

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

US 95, THORN CR RD TO MOSCOW, PH 1

PROJECT NO. A09(294)

KEY NO. 09294

September 2, 2021

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 US 95, Thorn Creek Road to Moscow project in Latah 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 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 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 Ester Ceja 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.

CONTACT INFORMATION

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

All project specific questions shall be directed by e-mail to Jesse Webb at Jesse.Webb@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 Jesse Webb 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 September 17, 2021.

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 September 24, 2021. 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
 - Certification Regarding Debarment
 - The 5-Year ITD CE&I Project Log

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Chaz Fredrickson
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 Inspectors to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. The Lead Inspectors 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 Inspectors 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 5) *(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 3) *(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 2)**

- 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 1)**

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		
<i>Project Key Number</i>	<i>ITD Dist.</i>	<i>Project Name</i>	<i>Project Type*</i>	<i>Date Completed</i>	<i>Const. Amt.</i>	<i>Project Manager</i>	<i>Lead Inspector</i>	<i>Other</i>

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

SCOPE OF WORK

CONSTRUCTION ENGINEERING & INSPECTION (CE&I) SERVICES

Key No. 09294, US-95, Thorn Cr Rd to Moscow (Federal Aid)

This scope of work is to provide Construction Engineering & Inspection (CE&I) 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, steel 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 CE&I services required to assure 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 general public.

ITD anticipates staffing the construction project with a Project Engineer to be the overall lead of the project with focus on the earthwork and all non-bridge work, and accompanied by approximately 15 ITD construction staff employees for contract administration, inspection, materials sampling and testing, and surveying. ITD anticipates needing approximately 10 Consultant staff accordingly: 1 Consultant Agreement Manager, 1 Project Manager for the bridge work, 1 Lead Inspector for the bridge work, 1 Lead Inspector for the earthwork and non-bridge work, materials sampling and testing, and construction surveying. The Consultant staff is required, as necessary, to have WAQTC and IQP certifications. ITD anticipates having extensive construction staff integration between the Consultant and ITD. ITD expects to have ongoing dialogue with the Consultant to collaborate and coordinate how to best manage and utilize ITD staff and the Consultant staff that best serves the interests of ITD and the project, with efficiency, seamlessness, and continuity. It can be expected that Consultant resources change throughout the project due to the Contractor's schedule and due to changes in ITD resources and staffing. At the sole discretion of ITD, Consultant resources may be increased or decreased from this agreement to meet the needs of ITD and the project.

Please see the enclosed ITD's anticipated construction staffing organization chart.

The US-95, Thorn Cr Rd to Moscow, PH 1 project is a three-year (approx.) construction contract with an anticipated award in the Fall/Winter 2021. The project's scope of work is to reconstruct the existing two lane highway with a four lane divided highway from MP 334.1 to MP 339.9, with 4 miles of virgin realignment and two 315 foot span steel superstructure bridges. The approximate quantities for the major work items are: 2.4M CY of soil excavation and embankment, 1.1M CY of rock excavation and embankment, 98,000 TON of Superpave HMA, 520,000 TON of Open-Graded Base Class I, 11,000 FT of pipe culverts, 1,750 CY of structural concrete, 1,354,000 LBS of structural steel, and 5,125 FT of steel H-piles.

PRIMARY TASKS

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

Consultant Agreement Manager: Provide a Consultant Agreement Manager as the Consultant's primary point of contact to the Agreement Administrator and the Engineer. The Consultant Agreement Manager is not expected to spend significant time on the construction project but rather coordinate the overall management of the agreement, facilitate resources, and lend their expertise as needed to ensure the quality, timeliness, and delivery of the services provided by the Consultant. ITD expects to communicate with the Consultant Agreement Manager as needed regarding the agreement, provide recommendations for project matters, and attend important project meetings. Key Personnel includes the Consultant Agreement Manager. The desired qualities of the Consultant Agreement Manager are:

Effective leader; organized; excellent communicator; direct experience in projects of similar scope of work to this project; strong experience with ITD projects and the highway and bridge construction industry; strong experience in construction contract administration; excellent risk mitigation skills; sound engineering judgment; contemplative and decisive.

