

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**KN 12964: US-95, ALDERSON LN TO KOOTENAI RV/RR BR  
BONNERS FERRY, MP 506.251 TO MP 507.565**

**KN 13851: SH-41, BURLINGTON NORTHERN RR BR  
BONNER COUNTY, MP 38.71**

**KN 13852, 18999: US-95, MOCTILEME BR BR & WINDFALL  
PASS CURVE, BENEWAH COUNTY, MP 388.053 TO MP 389.023**

**KN 20582: US-95, N MOCTILEME TO N OF PLUMMER  
BENEWAH COUNTY, MP 388.718 TO MP 397.75**

**KN 19052: I-90, IC 68 TO EAST OF MULLAN  
SHOSHONE COUNTY, MP 68.005 TO MP 69.515**

*November 30, 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 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 following projects:

1. US 95, Alderson Ln to Kootenai RV/RR BR;
2. SH 41, Burlington Northern RR BR;
3. US 95, Moctileme CR BR & Windfall Pass Curve; US 95, N Moctileme To N Of Plummer (companioned projects); and
4. I 90, IC 68 to East of Mullan.

## **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 ITD Office of Civil Rights at [civilrights@itd.idaho.gov](mailto:civilrights@itd.idaho.gov) or call ITD DBE Coordinator Elizabeth Healas 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.

It is the intent of ITD to select a separate consultant for each project. In the event an insufficient number of qualified firms submit proposals, a consultant may be selected for more than one project. The number of consultants selected and the projects to which they are assigned will be at the sole discretion of ITD.

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 Lee Bernardi at [Lee.Bernardi@itd.idaho.gov](mailto:Lee.Bernardi@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. Bernardi 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 13, 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 December 21, 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 proposal 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

## **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://apps.itd.idaho.gov/apps/ocr/index.aspx>, and indicate willingness to execute said agreement.

**The introductory letter should also include which project(s) the consultant is interested in.**

## **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 the project(s).
- Provide a brief summary of education, experience, and qualifications pertaining to the management of the project(s).
- The Project Manager should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. Include the roles and responsibilities on each of the listed projects.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Project Manager is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

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

- Identify the Lead Inspector to be assigned onsite to the project and describe their duties on the project(s).
- Provide his/her qualifications (WAQTC & IQP).
- Lead Inspector should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. List the CEI&S experience and role that this individual had on the projects.
- Include Idaho professional registration (if applicable).
- Describe availability to the project(s). Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Lead Inspector is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

**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(s) and describe each person's role, duties and office location.
- List each person's qualifications (WAQTC & IQP) and include Idaho professional registration (if applicable).
- Key Personnel should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects.
- Describe availability to the project(s). Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved



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

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD, City and other local agency officials, and interested stakeholders.
- Describe your strategy for keeping the public informed of project progress and major traffic control changes that will impact road users.
- Describe how you will help facilitate effective communication and coordination with contractors working on nearby projects.

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

- Describe the Consultant’s procedures for scope change control, schedule and cost control and quality control specific to this project. This should include a description of the Consultant’s control measures regarding Subconsultants if applicable.
- Describe the procedures you will use to ensure the project will be closed out in a timely and cost-effective manner.
- List Federal-aid construction projects your firm has closed out to ITD standards.

**CRITERIA 6 – SOFTWARE EXPERIENCE**  
**(Weight 3)**

Describe the Consultant’s experience with Site Manager, Materials Acceptance Program (MAP) 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.

## SCOPE OF WORK

The Idaho Transportation Department (ITD) is soliciting the full CEI&S services of consultants or consultant teams to augment District One Design/Construct staff during the 2018-2019 construction seasons. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member(s) of the D1 Design/Construct team while providing the CEI&S services required to assure timely completion and closeout of the construction projects listed above.

The scope of work is to provide full CEI&S Services, including contract administration, inspection, materials sampling, project office documentation, and project closeout under the general direction of the Resident Engineer. Prospective consultants are encouraged to review the advertised contract documents prior to submitting a proposal for this work. Advertised project proposals and plan sets are available upon request. This RFP includes four (4) CEI&S solicitations which are described below.

### **PROJECT DESCRIPTIONS**

#### **1. KN 12964: US 95, ALDERSON LN TO KOOTENAI RV/RR BR BONNERS FERRY**

This is a full urban reconstruction project in Bonners Ferry from MP 506.251 to MP 507.565 on US-95. The project will build 2 thru lanes and a two-way left turn lane (TWLTL), bike lane on each side, a snow storage area, and sidewalk on each side with ADA ramps. Full reconstruction operations include full depth base and pavement replacement, storm drainage, sidewalk and ADA ramps, approach work, guardrail, and traffic signal work.

