

1 RE: Access change, Emerson Rd

2 Dear Mr Karupiah,

3 Subsequent to conversations with members of our Board of Directors with respect to the above subject
4 we as a Board wanted to address the subject with you in a more formal way.

5 The Board of Directors of the Bayview Water and Sewer District believes that the use and the
6 maintenance of Emerson Road by the public for the last thirty years (or more) has established the route
7 as a public way and as the legal means of access to the property where our office is located. It is our
8 understanding that you wish to have the Bayview Water and Sewer District surrender the use of
9 Emerson Road as the access to our office.

10 It appears that you have discussed informally with members of our board a possible arrangement
11 whereby we would relinquish our claim in exchange for development of an alternative access over
12 another quasi public route commonly known as Lyvel Road. We are willing to entertain a proposal
13 from you to this effect, however, we do not believe that our customers should be expected to share in
14 the expenses related to the creation of this alternative route since it is primarily for your convenience
15 and benefit.

16 To be acceptable to our District the proposed alternative access route will require significant
17 improvement including perfection of an easement for the public over a portion of adjacent property that
18 belongs to the Timberlake Fire Protection District since widening the road will be required. At our
19 request the Fire District has already approved granting such an easement however, we would expect
20 you to arrange and pay for production of an easement document for approval by the Fire District..



Bayview Water & Sewer District
REQUEST FOR QUALIFICATIONS (RFQ)

Water System Facility Plan and Survey

Issued: August 16, 2017

The Bayview Water and Sewer District (hereinafter referred to as District) is requesting proposals from highly qualified engineering firms interested in providing professional engineering services to the District. The successful engineering firm (hereinafter after referred to as the Firm) will be selected based on the qualifications listed herein.

Sources of funding for this project are based and contingent on funding from the Department of Environmental Quality (DEQ) with a grant planned to supplement up to fifty percent of the system facility plan. We have been told that we will be funded however we have not received funds at the time of this solicitation.

The subsequent project is hoped to be funded from the revolving fund under DEQ administration to be taken as a loan. It will be within the scope of the planning phase to help identify the structure and repayment mechanism for borrowing prior to a future election to approve this indebtedness.

NOTE TO FIRMS INTERESTED IN RESPONDING: Please send email to Robyn Edwards at the email provided below indicating your interest in proposing. If there are Addenda issued you will be informed provided that you have registered your interest.

robynedwardsbayview@gmail.com

Background

The District is a *Quasi Municipal Corporation* within the State of Idaho. It operates under statutory authority defined in Idaho Code Title 42, Chapter 32. The District was established in 1970's to provide clean and safe drinking water to a portion of the community of Bayview and is identified within the State regulatory structure as PWS #: 1280014. During the early 1980's the community created a Local Improvement District (LID 1) to fund construction of a waste water collection and treatment system and became a water and sewer District at that time. The population of the area served varies but has been increasing and was approximately 1062 in 2014.

The Bayview Water & Sewer District (BWSD) has 425 water connections and serves the residential and commercial portions of the Bayview Area and was extended to serve Cape Horn Road subdivisions by creation of a Local Improvement District (LID2).

The water supply consists of two drilled wells originally constructed during World War II to serve the Naval Base located at Farragut State Park as well as approximately 4000' of ductile iron pipe of the same vintage. The system is also comprised of chlorination treatment, four storage reservoirs and four booster stations.

Source

Well number 7 and 8 were drilled in 1942 while Farragut State Park was being developed as a Naval training base. Each well is located inside a pumphouse. The wells are each 425 feet deep with a 19-inch casing to 375 feet below ground surface (bgs). The wells are believed to be capable of producing 750 gallons per minute

(gpm). Each of these wells is equipped with a 125 horsepower (hp) vertical turbine pump controlled by pressure sensors.

Well 7 is the primary well source and is owned by the BWS. Well 7 also has a diesel powered auxiliary generator for back-up power supply.

