

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**I-84, DECLO POE EB, CASSIA CO  
PROJECT NO. A019(973)  
KEY NO. 19973**

**I-84, DECLO POE WB, CASSIA CO  
PROJECT NO. A020(191)  
KEY NO. 20191**

*April 27, 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 Policy

# **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 I-84, Declo POE EB and WB projects in Cassia 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 a DBE availability of 15% or more. For more information regarding ITD's DBE Program, please contact Elizabeth "Liz" Heelas at [Elizabeth.Heelas@itd.idaho.gov](mailto:Elizabeth.Heelas@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 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](mailto:Holly.McClure@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Michael Scott at [Mike.Scott@itd.idaho.gov](mailto:Mike.Scott@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. Scott 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 May 11, 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 Thursday, May 18, 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](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. The letter does not count in the proposal page total.
- The Critical Path Diagram 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://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 - 3**

- 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 - 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.
- 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.



**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

## **GENERAL SCOPE OF WORK**

Project Name: **I84, DECLO POE, EB, CASSIA COUNTY**

Project No.: A019(973)

Key No: 19973

WA#: I174860

Project Name: **I84, DECLO POE, WB, CASSIA COUNTY**

Project No.: A020(191)

Key No: 20191

WA#: I174870

### **BACKGROUND:**

Since 1966, the Cotterel Port of Entry (POE) and the Cotterel Rest Area (RA) have co-existed in the same location on I-84 at milepost 228.90 servicing both the Eastbound and Westbound lanes. Conflicts between commercial carriers and private vehicles using the same area has increased over the years creating a safety issue. For more than 11 years, the Idaho Transportation Department (ITD) has been planning to separate the POE and RA. In December, 2005 ITD received approval of a Concept Report and Environmental Evaluation to relocate the POE near Milepost 219.00, but due to funding constraints the project did not move forward. The Cotterel RA was rebuilt in 2014 under KN 9627. The proposed POE relocation on these projects will provide a more strategic location for the POE and promote a safer traveling experience for motorists using the RA. These two projects will construct the Eastbound POE under KN 19973; and the westbound POE under KN 20191 including the purchase of necessary Right of Way for both eastbound and westbound facilities.

### **PURPOSE AND NEED:**

The purpose of the project is to relocate the Cotterel POE and provide a safer traveling experience for all vehicles on the interstate system. Additionally, the new POE location will facilitate more efficient trucking operations through advanced technology and will more effectively meet federal compliance standards. The needed facilities will require the expansion of Interstate Access Control, construct on/off ramps, infrastructure, scales, WIM/AVI installation, video equipment, luminaires, signage and an office building. A development plan will be needed to address future expansion for a hazmat containment area, truck inspection area, and a detainment parking area. A demolition plan for the Cotterel POE (post construction of both projects) and an expansion plan for the RA will be part of this project.

### **SCHEDULE AND BUDGET**

The project budget for the KN 19973 is \$5,800,000; the project budget for KN 20191 is \$6,150,000 including Right of Way acquisition funding. The programmed schedule for both projects is 2020 with a PS&E delivery date of 9/29/2018.

## **STRATEGIC OBJECTIVES**

- Improve safety for the traveling public by eliminating truck/car conflicts.
- Increase monitoring activity of commercial vehicles for size, weight, and safety.
- Meet the enforcement plan mandate included in Title 23, CFR Part 657.
- Reduce the risk of potential hazardous waste exposure from commercial carriers to the traveling public.
- Provide adequate land for future expansion of hazardous waste containment area, truck parking, and truck detention area.
- Increase service to commercial carriers by installing Weigh in Motion (WIM) and Automatic Vehicle Identification (AVI) technologies.

The objectives for the project fully embrace the business strategy of ITD by providing a safer environment for the traveling public, increased mobility for vehicular and commercial traffic, and enable a more robust economic opportunity for users of the interstate system.

**SCOPE OF WORK OUTLINE** (This is a general outline and may include or exclude some items not necessarily pertaining to the project)

### **1.0 Project Management**

- 1.1 Project Initiation- set up files, accounting, subconsultant agreements, and Project execution plan.
- 1.2 Project Administration- Manage all subconsultants, provide staff scheduling, Earned Value reports, project progress reports.
- 1.3 Coordinate kickoff meeting, public meetings and stakeholder contacts.
- 1.4 Coordinate periodic conference calls and team meetings (number TBD)
- 1.5 Budget and Schedule updates (monthly)
- 1.6 Administer ITD invoicing (monthly)

### **2.0 Public Involvement**

- 2.1 Coordinate public meetings (estimate 2; one for preliminary design and one for Final design.)
- 2.2 Coordinate meetings with stakeholders (Burley Highway District, Minidoka and Cassia County commissioners, ISP, Mini-Cassia Transportation committee.....)
- 2.3 Provide a Public Information Plan as outline by ITD Guide to Public Involvement; include a Public Outreach Plan (POP).
- 2.4 Coordinate media releases, newsletters, etc.
- 2.5 Develop internet portal for project input and decision making.

