

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**US95, MCARTHUR LAKE  
BOUNDARY COUNTY  
PROJECT NO. A020(662)  
KEY NO. 20662**

*March 27, 2018*

# 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
  
- ❖ Project Plan and Profile

# **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 US95, McArthur Lake project in Boundary 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) 334-8884.

## **DBE PARTICIPATION:**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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, 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 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 Carrie Ann Hewitt at [CarrieAnn.Hewitt@itd.idaho.gov](mailto:CarrieAnn.Hewitt@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. Hewitt 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 April 11, 2018.

# 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 April 17, 2018. 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.
- 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

## **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 (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 - 2** *(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.



# SCOPE OF WORK

US 95, McARTHUR LAKE, BOUNDARY CO  
KN 20662, Project No. A020(662)

## INTRODUCTION

This project will reconstruct US- 95 from milepost 492.8 to milepost 493.3 along the east edge of McArthur Lake in Boundary County, Idaho. The existing section of highway includes a horizontal curve to the right followed by a pass over a box culvert crossing Deep Creek. The purpose of this project is to improve safety and enhance mobility by removing substandard vertical and horizontal curves along this section. By meeting the purpose of this project, a side benefit can be realized by providing for safe passage of wildlife beneath the highway. Some limitations include: wetland areas adjacent to Deep Creek, railroad line (UPRR & BNSF) to the east, McArthur Lake to the west along with a lake outlet structure into Deep Creek located between the lake and the roadway, and two skew T-Intersections to the north of the project area: MP 493.29 County Rd #4 aka McArthur Lake Rd to the west (left), and MP 493.33 County Rd #3 aka Shiloh Loop to the east (right).

A previous attempt to address safety along this section of highway, but between MP 492 and MP 494 (which includes the County Road intersections) is documented in a CONCEPT REPORT prepared by JUB Engineers dated October, 2006. The report addressed the many intractable problems in its scope and provided alternative solutions, but the general consensus was that it was not economically viable and was not implemented at that time.

## SCOPE

The scope of work is to:

- Realign US-95 between MP 492.8 and MP 493.3 to increase the radius of the curve to the right from R 955 feet to R 1500 feet using a 6% superelevation rate.
- Remove or flatten the crest vertical curve located within the horizontal curve to improve sight distance.
- Widen the typical shoulder width from  $\pm 2.5$  feet to 6 feet (transition from existing width).
- Include a left turn lane preferably 14' wide for the turn onto McArthur Lake Rd.
- Provide a bridge over Deep Creek with suitable dimensions for a wildlife underpass with waterflow.
- Provide a retaining wall on the NE side of the bridge to prevent excessive impact on the wetland and the Deep Creek meander.
- Provide adequate drainage at the low point while providing water quality treatment, and scour protection as per 2006 Phase 1 Report.

## SCHEDULE

The project is scheduled for construction in 2022 with PS&E delivery by the consultant before 8/1/2020.

## **DESCRIPTION**

Consultant services are being requested for the development of plans and specifications from preliminary design through the submittal of a PS&E package. ITD expects that the project will be based on the recent preliminary layout sheets developed by ITD, which replace the existing box culvert crossing under US95 with an approximately 160' span bridge structure. Addressing the two skew T-intersections to the north of the project area are not included in this scope. ITD has developed a simplistic approach to addressing some of the design concerns identified. Although there may be opportunities to address other concerns, it is critical that it is understood that the project is assigned a budget and ITD must work within those budget limitations for the project to successfully proceed forward.

The project will be designed in accordance with AASHTO and ITD English standards. Reviews will be held at preliminary design and final design and/or as outlined in the most recent ITD Roadway Design Manual, or as requested by ITD. The Consultant will coordinate with Glahe & Associates for surveying information that has been completed to date.

The work needed to bring the project to PS&E Submittal will include, but not be limited to the following tasks:

### **TASK 1** Preliminary Design (include items in Table 3-2 for the Roadway Design Manual)

- Drainage Design (Include Hydraulic Report) (a preliminary report is on file)
- Prepare Phase Reports (I-V)
- Public Involvement (Public Hearing)
- Stakeholder Coordination
- Utility Coordination, locates, and develop plans showing existing facilities
- Preliminary Roadway Plans
- Preliminary Situation & Layout
- Special Provisions and Cost Estimate
- Preliminary Design Review
- Design Study Report

### **TASK 2** Final Design including all necessary work and contact with other Agencies

- Final Right of Way Plans
- Prepare plans and coordinate agreements as needed with County, Utilities, etc.
- SWPPP or Erosion Control Plans
- Final Roadway Plans
- Final Utility Plans
- Final Bridge Plans
- Special Provisions and Cost Estimate
- Contract Time Determination
- Final Design Review

**TASK 3** PS&E Preparation/Submittal

- Revise plans, proposal, cost estimate, etc. necessary to advertise the project
- Fill out all required check list

**TASK 4** Consultant Engineering Assistance

- Assist Resident Engineer through construction for such items as: clarification of plans, change order work, review and approve shop drawings, assist in claims, and etc.

**ADDITIONAL CONSIDERATIONS:**

- ITD will maintain a contract with Glahe & Associates for surveying services. Glahe & Associates has performed the majority of the survey work already. They will perform some data checks, provide a surface for the Consultant to use in MicroStation, prepare a Record of Survey, prepare Total Ownership Maps to be included in the Consultant's plan set, prepare Right-of-Way drawings to be included in the Consultant's plan set, and place right-of-way monuments upon completion of the project.
- ITD will obtain a separate consultant for Archaeological/Cultural Resources and Wetland Delineation Services.
- At this time, ITD staff is still researching the best way to prepare the environmental document. ITD may perform the work in-house or may decide to obtain a separate consultant. Either way, the work will not be included in this scope.
- ITD will coordinate right-of-way activities and will obtain the ROW clearance.

**ATTACHMENTS:**

ITD Plan & Profile which can be downloaded from the following site:  
<http://itd.idaho.gov/business/?target=consultant-agreements>