Contract Administration: Provide qualified personnel to administer the contract, specifically a Project Manager for the bridgework, to ensure the Contractor meets the contract requirements and the contract is successfully administered. Upon availability, ITD intends to provide Assistant Project Engineers, inspectors, and Resident Office Manager's (ROM) to integrate and assist with the Consultant for contract administration of the project. ITD intends to work closely with the Consultant for the contract administration of this project and anticipates receiving informal on-the-job training and mentoring. The Project Manager is expected to work mainly onsite in the field office trailer and on the grade to ensure adequate coverage of the ongoing work, build professional working relationships with the Contractor, develop cohesion within the construction staff, and represent ITD professionally in all interactions with the Contractor, stakeholders, and general public. The Project Manager must be skilled and organized with project documentation and communication and with the required level of experience and technical understanding for the scope of work of this project. The Project Manager is required to have sound engineering judgment and the ability to work independently and make decisions that protects the best interest of ITD and the project. Typical roles and responsibilities for the Project Manager include:

Prepare change orders; review and recommend responses with acceptance/rejection for submittals, schedules, work plans, shop drawings, material certifications, RFI's; monitor Contractor's operations for compliance with the contract requirements; file project documentation in ProjectWise; assist in progress estimates in AASHTOWare Project; track quantities and overrun/underrun "probables"; communicate and consult directly with ITD Subject Matter Experts (e.g. HQ Bridge); issue resolution at the lowest level possible; investigate, mitigate, and notify ITD of potential risks; claims support; informal mentoring and training of project staff; monitor and coordinate materials sampling and testing and the Materials Acceptance Plan (MAP); coordinate with IA sampling and testing; Materials Summary Report (MSR) and project closeout; prepare and participate in meetings; frequent direct communication and correspondence with ITD and Contractor; coordinate work shifts, hours, leave, and overtime for Consultant and ITD.

Construction Inspection: Provide construction inspection staff who are qualified and experienced in similar scope of work to this project. Provide 1 Lead Inspector for the bridge work of this project who has strong experience in bridge construction, structural concrete, MSE walls, pile driving, steel erection, construction surveying and staking, SWPPP BMP's, and other typical highway and bridge construction work items. Provide 1 Lead Inspector for the earthwork and non-bridge work features to this project

who has strong experience in earthwork operations and equipment (e.g. scraper/dozer, excavator/rock truck), soil and rock excavation and embankment, rock blasting, fine-grained soils testing, mass-haul diagrams, shrink/swell, construction surveying and staking, pipe culverts, SWPPP, and other typical highway and bridge construction work items. Upon availability, ITD intends to provide inspectors to integrate and assist with the Consultant for inspection of the project. ITD intends to work closely with the Consultant for the inspection of this project and anticipates receiving informal on-the-job training and mentoring. Provide Lead Inspectors that are proficient in inspection and documentation of Contractor activities as they relate to the contract requirements. Inspectors must have technical and communication abilities to inspect work and effectively communicate and coordinate project matters to the construction team. The Lead Inspectors will work mainly on-the-grade and in the field office trailer to ensure adequate coverage of the ongoing work and represent ITD professionally in all interactions with the Contractor, stakeholders, and general public. It imperative the Lead Inspectors are skilled and organized with project documentation and communication and have the required level of experience and technical understanding for the scope of work of this project. The Lead Inspectors are required to have sound engineering judgment and the ability to work independently and make decisions that protects the best interest of ITD and the project. Plant inspection and testing at offsite manufacturing facilities for asphalt, structural concrete, and steel fabrication are included in inspection. Facility locations may require extensive travel. Typical roles and responsibilities for the Lead Inspectors include:

