

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**FY18 D1 BRIDGE REPAIR  
PROJECT NO. A013(849)  
KEY NO. 13849**

**US95, COCOLALLA CR BR  
PROJECT NO. A013(850)  
KEY NO. 13850**

**I90, FY18 D1 SIGN UPGRADE  
PROJECT NO. A013(855)  
KEY NO. 13855**

**April 6, 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 projects:

Key No. 13849, FY18 D1 Bridge Repair

Key No. 13850, US95, Cocolalla Cr Br

Key No. 13855, I90, FY18 D1 Sign Upgrades

## **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 0% DBE availability. For information regarding ITD's DBE Program, please contact Elizabeth "Liz" Healas at [Elizabeth.Healas@itd.idaho.gov](mailto: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 ten 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](mailto:Holly.McClure@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Mason Palmer at [Mason.Palmer@itd.idaho.gov](mailto:Mason.Palmer@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 Mr. Palmer 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 April 20, 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. MDT on Tuesday, April 25, 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](mailto: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 and Lead Inspector, 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 4)**      *(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 these projects.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of these projects.
- The Project Manager should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Describe availability to these projects. 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 these projects.
- Provide his/her qualifications (WAQTC & IQP).
- Lead Inspector should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. List the CEI&S experience and role that this individual had on the projects.
- Include Idaho professional registration (if applicable).
- Describe availability to these projects. 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 3)**      *(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 Federal-aid construction projects. 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 these projects. 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 and PARTNERING**  
**(Weight 3)**     *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.
- Describe your approach to proactively representing ITD and effectively functioning as a member(s) of the Residency A team throughout the duration of the projects.

**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 these projects. 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.

**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

## GENERAL SCOPE OF WORK

**STATE, FY18 D1 BRIDGE REPAIR, SHOSHONE CO.**  
**PROJECT NO. A013(849)**  
**KEY NO. 13849**

**US 95, COCOLALLA CR BR, BONNER CO, BRIDGE# 18700**  
**PROJECT NO. A013(850)**  
**KEY NO. 13850**

**I 90, FY18 D1 SIGN UPGRADES, KOOTENAI & SHOSHONE CO**  
**PROJECT NO. A013(855)**  
**KEY NO. 13855**

The Idaho Transportation Department (ITD) is soliciting the services of a consultant or consultant team to augment the District One Design/Construct Residency A staff during the 2017 construction season. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member(s) of the Residency A team while providing the Construction Engineering, Inspection & Sampling (CEI&S) services required to assure timely completion and close-out of the construction projects listed above.

The scope of work is to provide CEI&S Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the District 1 Design/Construct Residency A (D/C-A) Engineer. Prospective consultants are encouraged to review the advertised contract documents prior to submitting a proposal for this work. A general description of each of these projects is provided below. Advertised project proposals and plan sets are available upon request. The required level of effort for each project will vary as identified below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant.

### **PROJECT DESCRIPTIONS:**

The **FY18 D1 BRIDGE REPAIR** project will consist of rehabilitation work on 12 bridges at seven locations on I-90 (~M.P. 49.44 to ~M.P. 59.54) and I-90 Business Loop (M.P. 3.86) in Shoshone County. The proposed rehabilitation work consists of Hydrodemolition and silica fume overlay and epoxy overlay as prescribed. In addition, the project includes roadway reconstruction; barrier and terminal upgrades; and pavement reconstruction. See project plan and proposal for detailed requirements.

**Project Status:** Currently Advertised, Bid Opening April 4, 2017

**Construction Start Date:** June 2017 (anticipated)

**Contract Time:** 80 **Working** Days

**Anticipated Level of Effort:** Full CEI&S Services

The **US 95, COCOLALLA CR BRIDGE** project will consist of removal and replacement of the existing culvert passing Cocolalla Creek under I-95 (~M.P. 458.18 to 458.29) in Bonner County. The proposed project will include: stream channel realignment; construction of a new culvert on new alignment; guardrail installation; and construction of a shoofly. The project will require work within railroad Right-Of-Way. See project plan and proposal for detailed requirements.

**Project Status:** Bidding Complete, Award and Notice to Proceed is imminent  
**Construction Start Date:** June 1 to June 15 (contract requirement)  
**Contract Time:** 80 Calendar Days  
**Anticipated Level of Effort:** Limited Construction Administration; Full Inspection, Sampling, Testing and Project Close-out

The **I 90, FY18 D1 SIGN UPGRADES** project will consist of removal and replacement of overhead and ground mounted signs panels along I-90 (~M.P. 2.0 to MP 68.25) in Kootenai and Shoshone Counties. The proposed project will include: removal and replacement of one cantilever sign structure ( ~M.P. 12.0); removal and replacement of sign posts, foundations and hardware; and removal and reset of guardrail/barrier. The project will require night work. See project plan and proposal for detailed requirements.

**Project Status:** Bidding and Award Complete, Pre-construction meeting was held on March 3, 2017.  
**Construction Start Date:** End of July 2017 (Current Contractor Schedule)  
**Contract Time:** 45 Working Days (**Contract Time Extension Anticipated**)  
**Anticipated Level of Effort:** Limited Construction Administration; Full Inspection, Sampling, Testing and Project Close-out

## **PRIMARY TASKS:**

**Construction Administration** - CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract. The following sub-tasks represent a partial list of the activities necessary to administer the contract.

- 1.1. Submittal Log & Minimum Testing Requirements (MTR's)
- 1.2. Pre-construction Conference
- 1.3. Filing & Records Verification
- 1.4. Materials Certifications
- 1.5. Progress Estimate Preparation
- 1.6. Contract Changes
- 1.7. Progress Meetings
- 1.8. Subcontracts & Certified Payroll Reviews

- 1.9. Change Orders
- 1.10. Contract Submittal Review
- 1.11. Monthly Invoicing
- 1.12. Claims
- 1.13. Project Closeout – Materials & DRI acceptance

**Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications.

**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.

**Materials Sampling & Testing** – It is anticipated that ITD will be utilizing a central lab agreement to perform all sampling and testing on the projects, however the capability to perform this work needs to be maintained by the CONSULTANT at all times on the projects. The CONSULTANT may be required to provide materials sampling & testing services as required by ITD specifications, the MAP and the D1 D/C-A Resident Engineer on ITD forms. All testing and sampling equipment will be provided by the CONSULTANT.

**Record Drawings & Project Close-Out** - CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of each project, marked drawings will be submitted to the D1 D/C-A Resident 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 D1 Materials Engineer for review and acceptance. Upon acceptance, the CONSULTANT will be readily available to assist District Records Inspector (DRI) in final reconciliation of project records.

**Key Understandings** - It is required that each CONSULTANT personnel assigned to the projects be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the D1 D/C-A Resident Engineer or his assigned representative.

**Project Schedule** - CONSULTANT proposes to implement its services within the following schedule: The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CE & I services starting April, 2017 through closeout of each project.