

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**US95, SANDPOINT LONG BRIDGE OVER PEND OREILLE  
BONNER COUNTY  
KEY NO. 19248**

*December 26, 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 site:**

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

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications
- ❖ Federal Per Diem Rates
  
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

# **GENERAL INFORMATION**

## **PROPOSAL**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing project development services for the US95, Sandpoint Long Bridge over Pend Oreille project in Bonner 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 Services 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) 334-8884.

## **DBE PARTICIPATION**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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 more 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://itd.idaho.gov/business/?target=consultant-agreements>.

## **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 on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements> .

## **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](mailto:Holly.Mcclure@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Darren LaMay at [Darren.lamay@itd.idaho.gov](mailto:Darren.lamay@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. LaMay 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. No firms will be identified in the responses. No project specific questions will be accepted after January 16, 2018.

# 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 January 23, 2018. 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 five (5) 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.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½" margins and a minimum font size of 11.
  
- The following items do not count in the proposal page total.
  - Introductory letter
  - Critical Path Diagram
  - Certification Regarding Debarment

## **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://itd.idaho.gov/business/?target=consultant-agreements> , 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 - 4** *(Complete for Consultant and each Subconsultant)*

- Describe how the company is organized to develop this type of project.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Consultant identifying the similarities to this project. Federal-aid projects successfully developed by the consultant should be included if available.
- 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 project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project. Federal-aid projects successfully developed by the project manager should be included if available. Include dates and specific services provided.
- Provide 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.
- 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 3: KEY PERSONNEL & RESOURCES AVAILABLE**

**Weight - 3** *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- Provide Idaho professional registration (if applicable) for each person identified.
- Include an organization chart of the key personnel with their roles and office locations.

**CRITERIA 4: PROJECT UNDERSTANDING**

**Weight - 2**

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this federally funded highway project as outlined in the General Scope of Work.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Include a Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17".

**CRITERIA 5: QUALITY CONTROL**

**Weight - 3** *(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.



# GENERAL SCOPE OF WORK

Project Name: US 95, SANDPOINT LONG BR OVER PEND OREILLE

Project No.: A019(248)

Key No.: 19248

## INTRODUCTION

US 95 is a major north-south thoroughfare connecting southern Idaho with northern Idaho. The proposed work will extend the life of the existing bridge, avoid future restrictions and detours, increase safety, and reduce future maintenance costs.

The objective of this project is to provide preventive maintenance to preserve the existing US 95 vehicular bridge (Bridge Key 18715), to prepare a bridge Asset Management Plan for the future, and to assess the remaining life of the parallel, old vehicular bridge, currently a pedestrian only bridge (Bridge Key 18718), and provide potential options and cost estimates to extend the life of this structure.

The current, US 95 vehicular bridge was built in 1981 to replace the deteriorating existing structure. It is a 180-span, 5,899-foot long bridge with an out-to-out width of approximately 42 feet, and a 4-inch thick, cast-in-place concrete topping slab with a ½ -inch epoxy overlay. It carries US 95 vehicular traffic, both north- and south-bound, over Lake Pend Oreille.

The older bridge, which is still in place, is currently being utilized as a pedestrian only bridge that is parallel to the US 95 vehicular bridge, separated by approximately 2.75 feet. The older bridge was built in 1956 to carry north- and south-bound vehicular traffic over Lake Pend Oreille.

## SCHEDULE

PS&E delivery will occur on February 15, 2019, within twelve months of Notice to Proceed.

## DESCRIPTION

The Idaho Transportation Department (ITD) is endeavoring to preserve and repair the existing bridges on US 95 over Lake Pend Oreille (Bridge Key 18715, vehicular bridge and Bridge Key 18718, pedestrian bridge) in Bonner County. The Consultant will develop a refined load rating and an Asset Management Plan that will include corrosion mitigation concepts for the underwater portion of the vehicular bridge. In addition, the Asset Management Plan will determine the estimated remaining life for the pedestrian bridge and identify mitigation measures, and their estimated costs, to extend its life. Based upon the Asset Management Plan's recommendations, the Consultant will develop plans, specifications, contract time determination, and a construction cost estimate for the repairs selected for the first repair contract for the vehicular bridge. For the pedestrian bridge, the Consultant will provide a report that determines its estimated remaining life and identifies relatively inexpensive mitigation measures, and their estimated costs, that can be taken to extend its life.

