

Want to do business with Irvine Ranch Water District? The following guide provides details on resources and documents you will need.

Refer to the following sections depending on the type of service you provide, as outlined in the chart at right.

For more information or questions, contact Engineering at **949-453-5548** or engineeringinfo@IRWD.com.

	Consultant	Contractor	Vendor/ Manufacturer
Procedural Guidelines	✓		
Construction Manual	✓	✓	✓
New Products Review			✓
Consultant List	✓		
Prequalified Contractor List		✓	
Construction Bid Advertisement		✓	✓

PROCEDURAL GUIDELINES & GENERAL DESIGN REQUIREMENTS

Download at IRWD.com/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 Construction Manual (Standard Drawings & Technical Specifications).

CONSTRUCTION MANUAL (STANDARD DRAWINGS & TECHNICAL SPECIFICATIONS)

Download at IRWD.com/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.

NEW PRODUCTS REVIEW

Download the Product Submittal Application at IRWD.com/purchasing.

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.

CONSULTANT LIST

To arrange a meeting, call **949-453-5548** or email engineeringinfo@IRWD.com.

IRWD's Connect program fosters 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.
- Stay in touch through periodic updates.

Statements of Qualifications should include:

- Areas of expertise.
- Key staff and experience.
- Capacity: full service, number of staff, office location.
- DIR registration (if applicable).



PREQUALIFIED CONTRACTOR LIST

Visit IRWD.com/contractor to apply.

CONTRACTS GREATER THAN \$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 involve the following steps:

- Submit a Prequalification Packet by Aug. 1 of each year (reviewed annually).
- Download the packet at IRWD.com/contractor.
- Results are released by Oct. 1 each year.
- Only DIR-registered prime contractors are eligible.
- Approved contractors are placed on a Prequalified Contractor List.

CONTRACTS LESS THAN \$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.
- Visit IRWD.com/suppliers to download the form.
- Contractors must be DIR-registered to be considered for a project's Select Bid List.

For more information, please contact Purchasing at [949-453-5855](tel:949-453-5855).

CONSTRUCTION BID ADVERTISEMENT

Search projects out to bid at IRWD.com/bids.

Register to access the following:

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



connect
collaboration + innovation + opportunity

IRWD.com/connect