

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

FOR

TERM AGREEMENT FOR CONSULTANT SERVICES

January 2026

**TERM AGREEMENT
REQUEST FOR QUALIFICATIONS**

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The following items are not included in this package, but can be located at website:
[Consultant Services](#)

- Definitions of Service Categories
- Term Agreement Sample
- Consultant Agreement Specifications (Attachment No. 1)

NOTE: Consultants are encouraged to read this entire package.

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents (individuals or firms) to submit proposals for a two-year Term Agreement with the Department. The two-year term will begin on the date the agreement is executed. This pre-qualification process is available to consultants to submit proposals at any time. Proposals for additional service categories to be added to an existing term agreement may also be submitted at any time during the time an existing term agreement is in effect. No extension of time to the Term Agreement will be granted.

The purpose of these Term Agreements is to have a list of consultants pre-qualified to perform various services on an on-call basis. This list will be used Department-wide, as well as by many local agencies, to select consultants. Typical services would range from specific work tasks (as a portion of a project) up to small projects.

GENERAL TERMS

This Request for Qualifications (RFQ) does not commit ITD to enter into an agreement, to pay any costs incurred in the preparation of a proposal or in subsequent negotiations, or to procure or agreement for any Project. ITD expects to negotiate work tasks on an on-call basis with respondents to provide the services contemplated by the categories herein included.

REVISIONS TO RFQ

In the event that it is necessary to revise any part of the RFQ, timely addenda will be posted on the web page.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFQ does not constitute an assurance by ITD that any agreement will actually be entered into by ITD and ITD expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any or all proposals
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ
- 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
- Disqualify any respondent on the basis of past performance on ITD projects

By responding to this solicitation, each respondent agrees that any finding by ITD of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive except as provided herein.

EVALUATION

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 the proposal complies with this RFQ, demonstrates qualifications, and provides the information requested. If the Consultant fails to provide any information requested in this RFQ, such failure may result in either non-qualification of a particular category of service or rejection of the proposal.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS

The Consultant agrees to comply with all applicable federal, state, and local laws prohibiting discrimination in employment practices. The Consultant shall provide equal employment opportunities to all employees and applicants and shall not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), disability, genetic information, or in retaliation for protected activity. <https://itd.idaho.gov/civilrights/>

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Consultant, along with its agents, employees, assigns, or successors, and any person, firm, or agent of whatever nature with whom it may contract or enter into an agreement, shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); 49 C.F.R. Part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation); and all other applicable laws and regulations that prohibit discrimination based on race, color, national origin, age, sex, or disability. This obligation applies to all programs and activities undertaken in connection with this Agreement. <https://itd.idaho.gov/civilrights/>

ENGINEERING REGISTRATION

Engineering and land surveying firms are required to register with the Idaho State Board of Professional Engineers and Land Surveyors, and to maintain such registration during the life of the Term Agreement. Upon notification of pre-qualification, engineering firms will be required to provide proof of registration. For additional information regarding the registration, please contact the Idaho State Board of Professional Engineers and Land Surveyors at (208) 334-3233 or at [Board of Professional Engineers and Land Surveyors](#).

DBE REGULATIONS

DBE regulations as stated in 49 CFR 26 require the Idaho Transportation Department (ITD) to adhere to 49 CFR 26. Part of this requirements includes ITD to create and maintain a comprehensive bidders list, consisting of all firms bidding on prime contracts and quoting/ bidding subcontracts on federally funded transportation projects. The bidders list can be found at www.itd.dbesystem.com. Firms must adhere to all requirements in 49 CFR 26 when working on all federally funded projects. For further information about the DBE program and DBE requirements, contact the Office of Civil Rights at civilrights@itd.idaho.gov or visit www.itd.idaho.gov/civilrights.

FINANCIAL ACCOUNTABILITY REQUIREMENTS

The company must have an adequate cost accounting system as it relates to Federal regulations pertaining to work performed for ITD. The company must also have the necessary financial resources to fulfil a agreement in a satisfactory manner and within the specified time.

