

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**CONSTRUCTION ENGINEERING, INSPECTION,
MATERIALS TESTING, AND
PROJECT CLOSE-OUT**

FOR

**SH-44, I-84 TO STAR
Project No. A013(463)
Key No. 13463**

January 24, 2017

REQUEST FOR PROPOSALS

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The following items are not included in this package, but can be located at the following web sites:

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications (1A)
- ❖ Federal Per Diem Policy

<http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>

- ❖ ITD Quality Assurance Manual
- ❖ ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, materials testing services, and project close-out for the following project: SH-44, I-84 to Star.

GENERAL TERMS

This Request for Proposals (RFP) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFP does not constitute an assurance by ITD that any contract will actually be entered into by ITD, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive, except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements and the requirements of the ITD EEO Special Provisions, accessible at the following web site: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

All firms who seek to work for the Idaho Transportation Department are required to be registered on ITD's Bidders List. If your firm is not registered, go to the following web site for instructions: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>. Your subconsultants are also required to be registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-4442.

DBE PARTICIPATION:

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 7.6% utilization, ITD respectfully requests and encourages responder to consider utilizing subcontractors and suppliers listed on our DBE Directory located at: <https://itd.dbesystem.com>. For this project, it has been determined that there is a 7% DBE availability. For information regarding ITD's DBE Program, please contact Elizabeth "Liz" Healas at Elizabeth.Healas@itd.idaho.gov or (208) 334-8567.

FINANCIAL REQUIREMENTS

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD Overhead Rate Policy. The Overhead Rate Policy can be viewed at the following web site: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

CERTIFICATION REGARDING DEBARMENT

All proposals must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form for the prime and each subconsultant. The certification form is located at the end of this document.

PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.

It is the intent of the department to take approximately fifteen days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

As part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Holly McClure at ITD via email at Holly.McClure@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Crystal.Grasmick@itd.idaho.gov. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Ms. Grasmick with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. All questions and answers will be confidential, and no firms will be identified in the responses. No project specific questions will be accepted after February 8, 2017.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Proposals must be received by ITD by 4:00 p.m. MST on Tuesday, February 14, 2017. Proposals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Late proposals will not be considered.

E-Mail Address for proposal submittal is: consultantadminunit@itd.idaho.gov

FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be six (6) pages.
- Cover pages are discouraged. If they are included, they will be counted in the proposal page total.
- The introductory letter is limited to one (1) page. The letter does not count in the proposal page total.
- The Certification Regarding Debarment does not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½" margins and a minimum font size of 11.

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Holly McClure
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's quality and schedule expectations. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://apps.itd.idaho.gov/apps/ocr/index.aspx>, and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria will be considered in the evaluation and selection, and apply only to the Consultant, except where specifically requested for the Consultant and each Subconsultant. The weights listed will be applied to the scoring for each criteria.

CRITERIA 1 - PROJECT MANAGER

(Weight 3) *(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery of the consultant's work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project.
- The Project Manager should list proof of direct applicable CEI&S experience in working on State and Federal-aid construction projects within the past five (5) years.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Explain the relationship and time as a Project Manager at your firm.
- State the percentage of time the Project Manager will commit to this project.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Project Manager is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 2 - LEAD INSPECTOR ONSITE

(Weight 4) *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned onsite to the project and describe their duties on this project.
- Provide his/her qualifications (WAQTC & IQP).
- Lead Inspector should list proof of direct applicable CEI&S experience in working on state and Federal-aid construction projects within the last five (5) years.
- List the CEI&S experience and role that this individual had on the projects.
- Include the estimated percentage of time spent on each Federal-aid construction project and the anticipated percentage of time they will commit to this project.
- Include Idaho professional registration (if applicable).
- Explain the relationship and time as a Lead Inspector at your firm.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Lead Inspector is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT

(Weight 4) *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project and describe each person's role, duties and office location.
- List each person's qualifications (WAQTC & IQP).
- Key Personnel should list proof of direct applicable CEI&S experience in working on state and local Federal-aid construction projects within the last five (5) years.
- Provide a brief summary of CEI&S experience and qualifications on Federal-aid construction projects.
- Include Idaho professional registration (if applicable) for each person identified.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 4 – COMMUNICATION

(Weight 2) *(Complete for Consultant and each Subconsultant)*

Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.

CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT

(Weight 3)

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control specific to this project. This should include a description of the Consultant's control measures regarding the Subconsultant's project related work.
- Describe the procedures you will use to ensure the project will be closed-out in a timely and cost effective manner.
- List Federal-aid construction projects that have been closed out to ITD standards in the last five (5) years.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of their knowledge and belief that, except as noted on an attached Exception, the company:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. has not, within a three-year period preceding this proposal, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

COMPANY NAME

Signature of Responsible Party

Date

SCOPE OF SERVICES FOR CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S) SERVICES

**SH-44, JCT I-84 TO STAR, CANYON & ADA COUNTIES
PROJECT NO. A013(463)
KEY NO. 13463**

This scope of work is to provide Construction Engineering, Inspection & Sampling (CEI&S) Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the Design Construction Group 1 Engineer (DCG1 Engineer), for construction of the SH-44, Jct. I-84 to Star project. CONSULTANT intends to provide the DCG1 Engineer with experienced administration, inspection/sampling personnel. Through this contract, CONSULTANT will inspect and document to ITD standards, the activities associated with the project to the level necessary to administer the contract.

The following tasks represent the individual services that are to be provided by CONSULTANT under this agreement:

PRIMARY TASKS:

1. **Construction Administration** CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the project to ensure the project is accepted by ITD and the Federal Highway Administration (FHWA). The following sub-tasks represent a partial list of those activities necessary to administer the contract.
 - 1.1 Labor Compliance – The Contractor’s and Sub-contractor’s certified payroll wage rates will be verified, documented, and tracked for format, classification, pay scale, timely submissions, and concurrence with field reviews.

Performance Assumptions:

 - i. Maintain filing system for certified payrolls and EEO compliance reports. Conduct labor interviews and notify contractors on incorrect classification, pay scales, etc.
 - ii. Maintain records in compliance with Title VI requirements.
 - 1.2 Civil Rights Compliance – Consultant and Contractor personnel will be monitored for civil rights compliance. The DGC1 Engineer will be notified of instances of non-compliance.
 - i. Inspect Project Board for required Civil Rights and EEO Compliance Postings.

- 1.3 Filing & Records Verification – This is a paperless project, so most files will be electronic and stored in Project Wise. Hard copy project files will be maintained at the District 3 office in Boise, Idaho. An on-going process of periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date.

Performance Assumptions:

- i. Maintain project filing system.
 - ii. Address periodic review comments.
 - iii. Maintain all correspondence documents electronically. Do not submit hard copy correspondence.
 - iv. Post Testing results and/or certifications for each contract item to MAPS – record project material test reports in the ITD Materials Acceptance Program within 24 hours of receiving results.
 - v. Post SiteManager Entries – CONSULTANT will enter SiteManager entries for the project pay estimates from field diaries and pay item documents. Check pay item quantities against material summary reports to assure quantities posted have appropriate certifications and test reports.
 - vi. Post testing information to MSR – Keep current material summary reports for verification and pay estimate quantities.
- 1.4 Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.
- 1.5 Contract Changes – Requests received from the Contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the DCG1 Engineer.
- 1.6 Pre-paving Meeting – CONSULTANT field personnel will attend a pre-paving meeting with the Contractor.
- 1.7 Inspection Team Meeting - Weekly/Periodic progress meetings will be held on site or at an otherwise Engineer approved location.

Performance Assumptions:

- i. Attend weekly/periodic progress meetings as required.

- 1.8 Weekly Progress Meetings – Weekly/Periodic progress meetings will be held on site or at an otherwise Engineer approved location.

Performance Assumptions:

- i. Attend weekly/periodic progress meetings as required.

- 1.9 Monthly Invoicing – Monthly invoices of CONSULTANT labor will be submitted to the DCG1 Engineer for review and processing each month. Each invoice package will contain approved timesheets for all labor expended and appropriate backup for all direct costs. The CONSULTANT shall formally notify the Agreement Administrator upon reaching 85% of the expended contract amount.

- 1.10 Change Orders – CONSULTANT will prepare and analyze Change Orders for review and processing by the DCG1 Engineer as needed.

Performance Assumptions:

- i. CONSULTANT will consult with the DCG1 Engineer and in coordination with other assigned ITD personnel, as required by the ITD Contract Administration Manual, and prepare the ITD-2317 as well as all other backup documents necessary to complete the change order process.
- ii. CONSULTANT will assist the DCG1 Engineer in preparing for any litigation or other action that may arise. The claim package will be prepared in accordance with the ITD Contract Administration Manual on all claims of ITD and the Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.
- iii. For pending claims concerning extra work or work beyond the original scope, CONSULTANT will maintain accurate force account records showing actual cost of such work.