Well 8 is the emergency back-up well source and is leased from Farragut State Park. The sources are manifolded together with well 8 being valved off in normal operation. Both wells have flow to waste capability and meet all current set back requirements.

Diesel powered generator back-up power is provided both at pumphouse 7 (as above) the and at Cape Horn Booster Station.

No existing ground water contamination issues have been identified by the Source Water Assessment report completed June 26, 2001, and updated March 15, 2013. The GWUDI (Ground Water Under Direct Influence of Surface Water) assessment was completed for this single well source on May 1, 1995 and determined that no surface water is influencing the ground water source.

There were no toxic or hazardous materials noted on site at either pumphouse in 2014. The pumphouses and surrounding well lots are fenced and securely locked to prevent unauthorized entry. The pumphouses are believed to have adequate heat, lights and ventilation. A source sample tap is located inside of each pumphouse as required.

Treatment

Disinfection treatment is provided at the Cape Horn Booster Station to serve the Cape Horn area of distribution due to historic coliform bacteria problems within that area. The BWS uses 12.5% sodium hypochlorite solution. LMI injection pumps are used to meter and inject the chlorine solution. The system is flow proportional and cannot inject solution unless the sensor detects flow and has an automatic cutoff in the event the well or reservoir stops producing water.

Storage and Pumping

The BWS owns four storage reservoirs and four booster stations that serve distribution.

- Reservoir #1 (Farragut Reservoir) is a 225,000 gallon above ground reservoir constructed in 1942. Reservoir #1 supplies water to the town of Bayview and to Cape Horn Pumphouse, the newest booster station built in 2003 pushing water out to the Cape Horn areas via piping that is submerged in the lake in some stretches.
- Reservoir #2 (Dromore) is an 11,000 gallon above ground steel tank constructed in 1980, which serves the Dromore subdivision area and is believed to be undersized for current needs including especially fire protection.
- Reservoir #3 (Pend Oreille Pines) is a 100,000 gallon above ground steel tank constructed in 1990, and serves the Pend Oreille Pines subdivision area on Cape Horn Road.
- Reservoir #4 (Cape Horn Estates) is comprised of two twin, above ground steel reservoirs, each holding a maximum 30,000 gallons each (60,000 gallons total).

All reservoirs were inspected and cleaned in 2005. Reservoir #1 is due to be cleaned presently however since it is also believed that the tank needs to be relined this work is being delayed to allow coordination with that work. The reservoirs were all found to be in good condition, well maintained and clean when inspected by

Panhandle Health District in 2014. All have flow to waste capability and are vented. The vents are inspected annually for appropriate and intact screens and are maintained as needed.

The Cape Horn booster station located on Lime Kiln Road contains two Baldor 40hp centrifugal pumps. Sodium hypochlorite injection for disinfection is done at this location to serve the Cape Horn distribution area. This booster station also has a diesel generator auxiliary power supply.

The Dromore booster station houses a sample tap, meter, and two 3 hp centrifugal pumps.

The Pend Oreille Pines booster station has two 3 hp Baldor VFD pumps.

The Cape Horn Estates booster station that serves the gated community of Cape Horn Estates has one 5 hp centrifugal pump.

Distribution

The distribution system consists of ductile iron, steel and PVC pipe in sizes ranging from 2 inches to 8 inches. Fire hydrants are located throughout the system for flushing and to assist in fire protection. The provision of reliable fire protection is a planning goal.

The BWSO established a formal cross connection control program during 2003 however this program should be reviewed and updated as appropriate.

Administration

The BWSO is governed by the Water District Board of Directors. The financial contact is currently Jesse Roe. The System Operator in Responsible Charge is Robert Kuchinski who provides services under contract to the District.

Improvements Identified

The following list represents a preliminary list indicative of the improvements that the District believes may be needed. It is anticipated that additional important improvements may be identified and prioritized in the course of the Planning and Survey phase of the contemplated project.

