IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING SERVICES

FOR

US 93, 200 SOUTH RD, JEROME COUNTY
PROJECT NO. A018(737)
KEY NO. 18737

August 15, 2019
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 websites:

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 93, 200 South Road project in Jerome 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:

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 Elizabeth “Liz” Heelas at Elizabeth.Heelas@itd.idaho.gov or (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:

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.


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 twenty-five 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 Sam Purser at Sam.Purser@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. Purser 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 August 29, 2019.
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 5, 2019. 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 3)  (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.

- 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 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).

- Lead Inspector should list proof of direct applicable CEI&S 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 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 2)  (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).
- 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 – 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 specific to this project. This should include a description of the Consultant’s control measures regarding the Subconsultant’s project related work.
- 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 that have been closed out to ITD standards.

CRITERIA 6 – SOFTWARE EXPERIENCE  
(Weight 2)

- Describe the Consultant’s experience with AASHTOware Project, ProjectWise and QASP v 1.1.1. 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

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<thead>
<tr>
<th>Project Information</th>
<th>Assigned Staff</th>
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<tr>
<td>Project Key Number</td>
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<td>ITD Dist. Project Name</td>
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*Project Type: i.e. Bridge or Roadway*
SCOPE OF SERVICES FOR
CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S)
SERVICES

US 93 200 SOUTH RD, JEROME CO
PROJECT NO. A018(737)
KEY NO. 18737

The Idaho Transportation Department (ITD) is soliciting the services of a consultant or consultant team to augment the District Four Design/Construct Residency B staff during the calendar year 2019 and 2020 construction seasons. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member(s) of the Residency B team while providing the Construction Engineering, Inspection & Sampling (CEI&S) services required to assure timely completion and close-out of the construction project listed above.

The scope of work is to provide CEI&S Services to include contract administration, inspection, materials sampling and testing, and project office documentation under the general direction of the District 4 Design/Construct Residency B Engineer. Prospective consultants are encouraged to review the contract documents prior to submitting a proposal for this work. A general description of this project is provided below. The final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant.

PROJECT DESCRIPTION:

The US 93 200 SOUTH RD project will consist of constructing intersection improvements at the 200 South Road, and one-mile of four-lane divided highway on US-93. The work will consist of intersection improvements, widening US-93 from two lanes to four, and construction of a concrete stiff-leg culvert and a concrete box culvert at the L3 Lateral and L Canal crossings.

Project Status: Proposed bid opening September 10, 2019
Consultant Services Start Date: September 2019
Construction Start Date: September 2019 (anticipated)
Contract Time: Work will start on approximately September 1, 2019 and has approximately 132 working days for completion. In work water for Canal will be between November 1, 2019 and March 15, 2019 and must be completed by March 15, 2019.
Anticipated Level of Effort: Augmented CEI&S Services

PRIMARY TASKS:

1. **Construction Administration** - CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the project to ensure the projects are accepted by ITD. The Consultant will be provided a superpave trailer by ITD Contractor. The following sub-tasks represent a partial list of those activities necessary to administer the contract.
1.1. Submittal Log & Minimum Testing Requirements (MTR’s)
1.2. Pre-construction Conference
1.3. Materials Certifications
1.4. Submit excel spreadsheet to track items for Progress Estimate Preparation
1.5. Contract Changes
1.6. Progress Meetings
1.7. Change Orders
1.8. Claims
1.9. Project Closeout – Materials & DRI acceptance

**Survey Control** – CONSULTANT will check for errors and omissions and verify Contractor surveys for accuracy and compliance with the plans and specifications. A Professional Surveyor is not needed for this task.

**Project Inspection** – Inspection will be augmented by CONSULTANT with qualified and certified inspection staff. Daily diaries will be kept and submitted regularly for approval. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.

**Materials Sampling & Testing** – The CONSULTANT will be required to provide materials sampling & testing services as required by ITD specifications and the D4 Resident Engineer on approved ITD forms. The CONSULTANT will place all forms, materials certifications, and job documentation in Projectwise with the proper formatting and naming convention and in D4 Material testing spreadsheet. 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 mark them regularly on the plans. At the completion of the project, marked drawings will be submitted to the D4 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 D4 Independent Assurance for review and acceptance. Upon acceptance, the CONSULTANT will be readily available to assist District Records Inspector (DRI) in final reconciliation of project records. A final package of records will be submitted to the D4 Independent Assurance and D4 Records Inspector for review and acceptance no later than 120 days following the last day charged to the project.

**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 D4 Resident Engineer or their assigned representative.

**Project Schedule** - CONSULTANT proposes to implement its services within the following 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 starting September 2019 through closeout of the project.