

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**SH-16, I-84 to US-20/26
PROJECT NO. A020(788)
KEY NO. 20788**

February 28, 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
- ❖ Consultant DBE Commitment form (ITD-2398)

Also available on that web site are the following project specific documents:

- ❖ Environmental Impact Study (EIS) and subsequent Record of Decision (ROD) (approved in April 2011 under project key number 09963).
- ❖ Record of Survey filed with the Assessor's Office.

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing preliminary engineering services for the SH-16, I-84 to US-20/26 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.

All project specific questions shall be directed by e-mail to Merrill Sharp at Merrill.Sharp@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. Sharp 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 March 15, 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 Wednesday, March 21, 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

FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be eight (8) 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 14% 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 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 sub consultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or sub consultants 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 – 5

- 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 and the Project Manager’s role. Federal-aid projects successfully developed by the project manager should be included if available. Include dates and specific services provided.
- Provide proof of Idaho Professional Engineer 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, and the time the Project Manager will have available to commit to this project. Include estimated completion date for each of those projects.

CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE

Weight - 5

(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 relevant experience and qualifications. Include experience and qualifications working on Federal-aid projects if possible.
- Provide proof of Idaho Professional Engineer registration (if applicable) for each person identified.
- Include an organization chart of the key personnel with their roles and office locations.
- Describe how company/team resources will be accessed to support the project.

CRITERIA 4: PROJECT PLAN

Weight – 5

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this 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 (showing the critical path) based on major tasks and project milestones indicating the consultant's completion date for the services listed in the following scope of work. The Critical Path Diagram completion date will be evaluated for reasonableness and will be a factor in the rating of the criteria. The sheet size for the Critical Path Diagram shall be 11" x 17".

CRITERIA 5: QUALITY CONTROL AND INNOVATION

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.
- Describe any innovative techniques or practices the Consultant will use for expediting any items requiring long lead times, needing multiple reviews, and/or having multiple reviewers. This should include any methods to help compress the project schedule and improve or maintain efficiency and accuracy.
- Describe any innovative techniques or practices the Consultant will use to assure key personnel for the project from multiple disciplines and/or multiple offices will be able to access, share, and review project data with each other and ITD, and be able to provide timely and effective responses to any proposed changes.

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION:

ITD is continuing to invest in the extension of Idaho 16 between Interstate 84 and Idaho 44 (State Street) to prepare for regional growth and offer more alternatives in transportation routes. The Idaho Transportation Board and COMPASS Board have approved up to \$6 million for preliminary engineering in order to refine the scope and costs of this corridor, preparing it to be funded for final design, property acquisition and ultimately construction.

The vision for this corridor is a limited-access expressway from I-84 to the intersection of Idaho 16 and Idaho 44 near Star, Idaho. Access to and from the highway will only be allowed at I-84, Franklin Road, Ustick Road, US-20/26 (Chinden Blvd.) and Idaho 44.

The extension of Idaho 16 from I-84 to Idaho 44 began in 2006 with an environmental study of the corridor. An Environmental Impact Statement (EIS) and subsequent Record of Decision (ROD) was approved in April 2011.

The **purpose** of the project is to increase the transportation capacity of the Idaho state highway system within Ada and Canyon counties and to reduce north-south travel times between I-84 and destinations north of the Boise River in the vicinity of the Idaho 16 and Idaho 44 intersection.

The **need** for the project is related to three factors:

Regional Growth. Proposed planned communities and rapid development in the communities of Emmett, Eagle, Star, Nampa, and Meridian are increasing travel demand on Idaho highways and surrounding regional roadways.

Regional Mobility and Circulation. Current north-south routes connecting I-84 to Idaho 44 are not adequate to meet future travel demands of the Treasure Valley.

Congestion on North-South Arterials. The limited number of river crossings between Idaho 44 and I-84 increases traffic congestion on the surrounding regional roadways.

\$108 million has been invested in this corridor to date to complete the environmental approval from I-84 to Idaho 44 and to complete design, acquire right of way and construct the first project between US-20/26 and Idaho 44.

The final design, acquisition of property and construction of the remainder of the corridor to connect to I-84 are currently unfunded. The cost estimate for the remaining improvements between I-84 and US-20/26, including the interchanges at US-20/26 and Idaho 44, is estimated to be approximately \$400 million (at the time the EIS was approved).

The funding for the preliminary engineering services included in this general scope of work are from state sources. However, all activities need to be conducted so as to not preclude eligibility of future federal aid.

The successful proposer for these services will not be precluded from competing in the future to perform final design or engineer-of-record services.

SUMMARY SCOPE OF WORK ACTIVITIES:

All work and documentation will be in accordance with the most current AASHTO (American Association of State Highway Transportation Officials) Policy on Geometric Design of Highway and Streets, FHWA (Federal Highway Administration) Manual on Uniform Traffic Control Devices, American with Disabilities Act (ADA) Standards for Accessible Design, and all applicable ITD Standards, Manuals, and Guides.

The scope of services includes leveraging the work that has been completed to date by updating and refining the design to optimize the alignment and minimize right-of-way impacts.