1. Main fresh water pipe replacement.

Replace 4000 feet of 10 inch main steel water pipe which was installed in 1940, due to rusting inside and out decreasing wall thickness. Remove and replace, renew bedding and cover materials.

2. Survey, find and replace lead pipe joints.

Replace at least 17 leaded pipe joints in 12 inch water pipe . Excavate, repair, replace.

3. Reservoir #2, Dromore water tank.

Current tank capacity is 11,328 gallons this tank capacity needs to be increased to meet fire flow requirements. Also the pumping system is likely to require upgrade to match tank capacity. A letter from emergency services has been received recommending increased tank capacity.

4. Reservoir #1, Farragut Reservoir.

Built in 1940, the 77 year old main fresh water supply water tank for the District requires relining or possibly replacement.

5. Water meter replacement.

Most existing water meters were installed in 1975, 80 percent of these meters are 42 years old and need to be replaced for accurate reading and billing (425 meters). It is believed that remote reading or radio enabled meters offer significant advantages and potential cost savings. The District wishes to evaluate meter replacement utilizing modern meters to replace most or all the existing directly read meters.

6. Delivery of adequate fire flow volumes throughout the service area is a desired outcome of system planning and improvements.

Project Description and Scope of Work

Professional services required are for tasks related to the District’s water system and are likely to include, but are not limited to: planning studies; master planning and modeling; plan review; funding assistance; permitting assistance, public involvement including participation in public meetings, and related functions that may be assigned. The water facility plan for the District will include mapping and GIS development, assessment of the water system to determine current conditions, running a dynamic model of the system to include current and future conditions, developing an improvement plan to consider public health, safety, budget, and maximum cost -benefit ratios while managing subscriber charges.

The Firm must have the knowledge and ability to complete Form 5-A Outline and Checklist for Planning Document and well as an understanding of “Rules for Administration of Planning Grants for Drinking Water Facilities” (IDAPA 58.01.22). Experience with these processes and the related regulations will be considered in evaluating the suitability of the Firm for this project.

Selection of a Firm resulting from this RFQ will be based upon the most compelling presentation of qualifications and experience and that which, in the sole opinion of the District, best serves their needs and preserves their interests.

The District reserves the right to reject any or all offers and to discontinue this RFQ process without obligation or liability to any potential proposer,

Proposals received in response to this RFQ will be incorporated into the final agreement between the District and the selected provider.

Tentative Schedule

Event	Date
1) RFQ Publication	8/18/2017
2) Response Due Date	9/8/2017
3) Target Date to Complete Review of Responses	9/12/2017
4) Interviews (if held)	9/14-15/2017
5) Anticipated Decision and Award	9/19/2017
6) Anticipated Project Commencement Date	10/2/2017
7) Complete Draft Planning Document	12/15/2017
8) Submit letter of Intent to DEQ for funding	01/15/2018

Content for Statement of Qualifications

Consultants shall be licensed to practice civil engineering in the State of Idaho. The statement of qualifications shall be organized as shown below, and consist of not more than ten (10) pages. Supplemental brochure information will not be accepted.

1) Letter of Interest

Introduce your Firm and summarize general qualifications. The letter shall be signed by an officer of the Firm who is authorized to negotiate a contract with the District.

2) Firm Organization

- Type of ownership – individual, partnership, or corporation
- Number of years in business
- List services provided
- Size of Firm and breakdown by employee category
- Statement of financial condition/stability
- Financial references

3) Project Team and Experience

- Identify key personnel proposed for this project, including Project Manager(s), Project Engineers and Technicians
- Include resumes for key personnel and their experience on comparable projects.
- Identify subcontractors, if any, to be utilized and include resumes showing their experience on comparable projects.

4) References

Provide at least three client reference (name, company, title, address, telephone number, email) for whom your Firm has completed System Facility Plans and Surveys. Include Project name, location, a brief description, duration, and completion date. Also provide references for each sub consultant on the Project Team.

