

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

**SH-44, HALF CFI INT. EAGLE RD & SH-44
PROJECT NO. A013(476)
KEY NO. 13476**

October 1, 2020

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- CE&I Federal-aid Project Log
- Scope of Work

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 SH-44, Half CFI Int. Eagle Rd & SH-44 project in Ada 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 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 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 28 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 Regan Hansen at Regan.Hansen@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. Hansen 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 October 16, 2020.

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 October 22, 2020. 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
 - The 5-Year ITD CE&I Project Log

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.

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. Include Idaho professional registration (if applicable). 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.
- Describe the Project Manager's experience assisting State or Local agencies with contract administration and project close out. Provide specific examples, the roles and responsibilities of the project manager, and the success rate or challenges that were overcome.
- 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.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2 - LEAD INSPECTOR ONSITE
(Weight 3) *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned onsite to the project and describe their duties on this project.
- Provide his/her qualifications (WAQTC & IQP). Include Idaho professional registration (if applicable).
- Describe the Lead Inspector's CE&I experience in working on Federal-aid construction projects as the lead inspector on similar scoped projects. Include the roles and responsibilities on those projects, their experience with major work items as they relate to this project, and the challenges that were overcome.
- List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- 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 Lead Inspector is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.
- List three (3) verifiable professional services references with a contact person and phone number.

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 CE&I experience in working on Federal-aid construction projects. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- 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 – PROJECT TEAM SUCCESS

(Weight 3) *(Complete for Proposed Team that will supplement ITD)*

- Describe why your proposed team is uniquely qualified to provide services for this project.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- How do you propose to use your team to ensure this project is completed efficiently and effectively?
- How do you propose to effectively manage the project so that it is closed out within 90 days of completion with full acceptance and participation?
- Describe your procedures for maintaining adequate and timely communications to project staff, including the Consultant team, Subconsultants (if applicable), and ITD.

CRITERIA 5 - SOFTWARE EXPERIENCE

(Weight 2)

- Describe the proposed team’s experience with AASHTOWare Construction, ProjectWise, and the 2020 Quality Assurance Special Provisions for State Acceptance. 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

CONSTRUCTION ENGINEERING, & INSPECTION (CE&I) SERVICES

Key No. 13476, SH-44, Half CFI Int. Eagle Rd & SH-44, Eagle

This scope of work is to provide Construction Engineering, & Inspection (CE&I) Services to augment ITD staff as necessary. Services will include contract administration, inspection, materials sampling, material testing and project office documentation under the general direction of the Resident Engineer (RE), for construction of the SH-44, Half CFI Int Eagle Rd & SH-44, Eagle project.

The CONSULTANT will provide the RE with experienced administration, inspection and sampling/testing personnel, including subconsultants if necessary, capable of and devoted to the successful accomplishment of work to be performed under this construction contract. This personnel will augment ITD personnel as necessary. The CONSULTANT will assist with assuring the requirements of the construction contract are met through knowledge of the contract and active and timely inspection and testing of all the work. The CONSULTANT will provide daily diaries and perform materials testing as required. The CONSULTANT will assist with record keeping (including all electronic files), quantity tracking and assure items incorporated into the work have the documentation required. The CONSULTANT will maintain electronic project files at a location acceptable to ITD. Use of AASHTOWare Construction is required and experience with it is necessary. This may include project initiation, daily work reports, pay estimates, adjustments and change orders.

The primary point of contact with ITD will be the Project Coordinator in consultation with the RE. The CONSULTANT will maintain active and open communication with the Contractor, Project Coordinator and the RE and make efficient and economical use of Consultant staff. It is anticipated that ITD will staff the project with a part-time Project Coordinator, a full-time lead inspector, and up to two additional inspectors/testers as available. It is expected that the CONSULTANT and ITD will have ongoing dialogue on how best to utilize the available personnel for the success of the project. It is anticipated that the need will change in response to the contractor's schedule and availability of ITD personnel.

The SH-44, Half CFI Int Eagle Rd & SH-44, Eagle project is a working day contract with an allowed start window of January 8, 2021 to February 22, 2021 and duration of 125 working days. The project scope is to construct a half continuous-flow intersection, which will include intersection widening, signal installations, and drainage improvements.

The following tasks represent the individual services that will be provided by CONSULTANT under this agreement:

PRIMARY TASKS:

1. **Construction Administration** – As needed the CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of this project to ensure the project is accepted by ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract.
2. **Project Management** –Project management will be conducted by the CONSULTANT and ITD, as determined necessary, from project activation through close-out. This may include meeting support, office support for ProjectWise filing, labor compliance and subcontract reviews, submittal and schedule reviews, review RFIs, analyze and prepare change orders, QC/QA analysis, materials summary/material acceptance management and regular pay estimates in AASHTOWare Construction. ITD will provide a part-time project manager. ITD will also provide a part-time Design/Construction Office manager to assist with contract administration.
3. **Project Inspection** – The CONSULTANT will provide qualified and certified inspection staff to assist ITD Lead Inspector. The CONSULTANT will keep daily field diaries and monitor contractor activities. Pay quantity collection as required by the contract along with the required documentation shall also be performed. The CONSULTANT may be required to monitor Storm Water Pollution activities as required by contract. ITD will provide a Lead Inspector to monitor daily activity and up to two additional inspectors/testers to assist depending on availability.
4. **Materials Sampling & Testing** - CONSULTANT will provide the majority of materials sampling & testing services as required by ITD specifications, the construction contract and the RE on the required ITD forms. The CONSULTANT will provide qualified lab facilities and all necessary sampling and testing equipment capable of performing all tests required by the contract.
5. **Record Drawings & Project Close-Out** - CONSULTANT will track changes and deviations from the plans. At the completion of the project, marked drawings will be compared to the Record Drawings required by the Contract for accuracy. At project close-out, all records will be finalized and quantity calculations verified. Complete project close-out procedures will be followed and filed in the close-out project files on ProjectWise.
6. **Key Understandings** - It is required that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, cellular phone, computer and appropriate PPE for the particular task by CONSULTANT and all work will be under the supervision of the RE or assigned representative.
7. **Project Schedule** - The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that the CONSULTANT will be engaged in CE&I services from January 2021 through August 2021 or until project closeout as needed.