

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**STAFF AUGMENTATION FOR CONSTRUCTION
INSPECTION, MATERIALS TESTING, AND
PROJECT CLOSE-OUT**

FOR

**SH67, MP 0 TO JCT 51,
ELMORE COUNTY
PROJECT NO. A013(924)
KEY NO. 13924**

**I84B, IC 90 TO MCMURTREY RD
ELMORE COUNTY
PROJECT NO. A013(935)
KEY NO. 13935**

December 29, 2016

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 staff augmentation for construction inspection, materials testing services, and project close-out for the following District Three projects: A013(924), SH-67, MP 0 to Jct 51 and A013(935), I84 B, IC 90 to McMurtrey Rd, Elmore County.

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 no 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 Jim Hoffecker at Jim.Hoffecker@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. Hoffecker 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 January 12, 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 Thursday, January 19, 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: COMPANY EXPERIENCE AND QUALIFICATIONS
Weight - 2 *(Complete for Consultant and each Subconsultant)*

Describe how the company is organized to provide the services as shown in the General Scope of Work. Provide descriptions of no more than three (3) similar projects on which these services were provided by the Consultant within the last five (5) years. List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER
Weight - 4

Identify the Project Manager who will be responsible for the quality and timeliness of the consultant's work, and for ensuring that adequate personnel and other resources are available for this work. Provide a brief summary of education, experience, and qualifications pertaining to the management of this work. Include Idaho professional registration (registration is required at the time of submittal). List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 5 *(Complete for Consultant and each Subconsultant)*

Identify the key personnel to be assigned to this work and describe each person's role, duties and office location. List each person's qualifications (WAQTC & IQP). Include Idaho professional registration (if applicable) for each person identified.

CRITERIA 4: PROJECT UNDERSTANDING AND COMMUNICATION

Weight - 5

Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this work as outlined in the General Scope of Work. Demonstrate working knowledge and experience in the use of Project Wise and MAPS. Experience with Site Manager isn't required, but would be beneficial.

CRITERIA 5: CURRENT WORKLOAD OF THE FIRM

Weight – 4

Describe the current workload of the firm (list both federal-aid and non-federal-aid projects) and any possible conflicts in staffing that would impact the administration of this project.

List all projects that the project manager is currently managing and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects.

CRITERIA 6: QUALITY CONTROL AND PROJECT CLOSEOUT

Weight - 5

(Complete for Consultant and each Subconsultant)

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work. Describe the Consultant's ability and experience with project closeouts and audits.

**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 WORK

GENERAL

This scope of services encompasses a list of specific project tasks that may be negotiated under an agreement, but is not a guarantee that any specific services will be required. The general scope of services is to provide the following:

- Materials Sampling and Testing (S&T) and Inspection staff augmentation
- Residency office staff augmentation
- Project closeout assistance

All work will be under the direction of the Idaho Transportation Department (ITD) for the District 3 Projects located on A013(924) SH 67, MP 0 to Jct. SH 51, and A013(935) I84B, IC 90 to McMurtrey Rd., both in Elmore County.

SH 67, MP 0 to Jct. SH 51 is a mill/inlay and overlay project approximately nine (9) miles in length, encompassing approximately 37 lane miles. It is estimated there will be around 61,000 tons of plantmix placed, so the successful applicant must demonstrate extensive experience in HMA volumetrics and gyratory compaction testing. I-84B, IC 90 to McMurtrey is a full depth rebuild from MP 0 to McMurtrey Rd., plus the on and off ramps at IC 90. This is approximately three (3) lane miles of full reconstruction. The successful applicant should demonstrate good experience in embankment and in-place density testing, aggregate and sand equivalency testing, and HMA volumetrics and gyratory compaction testing.

Actual start and end days for this contract are dependent upon ITD's ability to award the construction contract as planned. Currently the anticipated construction dates for these projects are as follows:

| <u>Project</u> | <u>Start</u> | <u>End</u> |
|--------------------------|--------------|------------|
| SH 67, MP 0 – Jct. SH 51 | Apr 2017 | Jun 2017 |
| I84B, IC 90-McMurtrey Rd | Apr 2017 | Sep 2017 |

The Consultant may provide services as required by ITD relating to office and field documentation, sampling and testing of materials and field inspection (experience with ITD projects preferred). Activities will include the use of Sampler/Testers with the necessary Western Alliance for Quality Transportation Construction (WAQTC) qualifications and skills to perform all associated tests for Aggregate, Embankment & Base/In-Place Density, and Plantmix Pavement. Any inspection personnel listed must hold the appropriate ITD Inspector Qualification Program (IQP) certification. The project will be administered as required in the ITD Contract Administration Manual to ensure compliance with the following contract documents: Special Provisions, Project Drawings and Plans; Idaho Standard Specifications for Highway Construction; Supplemental Specifications; QC/QA Special Provisions (QASP); Quality Assurance Manual; and all addenda issued prior to bid opening.