## Project Objectives

For the US 95 Sandpoint Long Bridge (**vehicular only**), the following items will be included in the project:

### Phase I:

1. Develop a refined load rating for the superstructure and, through comparison, determine and report any discrepancies between the new refined load rating and the current BrR load rating, giving the reasons and recommendations for the discrepancies.
2. Develop a comprehensive future bridge Asset Management Plan to achieve approximately a 100-year bridge design life.
3. Develop cost/benefit analyses for at least three underwater corrosion mitigation concepts and strategies and present those to the Owner for approval for development in the final plans, specifications and estimate.

### Phase II:

1. ITD will develop and obtain approval of the Project Development Charter, based upon the approved recommendations of the Asset Management Plan.
2. Based upon the above-referenced approved Charter's Project scope description, the Consultant will prepare the environmental documents and work with ITD to obtain the necessary permits for the construction work.
3. The Consultant will prepare the Preliminary Design Review submittal. Submittal will include preliminary plans and specifications to implement the recommendations of the Asset Management Plan and updated Project Development Charter, which we anticipate will include at least:
  - a. Replace all existing, damaged, precast concrete bridge railing. In addition, determine the feasibility of retrofitting and/or replacing the existing precast concrete bridge railing and, from information gathered from the bridge inspection reports, to replace any deck expansion joints that are in need of replacement or repair.
  - b. Replace all missing bearing pads, reposition all bearing pads that have moved, and design/define mitigation measures to prevent future bearing pad movement and loss at all piers and abutments.
  - c. Clean, repair and preserve the concrete pier caps.
  - d. Paint the above water portions of the steel elements of the bridge.
  - e. Replace the lights and fixtures under the bridge at the navigation span.

- f. Implement the corrosion mitigation concept chosen for the underwater portion of the steel shell piles.
4. Participate in the Preliminary Design Review Meeting
5. Prepare the Design Study Report and submit for Design Approval
6. Develop the final plans, specifications, and cost estimates.

For the US 95 Sandpoint Long Bridge (**pedestrian only**), the following items will be included in the project:

Phase I:

1. Develop a report that outlines and summarizes the results of an investigation into the estimated remaining life of the current pedestrian bridge without any mitigation measures. The report will also contain recommendations for extending its life through various mitigation measures, along with estimated costs and the life extension associated with each measure that's recommended.

Phase II:

1. Develop final plans, specifications, and cost estimates to execute any mitigation measures chosen for extending the life of the current pedestrian bridge at Owner's discretion.
2. As a minimum, develop final plans, specifications, and cost estimate to replace the lights and fixtures under the bridge at the navigation span.

### **Key Understandings**

1. ITD will provide the completed project charter, bridge inspection reports, underwater bridge inspection reports, and any additional information available regarding the bridges.
2. ITD will provide the roadway and bridge CADD files from any previous Sandpoint Long bridge repair projects for incorporation into the design plans for this project.
3. ITD will prepare the Resident Engineer's file with information provided by Consultant.
4. ITD will prepare the Materials Phase Reports, if required.
5. ITD will obtain the necessary permits, etc. from the United States Coast Guard.
6. Survey data is not available and will not be obtained. Data for the repair plans will be from the as-built plans and inspection reports, as provided by ITD.
7. Vertical elevation datum will not be required.
8. Work will be completed within existing right of way, therefore permanent easements and temporary easements are not required.

9. The Consultant will not be required to obtain material samples or conduct tests on the bridge. Underwater Inspection reports and findings will be provided.
10. Plans for the repair work will follow ITD CADD Standards and be prepared in Microstation format in U.S. customary units.

## **SCHEDULE**

Notice to Proceed	March 1, 2018
Long-range Asset Management Plan Technical Memo	May 15, 2018
Load Rating and Analysis Technical Memo	June 15, 2018
Corrosion Mitigation Concepts Technical Memo	July 15, 2018
Type, Size, and Location Memo Submittal	August 15, 2018
Preliminary Design Submittal	September 15, 2018
Design Study Report and Design Approval	October 15, 2018
Final Design Submittal	December 1, 2018
Final Design Review Meeting	December 28, 2018
Plans, Specification, and Estimate Submittal	February 15, 2019
Agreement End Date	April 1, 2019