Daily diaries and photographs; maintain accurate project records; track actual and anticipated quantities; inspect work for compliance to the contract requirements and industry standards for bridge and highway related work; monitor and interact with the Contractor on the day-to-day activities of work; make qualitative or quantitative judgements that are required by the contract, but do not change the contract requirements; recommend acceptance or rejection of work that is in apparent compliance or noncompliance with the contract requirements; assist in the review of submittals, material certifications, and RFI's, and recommend responses for acceptance or rejection; pay item reports; issue resolution at the lowest level possible; investigate, mitigate, and notify ITD of potential risks; claims support; informal mentoring and training of project staff; monitor and manage materials sampling and testing and the MAP; coordinate with IA sampling and testing; MSR and project closeout; participate in meetings; frequent direct communication and correspondence with the Contractor and ITD; coordinate work shifts, hours, leave, and overtime for Consultant and ITD.

Construction Surveying: Provide construction surveying by a Professional Land Surveyor (PLS) to verify the Contractor's work using Consultant-furnished equipment and methods capable of meeting the tolerances required in the contract. Perform construction survey checks using Contractor-provided or ITD-provided survey equipment that does not necessitate direction from an onsite PLS. Consultant surveying equipment and instruments are required for the performance of some of this work, which may include GPS, total station, and level and rod. The Consultant must be able to proficiently transfer design survey files (.CSV) to and from the survey instruments and design programs. Upon availability, ITD intends to provide staff capable of surveying support to integrate and assist the Consultant for surveying the project. ITD intends to work closely with the Consultant for the surveying of this project and anticipates receiving informal on-the-job training and mentoring. ITD requests availability to the Consultant's surveying equipment for the interest of the project but at times without needing Consultant staff representatives present. Consultant surveying tasks may include:

Stakeout; pay item measurements; volume determinations; topo; check control points,

slopes, slope stakes, finish grade stakes, roadbed, and structures layout and formwork by coordinates (Northing, Easting, elevation) or station/offset of the alignment file; set temporary control points; AMG checks; reflectorless shots of slopes for line and grade; informal mentoring and training of project staff; and any other surveying tasks not included in the contract but beneficial to protect the best interest of ITD.

Materials Sampling and Testing: Provide materials sampling & testing as required by ITD specifications. ITD expects the Consultant to perform the majority of the onsite materials sampling and testing for soils, aggregate, concrete, and asphalt on-the-grade and in the field laboratory trailer. ITD intends to test the asphalt mix ITD staff in the D2 laboratory. The Consultant is allowed use the Contractor-provided field laboratory trailer and the ITD-provided concrete testing and cure trailer. The ITD D2 laboratory is available for Consultant use upon coordination and approval with the Agreement Administrator and the Engineer. In the event the ITD D2 laboratory is at full capacity or unavailable for any reason during, provide a Consultant-provided testing laboratory, furnished, calibrated, and available to perform the work of this agreement, as a contingency. Identify testing capabilities of the laboratory (e.g. HMA, aggregate). Miscellaneous Consultant-provided sampling and testing equipment may be required in the event ITD equipment is unavailable. Upon availability, ITD will provide testers and sample runners to integrate and assist with the Consultant for the project. ITD intends to work closely with the Consultant for the materials sampling and testing of this project and anticipates receiving informal on-the-job training and mentoring. Typical roles and responsibilities for materials sampling and testing include:

Asphalt pavement; earthwork; aggregate; structural and non-structural concrete; reinforcing steel; drainage; steel fabrication; sample runner. Testers must have the technical ability to understand and perform their work to ensure the MAP is being satisfied and communicate clearly with the ITD and Consultant construction team and ITD Materials.

Org Chart

KN 09294 US-95 THORN CREEK TO MOSCOW CONSTRUCTION TEAM ORG CHART

rev. 9/2/21

- ITD = Orange
- CE&I Firm = Blue
- Non-highlighted consultant roles will be administered by individual agreements.
- If the position does not have a number by it then consider as 1.
- Org chart is preliminary/anticipated and subject to change.