The Consultant shall provide qualified personnel as necessary to effectively carry out its responsibilities under this agreement.

TASKS

There are four distinct and independent areas of inspection and materials testing associated with these projects as follows:

- Materials QC and acceptance sampling and testing and inspection when materials are installed into the work by the Construction Contractor.
- Materials verification sampling and testing and inspection to verify the results of the acceptance testing and inspection performed by the Contractor.
- Independent Assurance evaluations will be performed by ITD Materials Section.
- Dispute resolution sampling and testing.

All material test labs working on a single project must be independent of each other. ITD will arrange any Independent Assurance (IA) inspections that may be required.

The work tasks required by this project are as follows:

Task 1, Project Inspection

This task includes work necessary to monitor the Contractor's work in progress to verify the work is in substantial conformance with the Contract Documents. All inspectors will meet the requirements outlined in the Contract Administration Manual, Section 114. Inspectors shall be IQP (ITD) certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start up, throughout the duration of the construction activities and through project closeout.

The Consultant shall provide construction inspection as directed to ensure a quality project. Inspectors in charge of reviewing the contractor's traffic control shall be American Traffic Safety Services Association (ATTSA) certified. The Consultant shall:

1. Conduct on-site inspection of the Contractor's work in progress to determine if the work is in accordance with the Contract Documents. Prepare daily reports on ITD forms recording the Contractor's hours on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail.
2. Assist in enforcing the current ITD safety policy and the safety provisions of the contract. Take immediate action if warranted and report immediately to the ITD Project Inspector the occurrence of: safety deficiencies, incidences, hazardous environmental conditions, emergencies, or acts of God endangering: personnel, work, property or the environment.
3. Report to ITD Project Inspector whenever part of the Contractor's work in progress may not produce a completed project that conforms to the Contract Documents or may prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.

4. Identify and recommend corrections for any omissions, substitutions, defects and deficiencies in the work of the Contractor.
5. Receive and review certificates of inspections, tests, and approvals required by the Contract Documents.
6. Check measurements of pay quantities for accuracy, as requested by the ITD Project Inspector.

The frequency and scope of inspections will vary with the work activity being performed; however, the Consultant shall perform inspection services in accordance with ITD's procedures, policies, directives and industry-accepted standards.

Task 2, Material Testing

This task includes as directed work to determine that the materials supplied and constructed by the Contractor meet the conditions set forth in the contract documents. All sampling and testing personnel working under this agreement must meet the requirements outlined in the Contract Administration Manual, section 114, for testing and sampling which they perform. All samplers and testers must be accepted by the ITD Resident Engineer before performing any work on this project. All testing must be performed at a laboratory qualified through the ITD Laboratory Qualification Program. ITD will provide laboratory facilities. The Consultant shall provide oversight and coordinate the activities of the consultant staff which will include Sampler/Testers with the necessary WAQTC qualifications and skills to perform all associated tests. ITD will provide IA Inspectors and IA testing will be performed by ITD. Materials Verification Testing and inspection duties may include, but not be limited to plantmix pavement, soils, aggregate, structural and non-structural concrete, conduit installation, incidental items and traffic control operations, and preparation of QC/QA data analysis and review. All work shall be performed in accordance with the project plans, special provisions, ITD Standard Specifications, ITD QA-SP, the ITD Quality Manual and other appropriate standards. The Consultant will provide all sampling equipment, disposable molds for casting concrete cylinders, sample cartons, sample bags, and other expendable type testing supplies. The Consultant shall:

1. Perform project on-site sampling and testing of component materials and completed work items to verify that the materials and workmanship incorporated in each project are in substantial conformity with the plans, specifications and contract provisions. The Consultant shall meet the minimum sampling frequencies and other provisions as contained in the contract documents, QA Special Provision, ITD Quality Manual, and as required due to project phasing, or other factors which could affect minimum testing frequencies.
2. Keep ITD informed about schedules for sampling and testing on each project and ensure that all documentation reports on sampling and testing are completed and submitted the same week the work is done or as otherwise directed.

3. Monitor the Contractor's Quality Control Plan pursuant to QC/QA Special Provisions. Insert the acceptance and verification testing results into the electronic QC/QA statistical analysis spreadsheet for aggregates and asphalt pavement pay items and forward this spreadsheet via email to the proper ITD representative.
4. Be responsible for transporting samples to be tested in an ITD laboratory or other laboratory to the appropriate laboratory.
5. The responsibility for control of concrete production is assigned to the Contractor. The Consultant shall provide daily monitoring of the Contractor's Quality Control activities at the project site and perform acceptance sampling and testing at the specified frequency.

Task 3, Project Closeout

This task will include organizing files, locating missing documents, Materials Summary preparation and submittal through MAPS, and other tasks as directed to prepare the project for final closeout

1. Participate in a final inspection, to include representatives from ITD, to determine if the completed work by the contractor is acceptable.

Items to be provided by ITD:

1. Project Plans and Specifications