Note 1: *After having entered into a term agreement, if an overhead rate has not already been approved by ITD, the consultant must be prepared to submit an audit or review of their overhead rate for the most recently completed fiscal year. The review or audit shall be performed by an independent certified public accountant, an agency of the Federal government, another state transportation agency, or similar independent audit organization. The audit or review shall be subject to approval by ITD's Internal Review Manager and must be updated annually as a condition of working under the term agreement.*

Additional information and requirements regarding overhead rate submittals can be found in the [Overhead Policy Rate](#).

Note 2: *At ITD option, new or small firms may use Safe Harbor rate for use on agreements until an overhead rate can be established.*

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 submissions must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form. The certification form is located at the end of this document.

REFERENCE MATERIALS

ITD [Reference Manuals](#) are available on the website.

REQUEST FOR QUALIFICATIONS

PROPOSAL INSTRUCTIONS

SUBMITTAL REQUIREMENTS

For purposes of these instructions, the term “Service Category” means any type of work listed on the Service Category Checklist (for example, H1a. Materials Report Phase I, and H1b. Materials Report Phase II, are two separate service categories)

Proposals must conform to the attached instructions and shall be submitted electronically as follows:

1. **Electronic files to contain:**
 - W-9
 - EEO Policy
 - Signed Certification Regarding Debarment, Suspension, and other Responsibility Matters
 - Completed and Signed Affirmative Action Program and Financial Accountability form
2. **A separate electronic file for each service category containing a completed cover page plus Service Category Criteria 1 through 5.**

Proposals shall be uploaded to the Portal:

[PATS Portal](#)

FORMAT FOR SUBMITTAL

Each proposal shall be submitted in the format as outlined below. Content and completeness are most important. Clear and effective presentations are preferred. Elaborate, decorative or extraneous materials are strongly discouraged. Any proposal not following the correct format will be rejected.

The proposal shall be for the **firm’s expertise only. Inclusion of services performed by your subconsultants is unacceptable.**

- All documents shall be submitted as a .pdf file.
- The maximum number of pages for each Service Category (see 2. above) shall be six (6) pages, not including the cover page.
- Type font shall not be smaller than 12 point.

A sample agreement and reference documents are located in [Term Agreement Reference Documents](#) on the website.

Firms who are not able to or are having trouble submitting proposals electronically should contact consultantservices@itd.idaho.gov for further instructions.

TERM AGREEMENT PROPOSAL CRITERIA

Provide a separate response for Criteria 1, 2, 3, 4, and 5 for each service category. The term "service category" means any type of work listed on the Cover Page (for example, H1a. Materials Report Phase I, and H1b. Materials Report Phase II, are two separate service categories.)

CRITERIA 1. QUALITY CONTROL

Describe the company's procedures for assuring quality control, schedule & cost control, change control, and overall project coordination. Identify detailed procedures for monitoring and reporting project status and cost transactions for projects in coordination with ITD staff involved in project.

CRITERIA 2. EXPERIENCE AND QUALIFICATIONS

Provide history of the company. Organization, number and type of personnel and the location of the company's office should be included. List several projects performed within the past five (5) years pertaining to the type of work you are proposing to perform under the Term Agreement. This should include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of work. **Do not list work performed by your subconsultants.** List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 3. RESOURCES AVAILABLE

List office, equipment and personnel available to perform the work of the service category listed. If the consultant proposes to provide services in more than one district, then specifically address how the resources available relate to each district.

CRITERIA 4. KEY PERSONNEL

It is necessary that the lead consultant retain in-house all necessary disciplines contemplated by the RFQ. Identify key personnel, Idaho professional registration (if applicable), their experience in the past three (3) years, and a brief description of their qualifications as specifically pertains to the service category with three (3) reliable references listed.

CRITERIA 5. UNDERSTANDING OF SERVICE CATEGORY REQUIREMENTS

Demonstrate good knowledge of the work required for the service category listed, including methodology, policies and procedures utilized to perform the work. Outline the work tasks required and describe how the company would typically perform each task.

