

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**US20/26, LOCUST GROVE TO EAGLE, ADA COUNTY
PROJECT NO. A019(944)
KEY NO. 19944**

February 13, 2018

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 public involvement services for the US20/26, Locust Grove to Eagle project in Ada 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 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.

All project specific questions shall be directed by e-mail to Crystal Grasmick at Crystal.Grasmick@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. Grasmick 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 February 28, 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 Tuesday, March 6, 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

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

- Describe how the company is organized to complete this type of project.
- Provide descriptions of no more than three (3) similar projects successfully administered by the Consultant, identifying the similarities to this project.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER **Weight - 2**

- 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. Include dates and specific services provided by the consultant.
- List three (3) verifiable professional services references with a contact person and phone number.
- Provide the percentage of the project manager's time that will be spent on the project.

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, including Idaho professional registration (if applicable) for each person identified. This information should also include each person's experience in handling design and construction related questions.
- Include their office locations and their availability for this project (including other projects they will be working on concurrently).

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 4

- 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.

CRITERIA 5: QUALITY CONTROL
Weight - 2 *(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.

CRITERIA 6 – COMMUNICATION & INNOVATION
(Weight 5) *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.
- Describe what innovative communication techniques and practices you hope to use for this project. This should include a communication plan on what the consultant plans to implement and examples of what information will be included in each communication.

SCOPE OF WORK PUBLIC INVOLVEMENT SERVICES

US 20/26, LOCUST GROVE TO EAGLE, ADA COUNTY PROJECT NO. A019(944), KEY NO. 19944

ITD District 3 is seeking a consultant or consultant team with expertise in:

- Public involvement for project planning, evaluation, and implementation phases of work.
- Facilitating collaboration between private interest groups, COMPASS, federal, state and local agencies.
- Engaging stakeholders that are necessary to the process but not located directly within the study area.
- Knowledge and experience working with the Idaho Transportation Department.
- Visual communication.
- Conflict resolution.

This scope of work is to provide Public Involvement (PI) Services to include public outreach, communications with land/business owners, public inquiries, and any other misc. public involvement duties for both the construction and design activities along the US 20/26 corridor from Star Rd. to Eagle Rd. This work will be under the general direction of the District 3 Design Construction Group 1 Engineer (DCG1). These services will also cover potential STARS agreements on the US 20/26 corridor between Eagle and Star Roads.

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

PM2: Project Management

- PM2.10 Attend regular study meetings.
- PM2.11 Manage budget and schedule updates (monthly).
- PM2.12 Administer ITD invoicing (monthly).

I20: Public Involvement and Scoping

Identify and document the public involvement needs and pertinent information for the project. This information will be used to create the project's Public Involvement Plan (PIP) and will include pre and post construction activities.

- I20.10 Initial identification of project stakeholders.
- I20.11 Provide a Public Information Plan as outline by ITD's Guide to Public Involvement; complete ITD's Public Outreach Planner (POP) worksheet with the study team.
- I20.12 Identify existing project information useful to relating project to the public and reporting back knowledge gaps critical to describing the initial project needs to the public.

I30: Public Involvement Plan

Prepare a PIP that identifies public involvement goals and objectives and details tools for soliciting public involvement.

I30.10 Prepare final stake holder list.

I30.15 Identify issues, challenges and opportunities associated with each stakeholder.

I30.20 Prepare public outreach goals and objectives.

I30.25 Understand the connection between the STARs agreements and ITD funded projects.

I30.26 Propose public involvement activities and schedule.

I30.27 Propose a formal plan change process.

I30.50 Facilitate the PIP review and approval by ITD.

I32: Public Involvement Outreach

Complete public involvement outreach in accordance with the PIP.

I32.10 Assist ITD to implement the PIP developed in task I30 above.

I32.20 Coordinate professionally facilitated public meetings including a formal public hearing(s).

I32.21 Provide coordination of study activities with private interest groups, government agencies, state agencies, tribal representatives, regulatory and resource agencies, and local government entities (identified stake holders).

I32.22 Facilitate various partnering and consensus building meetings and activities.

I32.30 Design and compose project outreach and/or visualization material for dissemination to stakeholders via mail, news media, online access or public meetings as determined in the PIP.

Use of innovative methods is encouraged. Close coordination with District 3's public involvement coordinator is expected.

I32.31 Coordinate all stakeholder comments, responses and reporting.

PROJECT SCHEDULE

- KN 19944 construction in FY21.
- STARs agreement from Linder to Tree Farm Rd construction in FY19 with additional construction within two years from Tree Farm Rd to SH16.
- Construction from Locust Grove to Linder under ITD funded project in FY22 or sooner with approved STARs agreement.
- Construction from SH16 to Star Rd in FY24.