Selection and Evaluation Process

Any award to be made pursuant to this RFQ will be based upon the proposal with appropriate consideration given to technical, management requirements and respect to timelines. Evaluation of offers will be based upon the Firm's response to the RFQ and a subsequent interview which may be conducted by telephone, in person, or at the discretion of the District not at all.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Firm:

- 1) Responsiveness and depth of response to information requested.
- 2) Reputation of the company, key personnel, and subcontractors.
- 3) Satisfaction of prior and current clients (references).
- 4) An assessment of the Firm's ability to deliver the needed assistance and leadership in accordance with the specification set out in this RFQ
- 5) Ability to execute desired timeline.

Award will be made to the most qualified Firm and that which is deemed most advantageous to the Bayview Water and Sewer District, in their sole opinion, after all evaluation criteria have been considered. The District may choose to interview only the top ranking Firm or Firms based on proposal review, at its sole discretion or the District may dispense with interviews and select a Firm to perform the work. Unsuccessful offerors will be notified as soon as possible.

Submit proposals published as a .PDF file attachment via electronic submission (at the email address provided below) no later than **Friday, September 8, 2017 at 5:00 p.m.**

Provide four (4) bound copies of your Proposal. These may be delivered via U.S. Mail. All bound and mailed responses must be postmarked no later than **Friday, September 8, 2017 at 5:00 p.m.** Please state "Professional Engineering Service Proposal" on the outside of the response.

Proposals which have not been delivered in accordance with the requirements and before the times above stated will be deemed non-responsive and will not be evaluated.

Questions and responses should be directed to:

Robyn Edwards, a Director
Bayview Water and Sewer District
P.O. Box 637
Bayview, ID 83803
(208) 683-3948
robynedwardsbayview@gmail.com

This solicitation is being offered in accordance with Idaho statutes governing procurement of professional services. The Bayview Water and Sewer District Board reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. The District will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the District will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. The District may, at their discretion and without explanation to the prospective Offerors, choose to discontinue this RFQ at any time without obligation to such prospective Offerors.



Bayview Water & Sewer District
**REQUEST FOR
QUALIFICATIONS (RFQ)**
Water System Facility Plan and
Survey

ADDENDUM #2

Issued: August 28, 2017

The date and time for proposal submission is UNCHANGED.

In response to the questions that have been received since the previous Addendum (Addendum #1) please be advised of responses as follows:

I. “. . . We have concerns about the timeline for the project“

The solicitation was prepared without previous experience with the actual process and some confusion concerning the timeline has been an unfortunate result. The author regrets this. We have received additional guidance from Katy Baker-Casile at the Idaho DEQ which is helpful.

First and foremost the goal of the project is to develop a plan that can be approved by the Idaho DEQ on a schedule that will position the BWSO to apply timely for DEQ loan funding. The BWSO would like to have funding in place during the summer of 2018 to allow Design and planning for Construction to proceed.

1. The data collection for the report would be expected to be completed while weather permits this fall, 2017.
2. A Letter of Interest (LOI) including supporting materials for a DEQ loan will be due in early January, 2018 .
3. The report writing would take place during the winter and a DEQ review draft of the Report would be submitted in early spring, 2018.

We are seeking responses from firms that are familiar with and have experience with the DEQ funding process, can help us manage the schedule, and can help craft a responsive submittal for DEQ funding.

Here are DW grant information links (these won't open in Chrome please use Firefox or IE.):

<http://www.deq.idaho.gov/water-quality/grants-loans/water-system-planning-grants/>

The Grant Applicant's guide can be found here:

<http://www.deq.idaho.gov/media/60176778/applicant-guide-pdw-facilities-planning-grant-program.pdf>
(this won't open in Chrome either.)

This is the DW Grant Application form (this is included in the Applicant's guide too):

<http://www.deq.idaho.gov/media/518625-dw-planning-grant-application.pdf>

IDAPA 58.01.08.502 has additional requirements that the facility plan will be expected to cover:

<https://adminrules.idaho.gov/rules/current/58/0108.pdf>