NOTE: Some categories may require additional documentation or information specific to that category. Review the definitions of the categories of services for any additional requirements. The [Term Agreement Service Categories](#) can be viewed and/or downloaded from the following website.

QUESTIONS

Please direct any questions or comments to Consultant Services by writing to the Idaho Transportation Department, Consultant Services, 11331 W Chinden Blvd, Boise, ID 83714, or by e-mail to consultanservices@itd.idaho.gov.

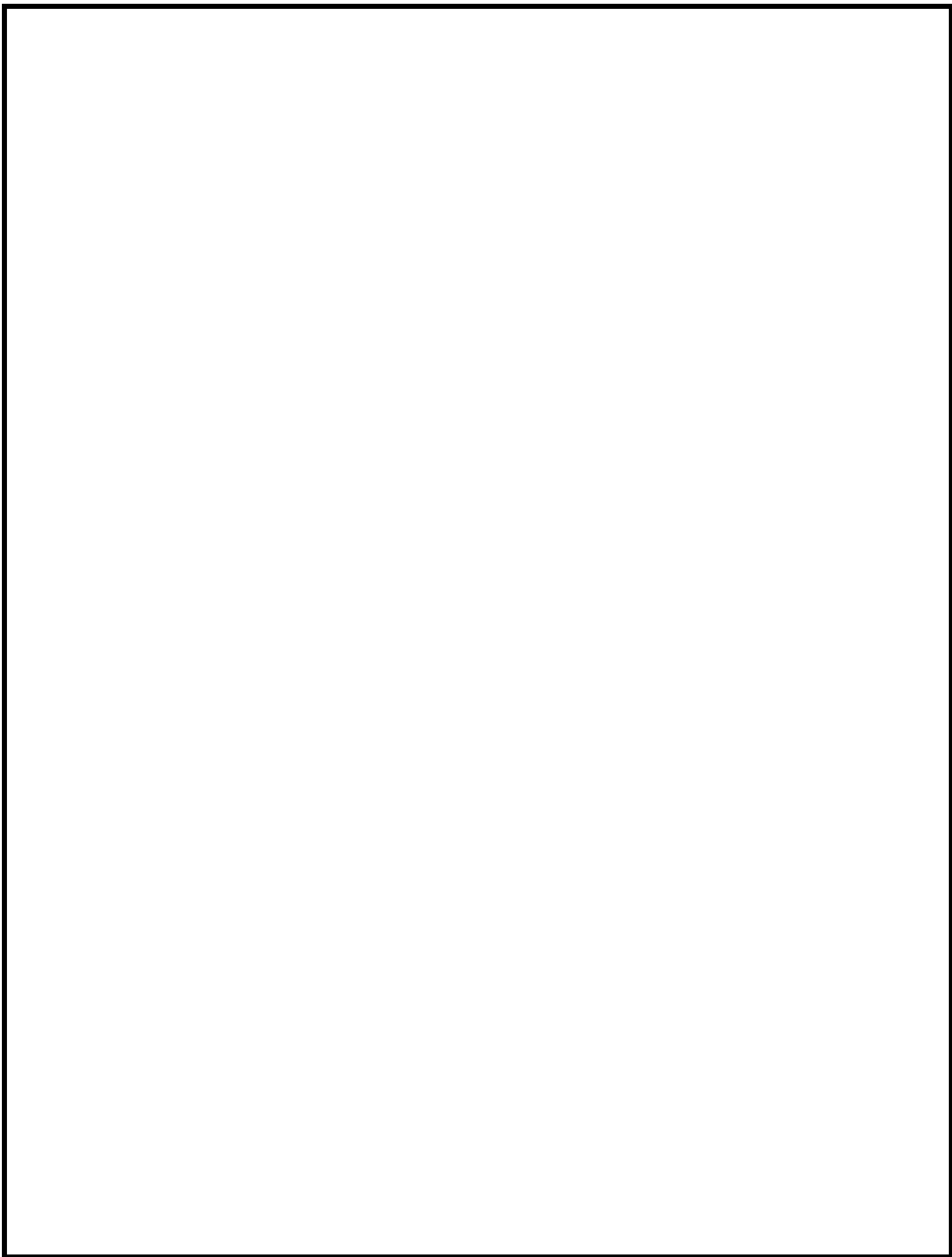
EVALUATION CRITERIA

The Department will evaluate proposals received that conform to the proposal instructions outlined in this RFQ and according to the respective weighted importance as follows:

