# IDAHO TRANSPORTATION DEPARTMENT

## REQUEST FOR PROPOSALS

## FOR

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

## FOR

## US 95, COUGAR CR TO BLACKWELL SLOUGH KEY NO. 19765

## US 95, BLACKWELL SLOUGH TO I-90 OPASS, IC #12 KEY NO. 19221

**February 9, 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 companioned projects: US 95, COUGAR CR TO BLACKWELL SLOUGH & BLACKWELL SLOUGH TO I-90 OPASS IC #12.

## 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 14% 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 Robert Cunningham at Robert.Cunningham@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 Robert.Cunningham@itd.idaho.gov 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 23, 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, March 2, 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 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 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 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 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 & PUBLIC OUTREACH**
**(Weight 3)** *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD, City and other local agency officials, and interested stakeholders.

- Describe your strategy for keeping the public informed of project progress and major traffic control changes that will impact road users.

**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 WORK

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 District 1 Design/Construct Engineer (DCE Residency B), for construction of the US 95, COUGAR CR TO BLACKWELL SLOUGH and US 95, BLACKWELL SLOUGH TO I-90 OPASS IC #12. CONSULTANT will provide the DCE with experienced administration, inspection/sampling, and public relations 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. In addition, CONSULTANT will provide public information coordination.

District 1 anticipates that Ben Ward, P.E., and Robert Cunningham will be the representatives for the DCE.

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

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.

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

b. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. Prepare a spreadsheet with qualifications and certifications to ensure full compliance with ITD, WAQTC, and IQP requirements.

c. **Materials Sampling & Testing** – CONSULTANT will provide materials sampling & testing services as required by ITD specifications, the MAP and the DCE Residency B on ITD forms. The testing and sampling equipment will be provided by the CONSULTANT.

d. **Record Drawings & Project Close-Out** – CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, submit marked drawings to the DCE for preparation of the record drawings. At project close-out, finalize all records and verify all quantity calculations. Submit a final package of records to the DCE for review and acceptance.

e. **Public Information Coordination –** This project is on a critical urban corridor and will require more than the typical communication effort. Prepare and execute a public information plan, in coordination with the DCE, to keep the public, the City, emergency services, and other stakeholders informed before and during construction. Provide updates for the ITD 511 service through ITD staff a minimum of 24 hours before traffic control changes.

**Key Understandings** – CONSULTANT will furnish each personnel assigned to the project with a vehicle, digital camera and cellular phone, and all work will be under the supervision of the D1RE Residency B or his assigned representative.

**Project Schedule** – The scope of work for this project will run in accordance with the contractor's construction schedule (Approximately 50 Working Days). It is anticipated that CONSULTANT will be engaged in CEI & S services from April through July of 2017 or until project closeout as needed.