### **3.0 Survey & Mapping**

- 3.1 Document all existing Right of Way monuments as outline by Idaho Code 55-1613.
- 3.2 Consider LIDAR to provide linear referencing and photogrammetric referencing. (Provide 'on the ground' survey to verify obscure points)
- 3.3 Establish Primary Control, provide existing alignment and Right of Way, and provide topographic survey with DTM modeling with appropriate grid spacing to facilitate 3D modeling.
- 3.4 Perform section breakdown as needed, provide PLSS Corner Perpetuation and Record of Survey upon final Right of Way acquisitions.
- 3.5 Provide Utility base map as required.
- 3.6 Boundary survey for Right of Way Acquisition parcels to support Task 6.4.
- 3.7 Develop legal descriptions and requirement sketches for Right of Way acquisition.
- 3.8 Provide a recorded Record of Survey at the completion of Right of Way acquisition.

### **4.0 Geotechnical**

- 4.1 Conduct drilling/soil profiling as needed for construction footprint.
- 4.2 Prepare Phase I, II, III, Materials Reports  
Assumption: Phase V report by ITD.

### **5.0 Environmental**

- 5.1 Complete NEPA process (CatEx expected).
- 5.2 Create checklist to track environmental issues and permitting.
- 5.3 Agency coordination with district environmental staff, ITD HQ, USACE, EPA, IDEQ, IDWR, Cassia and Minidoka Counties, and ID F&G.
- 5.4 Develop Environmental document for Right of Way Acquisition/Construction.
- 5.5 Wetland Verification.
- 5.6 Noise Study (as needed)
- 5.7 Grouse Study (assume a technical memo)
- 5.8 T&E Species documentation.
- 5.9 Cultural Resources/4f
- 5.10 Hazardous materials review
- 5.11 Coordinate permitting process with agencies
- 5.12 Develop demolition plan including asbestos inspection/hazardous materials at RA site.

## **6.0 Roadway Design (preliminary)**

- 6.1 Preliminary Design including environmental elements, Practical Design issues, establish mainline geometrics (plan and profile) including WIM requirements, ramp geometrics, typical section sheets, Earthwork studies and roadway quantities.
- 6.2 Initial Drainage and ESCP/SWPPP Design (including cost estimate).
- 6.3 Utility plans for fiber optics/electrical (as needed).
- 6.4 Right of Way Plans Development.
- 6.5 Potential supporting structures design (Concrete base for WIM, scales, building foundation, etc.)
- 6.6 Participate in public meeting for input on Preliminary Design. (Task 2)
- 6.7 Provide Design Study Report.
- 6.8 Participate in public meeting for input on Final Design. (Task 2)
- 6.9 Coordinate Preliminary Design Review
- 6.10 Develop an Interchange Modification Report

## **7.0 WIM/AVI POE Facility Site Development**

- 7.1 Preliminary design of WIM/AVI system structures.
- 7.2 Coordination with WIM/AVI vendor.
- 7.3 Development of site layout and associated improvements (parking areas, luminaires, water, septic system, etc.)
- 7.4 Development of Utility access for fiber optics and electrical.
- 7.5 Coordinate with ITD POE Subject Matter Expert.
- 7.6 Prepare demolition plan and site development for Cotterel POE

## **8.0 Roadway Design (Final)**

- 8.1 Develop mainline geometrics for all vertical and horizontal alignment, including all ditches, drainages, ramps, etc.
- 8.2 Update all design features from Preliminary Design.
- 8.3 Add bid items to plans
- 8.4 Finalize quantities, typical section sheets, Roadway summary sheets, drainage and SWPPP plans.
- 8.5 Finalize Utility plans and coordinate agreements.
- 8.6 Final signage, pavement markings, and delineation plans.
- 8.7 Final Traffic Control and Construction phasing plans.
- 8.8 Final supporting structure plans.
- 8.9 Conduct public meeting to finalize construction plans/TCP.
- 8.10 Conduct Final Design Review.
- 8.11 QA/QC
- 8.12 Prepare construction contracts, Engineer's Estimate.
- 8.13 PS & E submittal

**Assumptions:**

- ITD will provide the Phase V Report.
- ITD will provide all Title Reports/Land ownership records for the project.
- All Right of Way activities will be coordinated by ITD.
- ITD will act as coordinator in all issues pertaining to FHWA
- All environmental reviews and final submittals will be coordinated by ITD District 4 environmental staff.
- ITD to provide a POE SME (Subject Matter Expert) to coordinate Task 7.0.