Activities that may be considered with this project include:

- Traffic analysis
- Land use and development
- Parcel information
- Field survey
- Value Engineering Study
- Storm water management plan
- Geotechnical
- Hydraulics
- Structural design
- Design
- Public involvement and outreach
- Environmental re-evaluation
- Right-of-way
- Construction phasing
- Project costs
- Major project documentation
- Other preliminary engineering services as directed

Work Completed to Date

An Environmental Impact Study (EIS) and subsequent Record of Decision (ROD) were approved in April 2011 (under project key number 09963). A Record of Survey was filed with the Canyon County Assessor's Office. These documents are available on ITD's website at:

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

Numerous technical memorandums and reports were completed to support the information in the EIS. These are not all being provided at this time, however they will be available to the successful firm. Conceptual design was completed to support the EIS.

Administration

The consultant will create and maintain project files, perform necessary research, lead and attend regular progress meetings. Consultant will track progress and be able to address questions and resolve issues before they become delays or cause significant rework. Consultant will coordinate directly with the ITD GARVEE Program Office and provide information periodically for reporting purposes.

Traffic Analysis

The consultant will perform a traffic analysis to validate the highway and interchange design assumptions in the EIS. The current *Communities in Motion 2040* (CIM 2040) TDM shall be used, understanding that there may be a possibility that it will need to be updated to *Communities in Motion 2040 2.0* after it is released (anticipated late 2018/early 2019).

Land Use and Development

The consultant will review current land use and developments that have occurred since the EIS was finalized. Specific impact areas will also be reviewed to gain a better understanding of future zoning along the corridor. This will be done in conjunction with ITD District Three Development Services section and the land use agencies. The consultant may assist ITD and the land use agencies to develop an implementation plan for preserving the property needed for the alignment.

Parcel Information

The consultant will update parcel information including property ownership and potential impacts to individual parcels.

Field Survey

The consultant will prepare and/or perform fieldwork, analysis, surveying and mapping necessary to supplement the previous survey completed as part of the EIS. The consultant will be required to utilize current digital 3D terrain modeling techniques.

Value Engineering Study

The consultant will conduct a Value Engineering Study to refine the design and optimize the design of Idaho 16, interchanges and frontage roads. Consultant will evaluate cost-effective and innovative alternatives for all basic project features to optimize grading limits, right-of-way limits, drainage and utility requirements.

Storm Water Management

The consultant will evaluate storm water for the project and determine whether it can be adequately managed within the right-of-way or if there is a need for off site pond(s) and document it satisfactorily for a re-evaluation.

Geotechnical

The consultant will perform geotechnical investigations and complete Materials Phase Reports as necessary to define the potential right-of-way impacts. It is anticipated that Phase II and Phase III Materials Reports will be completed as part of this scope of services, but other specific phase reports may also be needed.

Hydraulics

The consultant may need to perform hydraulics analysis for culvert or structures in order to determine their effect on the right-of-way limits.

Structural Design

The consultant will complete Type, Size & Location (TS&L) reports for the structures in order to define potential alignment and right-of-way impacts. The services may also include Situation and Layout (S&L) and other structures evaluations and reports.

Design

The consultant will advance the conceptual design developed as part of the EIS for the Idaho 16 highway alignment, interchanges and frontage roads, resulting in a Design Study Report. The services may include additional design elements as necessary to define the right-of-way. This work shall be in conformance with the manuals listed above.

Public Involvement and Outreach

The consultant will prepare a project communication guide for use by the project team and also a public involvement plan for this project. The public involvement strategy may include fact sheets, mailings, social media, and supporting the ITD GARVEE Office and Office of Communications on project-related requests. There is potential that individual or group meetings with stakeholders and/or a public meeting may also be needed for this project.

Environmental Re-evaluation

The consultant will prepare the necessary environmental evaluation documentation for the changes and updates developed in this scope of services. This scope assumes the action will be a re-evaluation of the EIS/ROD, however consultant will inform the department of potential issues that may require a different or more complex action and complete the action.

Right-of-Way Plans, Legal Descriptions and Supporting Documentation

The consultant will develop official right of way plans, legal descriptions, record of survey, estimates, individual parcel sketches and details if necessary, and any required field staking of existing and new right of way, easements, etc., for right-of-way acquisition. Consultant shall assist ITD HQ Right-Of-Way personnel during the acquisition process for such items as clarification of the design plans, changes or additions to the ROW plans, etc.

Construction Phasing

The consultant will evaluate construction phasing options for agreed upon funding scenarios. Considerations should be made for logical termini and independent utility of small, medium and large packages, maintenance of traffic, functionality (advantages and disadvantages) of the segments proposed, additional cost to phase work, etc.

Costs Estimates

The consultant will update cost estimates for final design, right-of-way acquisition and construction of the project and of individual phases.

Major Project Documentation

The consultant will complete documentation necessary to satisfy the Federal Highway Administration's Major Project requirements. Although this scope of services is state-funded future funding sources are not yet known, therefore the department needs to be compliant with federal requirements in order to provide flexibility for future revenue streams.

Risk Management will be utilized and a Project Management Plan will be developed for this project. Cost estimating shall be completed to ensure integrity in process and that values are expressed for anticipated future year of expenditure. The department has developed a financial plan for this corridor, however it will need to be updated with information from this scope of services.

The proposer shall identify their capability with regard to this scope item. The major project documentation may be led by the selected proposer or it may be led by the department or another party with the selected firm's participation.

TIMELINE:

The Department's goal is to accelerate the services associated with this scope of work in order to be ready to take advantage of future funding opportunities. The consultant shall seek every possible opportunity to expedite the activities and overall delivery of these services.