

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**I-15 EXIT 113 INTERCHANGE  
PROJECT NO. A020(490)  
KEY NO. 20490**

**October 19, 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 Rates
  
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- ❖ Consultant DBE Commitment form (ITD-2398)

# **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-15 Exit 113 Interchange project.

## **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.

## **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](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 confidential, and no firms will be identified in the responses. No project specific questions will be accepted after November 7, 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. MST on November 14, 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 seven (7) 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
  - Critical Path Diagram
  - Certification Regarding Debarment
  - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

### **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.

## **DBE PARTICIPATION REQUIREMENTS**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% utilization, ITD requires responder to utilize certified subconsultants and suppliers listed on its DBE Directory located at: <https://itd.dbesystem.com/>. For this project, the Consultant must propose a minimum of 15% DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal.

Use Consultant DBE Commitment form (ITD-2398) to show all DBE firms, their specific work task or services, and their utilization percentage. The ITD-2398 is located on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements> .

For more information regarding ITD's DBE Program, please contact ITD Office of Civil Rights at [civilrights@itd.idaho.gov](mailto:civilrights@itd.idaho.gov) or call ITD DBE Coordinator Elizabeth Heelas at (208) 334-8567.

## **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 criterion.

### **CRITERIA 1: PROJECT TEAM INNOVATIVE EXPERIENCE AND QUALIFICATIONS**

#### **Weight - 3**

- Provide brief descriptions of a total of three (3) alternative intersection or interchange designs successfully implemented on projects by the project team members (Consultant and/or Subconsultants). Identify personnel that were involved in each project.
- List three (3) verifiable professional services references with a contact person and phone number (for the Consultant and the Subconsultants).
- Describe how the Project Team will be organized to plan and develop this type of project. Tell us why this is the team you have assembled and the team we should want to work with.

**CRITERIA 2: PROJECT MANAGER**

**Weight - 2**

- 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 type, including subconsultants. How will potential conflicts between varying team members' goals be addressed?

**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.

**CRITERIA 4: PROJECT APPROACH**

**Weight - 5**

- Describe the process you would recommend for determining the solution for this project. What have you identified as some of the greatest needs and challenges on this project?
- The Idaho Falls area is known for having several roundabouts that were designed to poor standards, giving roundabouts a poor reputation. If the preferred alternative continues to be the roundabouts, what design considerations would be important to evaluate to ensure this doesn't happen again?
- Describe the key tasks. Include a Critical Path Diagram based on major tasks and project milestones.



# GENERAL SCOPE OF WORK

## **I-15 Exit 113 Interchange Project Key No. 20490**

Background - Exit 113 on I-15 was constructed in 1964, and the bridge was reconstructed in 1995. Since construction of the interchange, traffic on I-15 has increased and the area has seen substantial growth in large trucking developments. Traffic regularly backs up onto I-15, due to new developments in the area adding to traffic volumes utilizing the interchange.

A preliminary traffic analysis at the interchange was completed to evaluate signal warrants and several alternatives that would help with traffic mobility in the area. The analysis shows existing condition for southbound left turn from I-15 to 65th South is LOS E. Analysis also projected volumes to 2042 and shows several intersection LOS falling to LOS F. Conclusions of the analysis show that signals at ramp terminals are not warranted at this time. SPUI (Signal Point Urban Interchange), DDI (Diverging Diamond Interchange), and Roundabouts were analyzed.

The preliminary analysis shows that the roundabouts increase mobility the greatest in the interchange area, with the lowest construction costs. They also address concerns with the access of 45th W being so close to the I-15 ramp that the ramp is often confused for the frontage road, causing wrong way entry onto I-15. The roundabout could also tie in to St. John's road on the west and improve the LOS and the overall safety of the interchange.

This project would verify the preliminary analysis; determine the proper solution to the challenges at the interchange following the NEPA process for the project, including public involvement; provide an approved NEPA document meeting FHWA and ITD requirements; and, upon approval of the final NEPA document, complete the project design from concept through final Construction Contract Plans, Specifications, and Estimate. ITD will provide LIDAR survey, but any supplemental survey will be required from the Consultant.

The ultimate Scope of work would include all of the work necessary to complete the design of the project. 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