**Project Status:** Public comment and review period underway; advertisement to follow sometime in mid to late December.

**Construction Start Window:** March 1 to April 16, 2018

**Contract Time:** 261 Working Days. 2 Seasons (2018 & 2019 Construction with winter shutdown)

#### **2. KN 13851: SH 41, BURLINGTON NORTHERN RR BR, BONNER CO**

This project will consist of removal and replacement of the existing bridge structure (BRIDGE# 14255), which spans the BNSF railroad, located on SH-41 at approximately MP 38.71, in both Bonner County, Idaho and Pend Oreille County, Washington. The existing bridge over the BNSF Railroad will be replaced with a new three span steel girder bridge that will be approximately 237' in length and 63' wide. The project also includes roadway and approach construction; drainage improvements; installation of guardrail and illumination; traffic control; and retaining wall construction.

**Project Status:** Currently Advertised, Bid Opening November 28, 2017

**Construction Start Window:** February 19 to March 5, 2018

**Contract Time:** 284 Working Days. 2 Seasons (2018 & 2019 Construction with winter shutdown)

### **3. MULTIPLE BENEWAH COUNTY PROJECTS (Key Nos. 13852, 18999, 20582)**

It is ITD's intention to hire one (1) consultant for CEI&S services on the following two (2) construction contracts.

#### **KN 13852, 18999: US95, MOCTILEME CR BR & WINDFALL PASS CURVE, BENEWAH CO**

These companioned projects are a full reconstruction of US-95 from MP 388.053 to MP 389.023. Project operations include full depth base and pavement replacement, box culvert installations, temporary shoofly detours, drainage improvements, and guardrail.

**Project Status:** Awaiting Advertisement

**Construction Start Window:** June 1 to June 30, 2018

**Contract Time:** 100 Calendar Days

#### **KN 20582: US95, N MOCTILEME TO N OF PLUMMER, BENEWAH CO**

This full width overlay project on US-95 from MP 388.718 to MP 397.75 will not be companioned with KN's 13852 & 18999, but is anticipated to be built simultaneously. The project will overlay the existing roadway with HMA and update substandard guardrail and terminals.

**Project Status:** Preliminary Design

**Construction Start Window:** June 1 to June 30, 2018

**Contract Time:** TBD

### **4. KN 19052: I 90, IC# 68 TO EAST OF MULLAN, SHOSHONE CO**

This project is a full width concrete pavement replacement on I-90 from MP 68.005 to MP 69.515. The work will involve removal of the existing PCC pavement, installation of base materials, asphalt leveling course, PCC paving, storm sewer pipes, and guardrail.

**Project Status:** Contract Awarded to Concrete Placing Co. Inc.

**Construction Start Window:** April 16 to May 4, 2018. 2 Seasons (2018 and 2019 with winter shutdown)

**Contract Time:** 180 Working Days, 90 Per Season

### **PRIMARY TASKS**

The minimum level of effort for each project is identified below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant(s).

**Construction Administration** - CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract. The following sub-tasks represent a partial list of the activities necessary to administer the contract.

Submittal Log & Minimum Testing Requirements (MTR's)

Pre-construction Conference

Filing & Records Verification

Materials Certifications  
Progress Estimate Preparation  
Contract Changes  
Progress Meetings  
Subcontracts & Certified Payroll Reviews  
Change Orders  
Contract Submittal Review  
Monthly Invoicing  
Claims  
Project Closeout – Materials & DRI acceptance

**Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications.

**Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. This spreadsheet will be submitted to ITD for approval 1 month prior to scheduling project inspection personnel.

**Materials Sampling & Testing** – It is anticipated that ITD will be utilizing a central lab agreement to perform all sampling and testing on the projects; however the capability to perform this work needs to be maintained by the CONSULTANT at all times on the projects. The CONSULTANT may be required to provide materials sampling & testing services as required by ITD specifications, the Materials Acceptance Program (MAP) and the Resident Engineer on ITD forms. All testing and sampling equipment will be provided by the CONSULTANT.

**Record Drawings & Project Close-Out** - CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of each project, marked drawings will be submitted to the Resident Engineer for preparation of 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 D1 Materials Engineer for review and acceptance no later 120 days following the last day charged to the project. Upon acceptance, the CONSULTANT will be readily available to assist District Records Inspector (DRI) in final reconciliation of project records.

### **KEY UNDERSTANDINGS**

It is required that each CONSULTANT personnel assigned to the projects be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the Resident Engineer or his assigned representative.

### **PROJECT SCHEDULE**

The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CEI&S services from the date of consultant NTP through closeout on each project.