



**19-010**  
**REQUEST FOR PROPOSALS**  
**TOTAL DISSOLVED GAS MATRIX MONITORING STUDY**  
**PEND OREILLE PUBLIC UTILITY DISTRICT**

Public Utility District No. 1 of Pend Oreille County (the District), is issuing a Request for Proposals (RFP) for a qualified consultant or firm to perform total dissolved gas matrix monitoring studies of the District's Box Canyon Hydroelectric Project.

**RFP Requirements**

At a minimum, the response must include the following:

- Proposals must include a completed Cover Sheet.
- Proposals must include a safety statement letter reflecting their firm's commitment to safety. Submittal can include firm safety handbook, philosophy, records and/or procedures.
- All proposals must be responsive to Box Canyon TDG Study Plan and the scope of work referenced below.
- Proposals are due no later than **03/22/2019 by 5:00 pm Pacific Standard Time**. Proposals received after the above date and time for any reason will not be considered. The District is under no obligation to return proposals.
- Proposals must be mailed or hand delivered to the District administrative offices located at P.O. Box 190/130 N. Washington, Newport, WA 99156. The package must read RFP No. 19-010.
- Hard copy proposals must include one original and two (2) copies to the attention of Kenna Tornow, Communications and Public Contracts Manager.
- Questions related to this submittal should be sent by email to Kenna Tornow (Ktornow@popud.org). Responses to these questions will be made available to all via District Website <https://popud.org/top-links/about-your-pud/contracting-opportunities/>.
- 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.

**Scope of Work:**

There will be five monitoring sites established within a 4-mile stretch of the Pend Oreille River below the Box Canyon Dam spillway. At each location, the District will deploy a concrete block (or similar) anchor in the river with approximately 150 feet of 3/8" cable attached up to a buoy on the surface.

A Hydrolab instrument will be deployed at each of the five locations, programmed to record temperature and Total Dissolved Gas (TDG) at 30-minute intervals. The District will supply the five necessary Hydrolab instruments for this study.

The contractor's tasks will include:

- Determine the specific deployment strategy
  - Method to hang the instrument from the buoy location,
  - Protective casing for the instrument,
  - Appropriate weighting to maintain the instrument at approximately 10 feet below the surface, etc.
- Prepare and calibrate each instrument for initial deployment
- Deploy five instruments at the designated locations by the first week of April 2019
- Service, download data, replace batteries, and calibrate instruments at the five locations at appropriate intervals (anticipate every 15-20 days)
- Provide downloaded data to the District within five days of download
- Continue monitoring schedule through the end of June, or the end of spill season, whichever occurs first
- Provide documentation of all instrument calibrations in order to ensure data quality
- A boat that is outfitted to accomplish the scope.

**Please include:**

1. A short introduction and summary of your company's overall qualifications for this project.
2. Provide the following organizational information about your company:
  - a. Name of organization
  - b. Address
  - c. Telephone & Fax Numbers
  - d. Primary Contact Name, Telephone, and Email
  - e. Affiliates and Parent Company
3. Brief Statement of the Key Individuals of this Project and their Availability to Undertake the Proposed Project.
4. Subcontractors
  - a. If Subcontracting all or Part of this Project Explain What Specific Support will be Provided by the Subcontractor.
5. Rate sheet

**Evaluation of the RFP**

The District will evaluate each submitted submittal for completeness to the RFP. Proposals that do not meet the minimum requirements will not be considered. The District reserves the right to reject all proposals, and modify or withdraw the RFP. 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 will pursue an agreement with the next highest scoring entity.

**Proposals must be received no later than 5:00 p.m., March 22, 2019.**

Women's, minority, and small business enterprises are encouraged to apply. The District is an equal opportunity employer.