

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

US20 PROJECTS

**Key No. 20053, Chester to Ashton
ORN 20379 Sheep Falls to Pine Haven
ORN 20382 Pine Haven to Buffalo Rv Br
ORN 20381 Buffalo Rv Br to Island Park Lodge**

June 29, 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 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 environmental services for four projects on US20 in Fremont County as identified in the General Scope of Work.

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 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

It is the intent of the department to utilize one firm to provide the services for all four projects.

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 Kade Raymond at Kade.Raymond@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. Raymond 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 July 13, 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 July 20, 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 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 - 2 *(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, if applicable. (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

US20 PROJECTS

Key No. 20053 Chester to Ashton
ORN 20379 Sheep Falls to Pine Haven
ORN 20381 Buffalo Rv Br to Island Park Lodge
ORN 20382 Pine Haven to Buffalo Rv Br

SCOPE OF WORK

District 6 is requesting consultant services to provide environmental work for multiple projects along the US-20 corridor. The projects are listed in table form below:

Priority	Key Number	Project Number	Project Title	Proposed Construction Yr.
1	20053	A020(053)	Chester to Ashton	2022 (Shovel Ready)
2	ORN20379 (Temporary)	N/A	Sheep Falls to Pine Haven	2022
3	ORN20381 (Temporary)	N/A	Buffalo Rv Br to Island Park Lodge	2023
4	ORN20382 (Temporary)	N/A	Pine Haven to Buffalo Rv Br	2024

The scope of work includes conducting all environmental documentation and obtaining NEPA approval, cultural clearance and approval, ESA approval, and wetland identification and permitting including natural resource assessment and identification work for the design and construction of the projects. This work for all projects may include:

- NEPA documentation and approval (From ITD Headquarters)
- Cultural Resources
 - All projects will need cultural clearance to the limits specified below in each project description.
 - The Consultant shall have a qualified Archeologist and an Architectural Historian for this project.
 - Individual reports are needed for each project listed and ITD form 1502 will be required.
 - If archaeological sites are identified and determined as being adversely effected then additional cultural resource documentation will be needed such as:

Determination of Adverse Effect (DOAE) Document, MOA Document, and Mitigation Plan Development.

- ESA No Effect or ESA Biological Assessment and Wildlife Connectivity investigation and approval with USFWS and IDFG.
 - Each project may require different documentation based on the research and findings
- Wetland Delineation and Permitting
 - Wetland Delineation will be needed in the limits specified below in each project description.
 - Wetland Delineation data provided in GIS as well as in a CAD format that is compatible with Bentley Microstation and a Wetland Delineation Report that leads to a Preliminary Jurisdictional Determination by the ACOE.
 - Joint Application for Permit including mitigation plan if appropriate. (From Army Corps of Engineers)
 - Individual reports are needed for each project listed.
- Noise analysis if appropriate resources need to be evaluated for noise impacts.
- Public Involvement

The priority for completing the field work and appropriate reports is listed in the table above and the project descriptions are listed in order of priority below.

(1) PROJECT A020(053) CHESTER TO ASHTON

Project A020(053), Chester to Ashton, is located on US-20 from Milepost 352.75 to Milepost 363.37.

US-20 from Idaho Falls to Chester is currently a 4 lane divided highway. Project A020(053), Chester to Ashton, may expand the current roadway to a 4 lane divided highway from Milepost 352.75 to Milepost 363.37 completely rebuilding the existing roadway section.

This project needs cultural clearance and the wetlands delineated from Milepost 352.75 to Milepost 363.37 from Right of Way (West side of US-20) to within 10' of the Eastern Idaho Railroad Tracks (East side of US-20).

(2) SHEEP FALLS TO PINE HAVEN

Project Sheep Falls to Pine Haven has a temporary key number ORN20379. This project is located on US-20 from Milepost 369.0 to Milepost 377.5.

This project will include widening the roadway (one or both sides) to accommodate an extra 12' lane and 8' road shoulders, excavating for roadway foundation within the widened sections, adding new asphalt to the additional lane and shoulders and overlaying the existing roadway. No major roadway re-alignment is expected and all work will be contained within the existing easement. Existing culverts and drainage fixtures will be replaced along with new drainage as determined necessary.

This project needs cultural clearance and the wetlands delineated from Milepost 369.0 to Milepost 377.50. The limits are 100' on either side of centerline in order to stay within our existing easement from the United States Forest Service. This project is still in the planning phase.

(3) BUFFALO RV BR TO ISLAND PARK LODGE

Project Buffalo Rv Br to Island Park Lodge has a temporary key number ORN20381. This project is located on US-20 from Milepost 387.0 to Milepost 395.0.

This project proposes to rebuild the ballast section of the roadway and to add shoulder widening.

This project needs cultural clearance and the wetlands delineated from Milepost 387.0 to Milepost 395.0. The limits are 100' on either side of centerline in order to stay within our existing easement from the United States Forest Service. This project is still in the planning phase.

(4) PINE HAVEN TO BUFFALO RV BR

Project Pine Haven to Buffalo Rv Br has a temporary key number ORN20382. This project is located on US-20 from Milepost 377.50 to Milepost 387.0.

This project proposes to rebuild the ballast section of the roadway and to add shoulder widening.

This project needs cultural clearance and the wetlands delineated from Milepost 352.75 to Milepost 363.37. The limits are 100' on either side of centerline in order to stay within our existing easement from the United States Forest Service. This project is still in the planning phase.

TIMELINE

- All field work is expected to be completed by the end of the 2017 field season.
- All other deadlines will be discussed with the selected teams Project Manager to ensure that all necessary documents are on track to be completed before PS&E delivery of the individual projects.