<u>Criteria</u>	<u>Weight</u>
CRITERIA 1. QUALITY CONTROL	2.5
Quality Control, Change Control, Time and Cost Control	
CRITERIA 2. EXPERIENCE AND QUALIFICATIONS	3.0
Recent Experience, Company Structure, References	
CRITERIA 3. RESOURCES AVAILABLE	2.0
Office, Equipment, Personnel, Location	
CRITERIA 4. KEY PERSONNEL	3.0
Experience and Qualifications of Personnel Dedicated to this Job	
CRITERIA 5. UNDERSTANDING OF SERVICE CATEGORY REQUIREMENTS	3.0
Demonstrated Good Knowledge and Methodology	

RATING POINTS:

- 5 - Excellent
- 4 - Good
- 3 - Satisfactory
- 2 - Marginal
- 0 - Unsatisfactory



AFFIRMATIVE ACTION PROGRAM

The Idaho Transportation Department is an equal employment opportunity employer and values diversity in its work force. It also requires its recipients and consultants to have an operating policy as an equal employment opportunity employer. Consultants shall implement affirmative action programs to ensure equal employment opportunity.

_____ (Name of firm) certifies to have a formal statement of nondiscrimination in employment policy and has an affirmative action program if over 50 employees. (Firms of 50 employees or less do not need a formal program but must have a policy).

Does your firm have 50 or more employees? Yes No

Provide the name of your company's EEO Officer and attach a copy of the company's EEO Policy. This policy is not included in the page total outlined herein.

Signature of Authorized Representative certifying all statements as true

(Date)

