

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**CONSULTANT STAFFED DISTRICT LAB AGREEMENT FOR
MATERIALS TESTING, AND
INSPECTION**

FOR

2024 D1 DISTRICT LAB AGREEMENT

Key Numbers

10005

20453

20695

22770

January 22, 2024

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 inspection, sampling and testing services for District 1 construction projects as identified in the scope of work.

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 10% 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 Office of Civil Rights 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 Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Mitchell Lazore at Mitchell.lazore@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 Mitchell Lazore 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 February 5, 2024.

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 February 12, 2024. 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 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:

Andrea Aliev
Contracts Officer
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) Please note a professional engineering license is not required to be listed as the project manager.*

- 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 these projects.
- The Project Manager should list proof of direct applicable Material Sampling and Testing experience. Include the roles and responsibilities on each of the listed projects.
- 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. Highlight the experience and ability to manage multiple projects at the same time with conflicting priorities.

CRITERIA 2 – RESOURCE AVAILABILITY

(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Identify testing equipment, including vehicles, available to perform these services.
- Identify a qualified lab or labs as backup in case the D1's Lab is unavailable.

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 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 experience in working on ITD projects.
- Describe availability to the project. 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 & BEST PRACTICES

(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.
- Describe innovations and best practices that your team has effectively implemented or shared with owners that they have or are in the process of implementing.

CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT

(Weight 4)

- Describe the Consultant's procedures for dealing with multiple projects in different locations demanding immediacy for material sampling and testing.
- Describe the procedures you will use to ensure the project documentation will be kept up in a cost effective and timely manner.
- Describe the Consultant's process for keeping ITD project Managers informed of budget on each project.

SCOPE OF WORK

DISTRICT ONE DISTRICT LABORATORY STAFFING

District One (D1) is seeking to hire a consultant or a consultant with sub consultant to provide material sampling/testing/transporting, project documentation, recertification of D1's testing facilities and concrete (including precast) plant sampling/testing/inspecting. One consultant will be hired under this Request For Proposal (RFP). These services will be provided under the direction of the Design Construction Engineers (DCE) for an on-call basis and as agreed upon. It can be anticipated that multiple construction projects in D1 will use this agreement for the above mentioned services at one point in the agreement. The primary need will be for plant mix sampling and testing with the additional services listed above considered as secondary.

For this RFP, D1 will need to have experienced WAQTC certified technicians operating the Residency Lab in Coeur d'Alene. Overflow/concurrent testing may occur requiring a backup lab as identified by the Consultant and approved by the Agreement Administrator. The work load will vary across the construction season. At points under the agreement no technicians will be required. The lab may require more than one technician working at the same time. At the peak of the construction season, it is anticipated that four-six technicians may be required to manage the work load across District 1.

The technicians will perform work on all projects administered in D1. The ability to organize records across these projects will be an important function of the technicians completing this work. ProjectWise will be utilized to organize all documents required and all documents will reside under a folder structure with the above mentioned projects to allow quick file entry.

For projects requiring project close out assistance, the consultant will be expected to help by auditing files, notify the Project Manager of any deficiencies and help rectify the deficiencies.

Safety is expected and must comply with ITD standards. (For example, all vehicles onsite will be equipped with amber flashing lights, Class III reflective vests, and etc.) Lab technicians will be required to wear safety glasses and safety toe shoes while testing material.

Projects that are multi-year projects will only be for the current year of that project only.

The Design Construction Engineers have the ability to request specific consultant staff for each project, however the Consultant is permitted to staff as they deem appropriate. Mitchell Lazore (Mitchell.lazore@itd.idaho.gov) will administer this agreement and be the main point of contact for services. Invoices will be delivered to D1DCOM@itd.idaho.gov.

The scope of services for these projects will include, but not limited to:

Construction Administration: Provide clerical support. One individual as the point of contact for turning in documentation on projects. It is expected that any documents being turned in are complete to ITD standards. Projects are to have final material acceptance within 90 days of the last day charged to a project. The technicians are to provide support for this effort, and it will be considered under project close out.

Materials Sampling and Testing: Provide materials sampling and testing services as required by ITD specifications. Materials sampling and testing duties may include, but are not limited to, asphalt pavement, concrete pavement, earthwork, aggregate, as well as structural and non-structural concrete. The ITD D1 labs in Coeur d’Alene (LQ1036) and Sandpoint (LQ1002, aggregate only) are available to perform the work of this RFP. The D1 Materials Section Lab (LQ1001) is not available. Field Sampling will be a case by case basis and may or may not be required for all projects. Technicians will be responsible for maintaining lab cleanliness and equipment in good working condition.

Concrete Plant Inspections: Provide inspection of concrete plants that will be providing material to the referenced projects above.

Laboratory Equipment Re-certification: At the end of the 2024 construction season, technicians will need to re-certify the equipment in the ITD D1 Residency Lab (LQ1036) and additional testing trailers.

PROJECT MATRIX

Description	Project KN	ASPHALT			AGG				E&B				CONC	INSPECTION AUGMENTATION
		Estimated Tonnage	Number of Paving days	Density	Tonnage	Days	Laboratory Testing	Density	Soil Proctor Testing	Excavation	Gran Borrow	Density	CONCRETE FIELD TESTING	
SH53 Pleasantview IC	10005	18000	15	Y	TBD	TBD	N	N	TBD	TBD	TBD		TBD	Y
SH 200, McGee to Kootenai	20453	3,000	TBD	TBD	TBD	TBD	Y	Y	TBD	TBD	TBD	Y	TBD	N
SH53, Latah to MP 9.3	20695	11,100	10	Y	19000	20	Y	Y	Y	17000	8900	Y	TBD	N
SH 54, Sh-41 to Greystone	22770	68,000		Y	100,000	TBD	Y	Y	Y	143,000	Y	Y	TBD	N

BRIEF PROJECT DESCRIPTIONS

10005: SH-53, PLEASANT VIEW IC, KOOTENAI CO

This project, located at the intersection of SH-53 and Pleasant View approximately milepost 2.2, will construct two underpasses; one as an interchange for Pleasant View Road over SH-53 and the second over the railroad interchange and structure to accommodate traffic flows and realignment of the ramps and intersecting roadways. The project will reduce serious and fatal type crashes as well as improve mobility by providing on and off-ramps for Pleasant View Road, structure over the rail road. This project will also close two other railroad crossings and add illumination.

20453: SH-200, MCGHEE TO KOOTENAI ST, BONNER CO

This project will reduce serious and fatal crashes by widening the roadway cross section from 2 to 3 lanes and widen shoulders to be used as right turn movements.

20695: SH-53, N LATAH ST TO MP 9.3, RATHRDRUM

This project will reduce serious and fatal crashes by widening the roadway cross section from 2 to 3 lanes and widening shoulders to be used as right turn movements. This project is located on SH-53 between mile points 8.37 and 9.3.

22770: SH-54, SH-41 TO N GREYSTONE RD, KOOTENAI CO

The project consists of Rebuilding 6.7 miles of SH-54, Kootenai County. The scope of work will include stripping the native soil and vegetation from the south portion of the proposed alignment, obliterating and removing the existing HMA, placing 0.85' of ¾" aggregate base and paving with 0.50' of HMA.