

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

**US-20 BORCHERS LN TO
LOCUST GROVE
KEY NO. 19412**

**US-20, MYRTLE, FRONT,
BROADWAY RESURFACING
KEY NO. 19727**

February 28, 2017

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Certification Regarding Debarment
- Scope of Work

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 sampling and testing services, and project close-out for the following projects: US20, Borchers Ln to Locust Grove, and US20, Myrtle, Front, Broadway Resurfacing in Ada County.

It is the intent of ITD to select one consultant to provide these services for both projects under separate agreements. It is anticipated that these agreements will overlap some in time with an approximate two-month lapse in start dates.

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) 334-4442.

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 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 Jayme Coonce at Jayme.Coonce@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. Coonce 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 March 14, 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 March 21, 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 CEIS&T experience in working on State and Federal-aid construction projects within the past five (5) years. Include the roles and responsibilities on each of the listed projects.
- 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, list those projects and note how they 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 CEIS&T experience in working on state and Federal-aid construction projects within the last five (5) years. Include the roles and responsibilities on each of the listed projects.
- List the CEIS&T 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, list those projects and note how they 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 CEIS&T experience in working on state and local Federal-aid construction projects within the last five (5) years.
- Provide a brief summary of CEIS&T 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, list those projects and note how they 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.

CRITERIA 6 – SOFTWARE EXPERIENCE

(Weight 4)

- Describe the Consultant's experience with Site Manager, Materials Acceptance Program (MAP) and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

**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

CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEIS&T) SERVICES

Key No. 19412, US20, Borchers Ln to Locust Grove
Key NO. 19727, US20, Myrtle, Front, Broadway Resurfacing

This scope of work is to provide all Construction Engineering, Inspection, Sampling & Testing (CEIS&T) Services to include contract administration, inspection, materials sampling, material testing and project office documentation under the general direction of the District 3 Design/Construction Residency 4 Engineer (D/C-4), for construction of the US20, Borchers Ln to Locust Grove and US20, Myrtle, Front, Broadway Resurfacing projects.

The CONSULTANT will provide the D3 D/C-4 Resident Engineer with experienced administration, inspection and sampling/testing personnel, including Subconsultants if necessary, capable of and devoted to the successful accomplishment of work to be performed under these construction contracts. The CONSULTANT shall assure the requirements of the construction contract are met through knowledge of the contract and active and timely inspection and testing of all the work. The CONSULTANT shall provide daily diaries and perform all materials testing. The CONSULTANT shall perform all record keeping (including all electronic files), quantities tracking and assure items incorporated into the work have the documentation required. The CONSULTANT shall maintain project files at a location acceptable to ITD, and shall maintain MAP electronic files. Use of Site Manager is required and significant experience with it is necessary. This includes project initiation, daily work reports, pay estimates, adjustments and change orders.

The primary point of contact with ITD shall be the D3 D/C-4 RE. The CONSULTANT will maintain active and open communication with the Contractor and the D3 D/C-4 RE and make efficient and economical use of Consultant staff.

Separate agreements will be written for each project. It is anticipated that these contracts will overlap in time with an approximate two-month lapse in start dates. The US20, Borchers Ln to Locust Grove project is a 62 working day contract and is anticipated to have bids opened on March 14th. The US20, Myrtle, Front, Broadway project is an approximate 77 working day contract and is anticipated to be delivered to PS&E in late March. The majority of work on these contracts will occur at night.

The following tasks represent the individual services that will 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 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.

2. **Project Management** –Project management will be fully conducted by the CONSULTANT from project activation through close-out. This includes all office support for ProjectWise filing, labor compliance and subcontract reviews, submittal and schedule reviews, analyze and prepare change orders, QC/QA analysis, materials summary report and regular pay estimates in SiteManager.
3. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. The CONSULTANT will keep daily field diaries and monitor contractor activities. Pay quantity collection as required by the contract along with the required documentation shall also be performed. The CONSULTANT will also be required to monitor environmental and erosion control activities as required by contract.
4. **Materials Sampling & Testing** - CONSULTANT will provide materials sampling & testing services as required by ITD specifications, the construction contract and the D3 D/C-4 RE on the required ITD forms. The CONSULTANT may use the contractor provided Superpave Testing trailer or field laboratory. All other testing and sampling equipment will be provided by the CONSULTANT.
5. **Project Communications and Public Involvement** – CONSULTANT services may include assistance to ITD and D3 D/C-4 RE with Contractor notices and public communications updates relating to traffic control and construction staging. This task may also involve general project communications assistance, press reports and Idaho 511 report updates.
6. **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, marked drawings will be submitted to the D3 D/C-4 RE 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 D3 D/C-4 RE for review and acceptance.
7. **Key Understandings** - It is required that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the D3 D/C-4 RE or his assigned representative.
8. **Project Schedule** - The scope of work for this project will run in accordance with the contractor’s construction schedule. It is anticipated that the CONSULTANT will be engaged in CEIS&T services from May, 2017 through October, 2017 or until project closeout as needed.