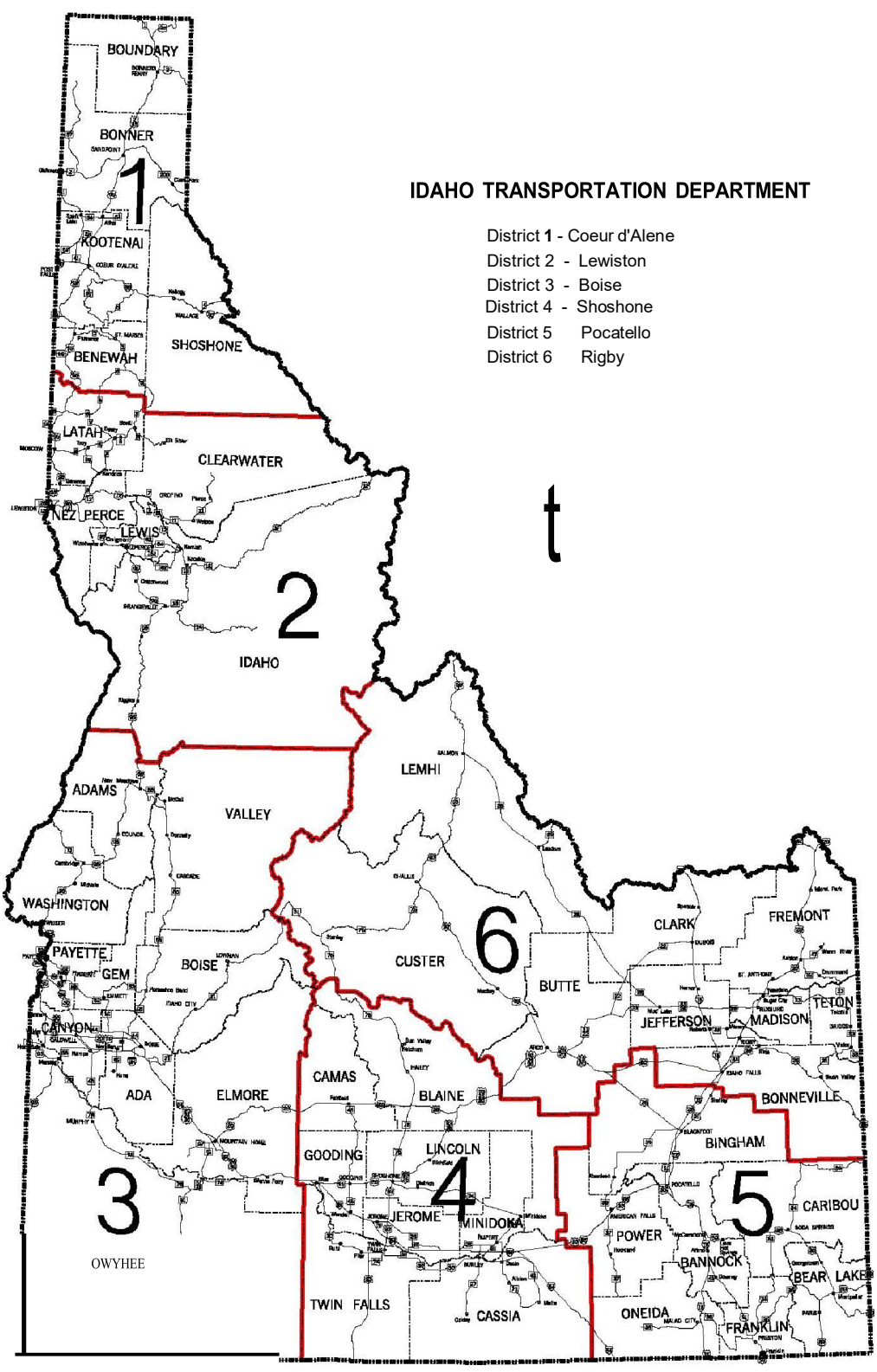
NOTE: Those companies that do not comply with the above requirements will not be permitted to perform work for ITD until the information is on file.

(This information will be shared with the EEO Office.)

FINANCIAL ACCOUNTABILITY

The company's cost accounting system must be able to track direct project-related expenditures and indirect costs and expenditures, and to keep these separate from non-project related costs or other projects.

Does your company have a job cost accounting system to provide for recording and accumulation of costs incurred on each agreement? Yes No



IDAHO TRANSPORTATION DEPARTMENT

- District 1 - Coeur d'Alene
- District 2 - Lewiston
- District 3 - Boise
- District 4 - Shoshone
- District 5 - Pocatello
- District 6 - Rigby

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of their knowledge and belief that except as noted on an attached Exception, the company:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

COMPANY NAME

Unique Entity Identifier (UEI)*

Signature of Responsible Party

Date

*Required (Go to [SAM website](#) for information regarding the UEI)

IDAHO CODE CERTIFICATION FORM

Failure to comply with the terms of the referenced Idaho Code may result in breach of agreement.

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Anti-Boycott Clauses

Per the provisions of Idaho Code §§ [67-2346](#), Anti-Boycott Against Israel Act, and Idaho Code §§ [67-2347A](#), Prohibition on Agreements with Companies Boycotting Certain Sectors the undersigned certifies that it is not currently engaged in and will not for the duration of the agreement engage in the following:

- boycott of goods or services from Israel or territories under its control; or
- boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
- boycott of any individual or company because the individual or company engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § [18-3302\(2\)\(d\)](#).

.....
Prohibition on Agreements with Companies Owned or Operated by the Government of China

Idaho Code, §§ [67-2359](#) states “a public entity in this state may not enter into a agreement with a company to acquire or dispose of services, supplies, information technology, or construction unless the agreement includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the agreement be owned or operated by the government of China”. Company certifies that it is not owned or operated by the government of China.

.....
By signing below, I certify that this company understands and will comply with the aforementioned requirements

Signature of Company's authorized representative:

Signature

Company Name