

IRWD Business Outreach Program

Doing Business with IRWD Engineering: Design and Construction

Want to do business with Irvine Ranch Water District? The following guide provides quick details and links to the complete documents you need.

Depending on the service you provide, some or all of the sections below will apply to you.

1. PROCEDURAL GUIDELINES & GENERAL DESIGN REQUIREMENTS

Download at irwd.com/doing-business/engineering

This document is a guide to the process involved in submitting utility improvement plans for domestic water, sewer, recycled water, and natural treatment system projects. It includes general information guidelines for:

- Plan processing, plan check submittals, fees, bonds, submittals, and more
- Development plan and permit processing procedures
- Design criteria for domestic water, sewer and recycled water facilities

Use these guidelines in conjunction with IRWD's Standard Drawings & Technical Specifications.

	Consultant	Contractor	Vendor/ Manufacturer
1. Procedural Guidelines	✓		
2. Construction Manual	✓	✓	✓
3. New Products Review			✓
4. Consultant List	✓		
5. Prequalified Contractor List		✓	
6. Construction Bid Advertisement		✓	✓

2. CONSTRUCTION MANUAL (STANDARD DRAWINGS & TECHNICAL SPECIFICATIONS)

Download at irwd.com/doing-business/engineering

This resource contains detailed drawings and specifications for construction of water, sewer and recycled water facilities. It includes:

- Standards on materials and approved manufacturers
- Installation methods and standard assembly of facilities
- E-notify subscribers are informed of updates when they become available

3. NEW PRODUCTS REVIEW

Download Product Submittal Application at irwd.com/images/pdf/doing-business/purchasing/ProductSubmittalApplication.pdf

Products listed in the Standard Technical Specifications guidelines must be approved by IRWD's New Products Committee, which meets quarterly. The committee-review process can take several months and may include:

- Vendor/manufacturer application and product literature review
- Product presentation
- Product samples
- Reference checks with other product users

For more information, please contact the IRWD Engineering Department at engineeringinfo@irwd.com or 949-453-5548.





4. CONSULTANT LIST

Email engineeringinfo@irwd.com or call **949-453-5548** to arrange a meeting

IRWD's Business Outreach Program is designed to foster relationships with professionals who can help IRWD provide its many services to the community. Here are steps you can take to start building that relationship:

- Get to know IRWD prior to project-specific Requests for Proposals
- Meet with engineering staff
- Statements of Qualifications should include:
 - Areas of expertise
 - Key staff and experience
 - Capacity: full service, number of staff, office location
 - DIR registration (if applicable)
- Periodic updates (stay in touch)

5. PREQUALIFIED CONTRACTOR LISTS

Visit irwd.com/doing-business/contractor-prequalification to apply

a. Contracts > \$100,000

IRWD maintains a prequalified contractor list for construction contracts greater than \$100,000. This includes prequalified prime contractors for pipeline, mechanical, reservoir, well rehabilitation, well drilling, electrical, cathodic protection and more.

- All construction projects are advertised to select contractors from this list, known as the Project Bidders List
- Prequalified contractors will be selected according to specialty area, requirements of the project, specific experience, history of performance, and workload
- Prequalification does not guarantee inclusion on any given Project Bidders List

Qualification for construction contracts greater than \$100,000 involves the following steps:

- Submit a Prequalification Packet by Aug. 1 of each year (reviewed annually). The Prequalification Packet can be downloaded at irwd.com/doing-business/contractor-prequalification
- Results will be released by Oct. 1 of each year
- Only DIR-registered prime contractors are eligible
- Approved contractors are placed on a Prequalified Contractor List

b. Contracts ≤ \$100,000

Contractors, subcontractors, suppliers, and vendors are eligible to prequalify for construction contracts less than or equal to \$100,000.

- Participants must complete a Supplier Assessment Form and register with the IRWD Online Bidding System. Download the form at irwd.com/doing-business/new-suppliers
- Contractors must be DIR registered to be considered for a project's Select Bid List
- For more information call the IRWD Purchasing Department, **949-453-5855**

6. CONSTRUCTION BID ADVERTISEMENT

Search projects out to bid at planetbids.com/portal/portal.cfm?CompanyID=39499 or use the shortened web address, bit.ly/irwdbids

Register to access the following:

- Bid notices when available
- Project name and description
- Project Bidders List (consisting of prequalified contractors)
- Up-to-date plan holders list (prospective bidders)
- Pre-bid meeting information
- Bid opening date, time and place
- Addenda that have been issued

