meeting:
  - Introduce the state's procurement team and representatives of the Idaho Water Resource Board (IWRB) and Idaho Department of Water Resources (IDWR) for this RFP, provide a brief project overview, and provide a forum to formalize questions from Proposers.
- This meeting will be recorded.
- The IWRB is seeking qualified and experienced respondents from interested engineering firms to submit a proposal for engineering consultant services to complete the Treasure Valley Managed Recharge Feasibility Study (Study).
- This project will be funded by the IWRB

## Procurement Team Introduction

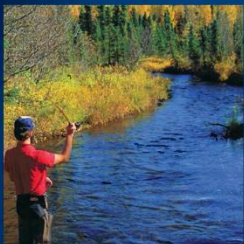
➤ Our Team Members include:

➤ Procurement Team

RFP Lead - Janet Garrett, Purchasing Agent  
Glyn Roberts, Buyer

Project Manager - Emily Skoro, P.E., IDWR Staff Engineer

➤ IWRB/IDWR Staff



## Estimated Procurement Process Schedule

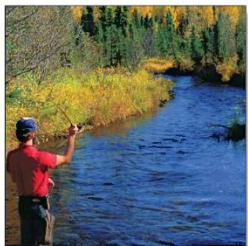
<u>RFP Milestones</u>	<u>Dates</u>	<u>Times</u>
<b>RFP Advertisement</b>	May 24 <sup>th</sup>	8:00 AM MST
<b>Pre-Proposal Meeting</b>	June 1 <sup>st</sup>	10:00 AM MST
<b>Deadline for Questions</b>	June 6 <sup>th</sup>	5:00 PM MST
<b>Issue Addendum with Replies to Questions</b>	June 12 <sup>th</sup>	5:00 PM MST
<b>RFP Submittal Deadline</b>	June 21 <sup>st</sup>	4:00 PM MST
<b>Public Proposal Opening (Conf. Room D)</b>	June 21 <sup>st</sup>	4:05 PM MST
<b>Evaluation, Reference Verification, Select 3 Teams</b>	June 22-July 13	
<b>Presentations and Interviews</b>	July 16-July 17	
<b>Selection of top-ranking Team</b>	July 18-July 20	
<b>Letter of Intent to Award</b>	July 23	
<b>Negotiations</b>	July 30-Aug 17	
<b>Notice of Award</b>	Aug 17	
<b>Notice To Proceed</b>	Aug 17	



## Procurement Process

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- Proposals may be submitted manually or electronically; technical proposals must be sealed separately, and identified as provided in the RFP document. Proposers are reminded to include a State of Idaho Signature Page, with an original handwritten signature, if submitting manually. Please follow all the instructions provided in the RFP.
- Proposers who condition proposals on the state's acceptance of alternative terms and conditions, or proposers which state in their proposal that they do not agree to the terms, conditions, requirements or specifications contained in the RFP may be found non-responsive, as provided in the RFP document.





## Procurement Process

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- If you have any questions regarding the specifications, including the State's Standard Terms and Conditions, the Solicitation Instructions to Vendors, or any other requirements or specifications in the RFP, you need to address those during the question and answer period.
- All Proposals must be submitted no later than 4:00 PM MST on June 21, 2018 to this office.
- Public Proposal Opening will be at 4:05 PM MST on June 21 at this same location.



## Procurement Questions

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- All questions concerning this RFP's procedures and the project shall be submitted in writing and directed to [IDWR.Purchasing@idwr.idaho.gov](mailto:IDWR.Purchasing@idwr.idaho.gov). All e-mails shall include the project name and RFP number. No questions will be accepted by telephone.
- All questions are due no later than 5:00 p.m. (MST) on June 6, 2018.
- Responses to all questions will be provided in an addendum to the RFP which will be issued approximately 5 working days after the due date.
- All addenda to this solicitation will be posted at [www.idwr.idaho.gov/IWRB](http://www.idwr.idaho.gov/IWRB) under the Solicitations tab. No notice will be given by mail.



## Pre-Proposal Meeting

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- Proposers participating in this meeting will have an opportunity to ask questions during the meeting. However, all questions must also be submitted using the form provided or in accordance with the submittal requirements in the RFP.
- If you have a question, raise your hand, state your name, state the company you represent, and ask your question.
- **INTERESTED PROPOSERS ARE CAUTIONED NOT TO RELY ON ORAL RESPONSES PROVIDED BY THE STATE. ALL QUESTIONS AND OFFICIAL RESPONSES WILL BE PUBLISHED IN AN ADDENDUM.**

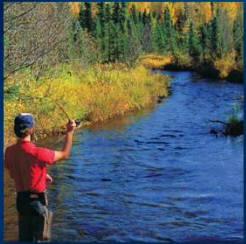


## Overview of Project

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### Overview of scope of services and goals of IWRB Project

- The Study is intended to develop a better understanding of the feasibility of managed recharge as a long-term water management tool in the Treasure Valley.
- The Study will assess the volume of water available for recharge and potential areas within the study area that would be suitable for managed recharge.

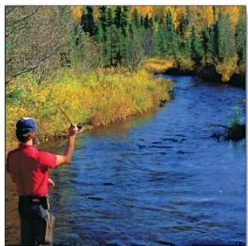




## Overview of Project

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- Study Tasks
  - Project Management
  - Scope of Work
  - Deliverables and Schedule
- Work Plan Structure
  - For all SOW tasks the Proposer's Team will develop a Work Plan outlining:
    - Methodology
    - Assumptions
    - Data requirements
    - Resource requirements
    - Work to be accomplished
    - Schedule for conducting the analysis



## Overview of Project

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- All Work Plans will be reviewed and approved by the IWRB PM prior to commencing task work to ensure the plans meet IWRB requirements.
- Data
  - For all tasks the Team will be accountable for acquiring and compiling the necessary data.
  - The Team will utilize existing data unless authorized by the IWRB PM.
- Deliverables



## Questions

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- Does anyone have any questions?





## Closing Remarks

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- Proposers are reminded that the sole point of contact for this RFP is the RFP Lead:

Janet Garrett

Purchasing Agent

Ph: (208) 287-4821

Fax: (208) 287-6700

Email: [janet.garrett@idwr.idaho.gov](mailto:janet.garrett@idwr.idaho.gov)

- Questions may be submitted at the end of the meeting or follow the submittal requirements in the RFP.
- Submit all other questions in writing prior to 5:00 p.m. (MST) on June 6, 2018.
- Review the RFP thoroughly and respond to all requirements.
- Submit a State of Idaho Signature Page with a handwritten original signature if you are submitting your proposal manually.