

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**I-15/US20 SAFETY AND MOBILITY  
IMPROVEMENTS STUDY  
PROJECT NO. A020(065)  
KEY NO. 20065**

**May 4, 2017**

# REQUEST FOR PROPOSALS

## Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Certification Regarding Debarment
- General 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 project planning and development services for the I-15/US20 Safety and Mobility Improvements Study in Bonneville 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) 334-4442.

## **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" 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 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.

**NOTE: 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 Jeanne Bailey at [Jeanne.Bailey@itd.idaho.gov](mailto:Jeanne.Bailey@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. Bailey 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 anonymous, and no firms will be identified in the responses. No project specific questions will be accepted after May 18, 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 25, 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 ten (10) 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 Organization Chart 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: PROJECT TEAM INNOVATIVE EXPERIENCE AND QUALIFICATIONS** **Weight – 2**

- Provide brief descriptions of three (3) innovative practices successfully implemented on projects by the project team members. Identify personnel that were involved in each project. Provide a web GIS utilizing ESRI, webapps/story maps, or Google Earth equivalent for each project location. If there are any websites describing the projects, provide links to those projects in the proposal as well.
- Provide brief descriptions of three (3) innovative practices that the team has not had an opportunity to implement but would like to.
- List three (3) verifiable professional services references with a contact person and phone number for the prime consultant and each of the subconsultants.
- Describe how the Project Team will be organized to plan and develop this type of project. Include how ITD District 6 staff may participate as a team member. Tell us why this is the team you have assembled and the team we should want to work with.
- Are there any partnering techniques that you would propose to grow the team?

### **CRITERIA 2: PROJECT MANAGER** **Weight - 3**

- Identify the Project Manager who will be responsible for the quality and timeliness of the team's work, and for ensuring that adequate personnel and other resources are available for this project.
- 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.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project

- Describe the manager's governing principles on managing a project of this magnitude. Include subconsultant and client management. How will potential conflicts between varying team members' goals be addressed?
- What tools will they use to ensure quality, timeliness, and efficiency on this project?

**CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE**  
**Weight - 2** *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project. Why are they the best person for this role on this project?
- Provide Idaho professional registration (if applicable) for each person identified.
- Include an organization chart of the key personnel with their roles and office locations. Sheet size may be 11x17, and will not be included in the page count.

**CRITERIA 4: PROJECT APPROACH**  
**Weight - 5**

**NOTE: For this section, focus on the first two project phases as outlined in the General Scope of Work.**

- What have you identified as some of the greatest needs and challenges on this project?
- Without presenting any specific design solutions, outline the approach your team proposes for addressing the needs and concerns on this project. What have you identified as the most important project goals and objectives?
- Describe the key tasks. When in the process would each task be started and completed and how would that benefit the project?
- 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" and will not be included in the page count.
- Once under contract, what would you need from ITD to get started on this project immediately?



**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

## I-15 / US-20 Safety and Mobility Improvements Project

Several studies by the Idaho Transportation Department (ITD) and Bonneville Metropolitan Planning Organization (BMPO) and their member agencies have identified the interchanges on I-15 Exits 118 and 119 as well as US-20's Lindsay Blvd, Riverside Dr, and Science Center Dr as potentially reaching the end of their useful life, a bottleneck to the state system, and a safety concern. The amount of traffic traveling the US-20 corridor from Idaho Falls to Montana has grown exponentially, and the projections show that with the area will be in gridlock within the next 10 years. The majority of the traffic traveling north on I-15 exits at 119 to travel anywhere from Idaho Falls to Yellowstone. The traffic north of Exit 119 drops off significantly, emphasizing that the northbound off ramp has the highest volume of traffic on any ramp along I-15 in Idaho. All of these studies have identified this project as a top priority.

This project will be phased from Concept Planning to PS&E Submittal. Currently Phase 1 will be awarded, but the chosen consultant may be authorized to complete the resulting project through the final phase.

A design study of the corridor was completed in 2013 for ITD. This study evaluated the existing infrastructure and its operational characteristics to identify short term and long term fixes for the area. This study built on the recommendation that an inner and outer beltway be constructed to provide alternate routes for traffic around the Idaho Falls Metropolitan area. This study can be found under Roadway Planning on the BMPO website at [http://www.bmpo.org/?page\\_id=1431](http://www.bmpo.org/?page_id=1431)

The beltway concept has faced challenges that prevent it from being a near-term fix for the challenges in the project area. In order to begin addressing the current needs, a *Level 1 Preliminary Screening Analysis* for the project was conducted by ITD in 2015. Several short term ideas were evaluated at a high level in this study. This study is found under Roadway Planning on the BMPO website at [http://www.bmpo.org/?page\\_id=1035](http://www.bmpo.org/?page_id=1035). The study was a starting point, but may or may not include the final solution.

ITD will provide LIDAR survey, but any supplemental survey will be required from the Consultant.

### Phase 1: Planning Study

The Consultant will lead a study to determine a solution to the challenges in the project area, including mobility, safety, and economic opportunity. The study should support the NEPA process for the project.

### Phase 2: Preliminary Design and Environmental Assessment

If awarded Phase 2; the Consultant should complete the work necessary to provide an approved NEPA document meeting FHWA and ITD requirements.

### Phase 3: Final Design and PS&E Submittal

Upon approval of the final NEPA document, the Consultant may be awarded Phase 3, which would carry the project through the completion of the design and creation of the final Construction Contract Plans, Specifications, and Estimate.

The ultimate Scope of work would include all of the work necessary to complete each of these phases. It is anticipated that the following tasks (among others) could be part of this contract:

- Public Involvement
- Environmental
- Value Engineering
- Traffic
- Land Survey
- Geotechnical
- Hydraulics, Drainage, Irrigation, and Stormwater Management
- Structures
- Subsurface Utilities Coordination
- Roadway and Interchange Design
- Right of Way
- GIS Analysis/Geovisualization
- Project Management