IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE-OUT

FOR

CLEARWATER MEMORIAL BRIDGE CE&I SERVICES

Date

December 7, 2022

REQUEST FOR PROPOSALS

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The following items are not included in this package, but can be located at the following web sites:

http://itd.idaho.gov/business/?target=consultant-agreements

- General Information and Requirements
- Sample Agreement and Consultant Agreement Specifications (1A)
- Federal Per Diem Policy
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

http://apps.itd.idaho.gov/apps/manuals/manualsonline.html

- ITD Quality Assurance Manual
- ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, sampling and testing services for the Clearwater Memorial Bridge 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 working for the Department area required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions: https://itd.dbesystem.com/. Please make sure your subconsultants are also 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 10% 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, call the ITD DBE coordinator at (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://apps.itd.idaho.gov/apps/ocr/index.aspx.

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.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be Specific Rates of Compensation.

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

All project specific questions shall be directed by e-mail to George Elliott at George.Elliott@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. Elliott 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 December 28, 2022.

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 January 4, 2023. 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 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.
- 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
    - The 5-Year ITD CE&I Project Log

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Andrea Aliev
Contracts Officer
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://apps.itd.idaho.gov/apps/ocr/index.aspx, 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 and Lead Inspector, 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 MANAGER

(Weight 4) *(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery 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. CE&I experience in working on state and local Federal-aid roadway construction projects should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- List current IQP qualifications pertinent to this project.
- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.
- 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. Identify availability.

CRITERIA 2 - LEAD INSPECTOR ONSITE
(Weight 4) *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. The Lead Inspector must be **on-site** for no less than 70% of the time worked by the Contractor.
- List the CE&I experience and role that this individual has had on state and local Federal-aid roadway construction projects. List that experience on the 5-year CE&I Project Log included in this solicitation. Include the estimated percentage of time spent on each completed Federal-aid construction project.
- Include Idaho professional registration (if applicable).
- List all projects that the Lead Inspector is currently working on and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT
(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project. Describe each person's role, duties and qualifications (WAQTC & IQP) on this project. Include their office and lab location.
- Key Personnel should have direct applicable CEI experience in working on state and local Federal-aid construction projects within the last five (5) years. List that experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Include Idaho professional registration (if applicable) for each person identified.
- List all projects that the key personnel are currently assigned to and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 4 – COMMUNICATION
(Weight 2) *(Complete for Consultant and each Subconsultant)*

Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.

CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT
(Weight 3)

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding the Sub consultant's project related work and the ability to close-out the project in a timely and cost effective manner.
- List construction projects that have been closed out to Federal-aid standards in the last five (5) years.

CRITERIA 6 – SOFTWARE EXPERIENCE
(Weight 4)

Describe the Consultant's experience with Site Manager, AASHTOWare Project and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

5-Year CE&I Federal-aid Project Log								
Project Information						Assigned Staff		
Project Key Number	ITD Dist.	Project Name	Project Type*	Date Completed	Const. Amt.	Project Manager	Lead Inspector	Other

**Project Type: i.e. Bridge or Roadway*

SCOPE OF WORK

CONSTRUCTION ENGINEERING, INSPECTION, SAMPLING AND TESTING (CEIS&T) SERVICES

Key No. 20513, US-12, Clearwater RV Memorial Bridge, Nez Perce County (Federal Aid)

This project will replace a bridge that was constructed in 1951. The bridge is currently commerce restricting and is near the end of its design life. The bridge is approximately 1,363 ft in length and spans over the Clearwater River, railroad tracks, and USAMC property. The project will reuse existing piers and foundations. A new, wider structure will be constructed from the pier caps up. Riprap placement will be required as scour mitigation around the piers during construction.

This scope of work is to provide Construction Engineering, Inspection, Sampling and Testing (CEIS&T) services to augment ITD staffing to protect the best interest of ITD and the project. The scope of these services include, but are not limited to, construction contract administration, inspection, materials sampling and testing, concrete and asphalt plant inspection and testing, girder fabrication inspection and testing, construction surveying, project documentation, and project closeout under the direction of ITD. ITD expects the Consultant to represent ITD professionally and to function proactively and effectively as an extension of the District 2 (D2) Design/Construction group while providing the CEIS&T services required assuring timely and quality completion of this construction project. ITD expects the Consultant will communicate effectively, proactively, and professionally with ITD, the Contractor, stakeholders, and the public.