- 1.11 Contract Submittal Review – Contract submittals will be reviewed as necessary. It is understood that some interpretations and clarifications will be directed to the DCG1 Engineer.

Performance Assumptions:

- i. CPM Review – The contractor's CPM will may be reviewed to ensure that activity dates are correctly recorded for accuracy.
- ii. Interpretations and Clarifications – It is expected that CONSULTANT will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that effect Erosion and Environmental permitting will be reviewed by the DCG1 Engineer prior to final disposition.

2. **Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications. This work will be conducted by the CONSULTANT’s inspection staff.
3. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.
 - 3.1 Inspector Diaries – Daily reports on ITD forms will be prepared to record the Contractor’s hours on the site, weather conditions, data relative to questions of change orders, filed orders, or changed conditions, site visitors, daily activities, labor compliance, civil rights compliance, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Project files will be maintained and copies will be sent to the Department on a weekly basis using the designated electronic file system. Certificates of inspections, tests, and approvals required by the Contract Documents will be received and reviewed.
 - 3.2 Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the Contractor will be identified and documented with recommendations reported to the Engineer.
 - 3.3 Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the Contractor.
 - 3.4 Environmental & Erosion Control Monitoring –
Performance Assumptions:
 - i. For SWPPP projects - The CONSULTANT will provide a certified NPDES inspector, which has at a minimum the WPCM qualification, who will ensure compliance with all permits and storm water plans.
 - ii. Weekly monitoring reports will be prepared and filed in the project office. In the event of a CGP violation, a non-compliance report (ITD Form 2790) will be coordinated within 24 hours of the violation with the Contractor and District staff. Formal notification if personnel are changed or expiration of the needed certifications occurs will be required.
 - iii. This scope includes one inspection per week with one additional inspection per month for storm driven events. The scope includes 1 hour per inspection. Attendance at the weekly meeting is not included by the environmental inspector. Third party consent decree inspection is not included for this project so no coordination is necessary. A daily diary will not be prepared by the environmental inspector for site visits, only the ITD 2708 or 2802 inspection record. Daily diaries will be completed by the assigned project inspector.

4. **Materials Sampling & Testing** - CONSULTANT will provide materials sampling & testing services as required by ITD specifications, the MAP and the DCG1 Engineer on ITD forms. The CONSULTANT may use the contractor provided Superpave Testing trailer. All other testing and sampling equipment will be provided by the CONSULTANT.
- 4.1 Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the DCG1 Engineer including verification sampling. Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications, and contract special provisions. CONSULTANT will meet the minimum sampling frequencies per the MTR’s as presented by the DCG1 Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. CONSULTANT will provide daily monitoring of the Contractor’s Quality Control activities at the project site.
 - 4.2 Prepare and Transmit Test Results – The Contractor’s Quality Control Plan will be monitored pursuant to QC/QA Special Provisions. All sampling data generated by CONSULTANT will be documented and submitted to the Engineer for inclusion in the Materials MAP and QC/QA statistical analysis for penalty / bonus calculations.
 - 4.3 Schedule for Sampling – The Department will be informed of the project sampling and testing schedule and all documentation reports of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.
 - 4.4 Acceptability of “or-equal” Products – CONSULTANT will evaluate and determine the acceptability of substitute or “or-equal” materials and equipment proposed by the Contractor. Recommendations will be made to the LHTAC Resident Engineer for change orders before allowing any substitutes.
5. **Record Drawings & Project Close-Out** - CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings as needed. At the completion of the project, marked drawings will be submitted to the DCG1 Engineer for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the DCG1 Engineer for review and acceptance.

Performance Assumptions:

- 5.1 Verify to that all necessary documents have been received for submission of contractor’s affidavit of payment.
- 5.2 Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.

- 5.3 Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the ITD and the Contractor, to determine if the work is Substantially Complete.
 - 5.4 Participate in a final inspection, to include representatives from the ITD, to determine if the completed work by the contractor is acceptable so that CONSULTANT and the ITD may recommend in writing, final payment to the Contractor.
6. **Key Understandings** - It is required that each CONSULTANT personnel assigned to the project will be furnished with a vehicle and cellular phone by CONSULTANT and all work will be under the supervision of the DCG1 Engineer or his assigned representative.
 7. **Project Schedule** - CONSULTANT proposes to implement its services within the following schedule: The scope of work for this project will run in accordance with the contractor's construction schedule (Approximately 121 Calendar Days). It is anticipated that CONSULTANT will be engaged in CE & I services for approximately 9 months starting between March 2017 through December 2017 or until project closeout as needed.