The Consultant will provide the D2 D/C-A Engineer with experienced administration, inspection, sampling and testing personnel, including sub-consultants if necessary, capable of and devoted to the successful accomplishment of work to be performed under this construction contract. The Consultant shall assure the requirements of the construction contract are met through knowledge of the contract and active, timely inspection and testing of all work. The Consultant shall provide daily diaries and perform all materials testing. The Consultant staff is required, as necessary, to have WAQTC and IQP certifications. The Consultant shall perform all record keeping (including all electronic files), quantity tracking and assure items incorporated into the work have the required documentation. The Consultant shall maintain project files in ProjectWise and shall maintain MTR electronic files. Use of AASHTOWare Construction Module is required and significant experience with it is necessary. This includes project activation, daily work reports, pay estimates, adjustments and change orders. It can be expected that Consultant resources change throughout the project due to the Contractor's schedule. At the sole discretion of ITD, Consultant resources may be increased, decreased, or changed from this agreement to meet the needs of ITD and the project.

The primary point of contact with ITD shall be the D2 D/C-A Engineer or assigned representative. The D/C-A Engineer will assist in project management and act as a liaison for all communication between the Consultant and ITD. The Consultant will maintain active, open communication with the Contractor and D/C-A Engineer and make efficient, economical use of Consultant staff.

It is anticipated that this contract will span from December 2022 to December 2024.

The Consultant will develop a communication plan to address timely communication to the District, public and stakeholders.

Safety is expected of all Consultant personnel and must comply with local, state, and federal safety standards including ITD, OSHA, and industry standards.

The following tasks represent the individual services that will be provided by the Consultant under this RFP:

PRIMARY TASKS

The scope of services for this project include, but are not limited to:

1. **Construction Administration** – The Consultant will provide qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of this project to ensure the project be accepted by ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract.

2. **Project Management** –Project management will be fully conducted by the Consultant from project activation through close-out. This includes all office support for ProjectWise filing, labor compliance and subcontract reviews, submittal and schedule reviews, analysis and preparation of change orders, QC/QA analysis, materials summary report and regular pay estimates in AASHTOWare Construction Module. The D/C-B Engineer will assist in project management when necessary at the discretion of the Department.

3. **Survey Control** – The Consultant will provide staff and equipment to verify quantities and check surveys for accuracy and compliance with the plans and specifications.

4. **Project Inspection** – Inspection will be performed by the Consultant with qualified and certified inspection staff. A spreadsheet with staff qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. The Consultant will keep daily field diaries and monitor contractor activities. Pay quantity collection, as required by the contract, along with the required documentation shall also be performed. The Consultant will also be required to monitor environmental and erosion control activities as required by the contract.

5. **Materials Sampling & Testing** – The Consultant will provide materials sampling & testing services as required by ITD specifications, the construction contract and the D/C-A Engineer on the required ITD forms. The Consultant shall provide an on-site office. All other testing and sampling equipment will be provided by the Consultant unless already provided in the construction contract.

5.1. Quality Assurance, Acceptance & Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the D/C-A Engineer, including acceptance and verification sampling. Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications, and contract special provisions. The Consultant will meet the minimum sampling frequencies per the MTR's as presented by the D/C-A Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. The Consultant will provide daily monitoring of the Contractor's Quality Control activities at the project site.

Performance Assumptions:

i. The Contractor will provide a Class III field lab for aggregate, soils and Superpave SP3 and SP5 per the contract.
ii. The Consultant will provide an onsite Concrete lab/trailer for concrete testing.

5.2. Prepare and Transmit Test Results – The Contractor's Quality Control Plan will be monitored pursuant to QC/QA Special Provisions. All sampling data generated by the Consultant will be documented and submitted to the D/C-A Engineer for inclusion in the Materials Acceptance Plan and QC/QA statistical analysis program for deduction / bonus calculations.

5.3. Schedule for Sampling – The D/C-A Engineer and District 2 IA will be informed of the project sampling and testing schedule. All documentation of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.

6. <u>Record Drawings & Project Close-Out</u> – The Consultant will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, these marked drawings will become the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D/C-A Engineer for review and acceptance.

7. <u>Key Understandings</u> - It is required that each Consultant personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by Consultant and all work will be under the supervision of the D/C-A Engineer or assigned representative.

8. <u>Project Schedule</u> - The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that the Consultant will be engaged in CEIS&T services from January 2023 through December 2024 and as needed until project closeout.

The proposal and plan set can be found at:
https://itdgov-my.sharepoint.com/personal/george_elliott_itd_idaho_gov/_layouts/15/guestaccess.aspx?folderid=1d020674c487a4b6985d5fa18f2035f22&authkey=ARa31ahuwD_pIgfd7bn1AxU&e=tSzCcf