

**THE IDAHO TRANSPORTATION
DEPARTMENT**

And

**THE LOCAL HIGHWAY TECHNICAL
ASSISTANCE COUNCIL**

And

CITY OF MALAD

REQUEST FOR PROPOSALS

FOR

**CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING
(CEI&S) SERVICES**

BANNOCK ST & SIDEWALKS TAP GRANT

KEY NOS. 19622 & 23901

January 22, 2025

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 (CE&I)
- ❖ Federal Per Diem Policy
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- ❖ Idaho Code Certification 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), the Local Highway Technical Assistance Council (LHTAC), and the City of Malad are seeking qualified and experienced respondents from interested firms to submit a proposal for providing construction engineering, inspection, and materials testing (CEI) services for the Bannock St. & Sidewalks TAP Grant project in Oneida County.

GENERAL TERMS

This Request for Proposals (RFP) does not commit the ITD, the LHTAC, or the City of Malad 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 the ITD, the LHTAC, or the City of Malad that any contract will actually be entered into by the ITD, the LHTAC, or the City of Malad, 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 solicitation, each respondent agrees that any finding by the ITD, the LHTAC, or the City of Malad of any fact in dispute as to this solicitation 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 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, call the ITD DBE coordinator 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 most recent version of the AASHTO Audit Guide. More information can be found at the following web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.

PROPRIETARY MATERIAL

The ITD, the LHTAC, and the City of Malad assume 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>.

IDAHO CODE CERTIFICATION FORM

All proposals must contain a signed Idaho Code Certification 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 15 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.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be *Specific Rates of Compensation*.

CONTACT INFORMATION

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

All project specific questions shall be directed by e-mail to Matt Koster at mkoster@lhtac.org . 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. Koster 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, 2025.

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, 2025. 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/LHTAC CE&I Project Log does not count in the proposal page total.

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Christina Straub
Contracts Officer
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet the ITD's, the LHTAC's, and the City of Malad's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://itd.idaho.gov/business/?target=consultant-agreements>, 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 On-Site Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the ITD, the LHTAC, or the City of Malad. 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.

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 construction projects within the past five (5) years 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 ON-SITE INSPECTOR (Weight 5)

(Complete for the Lead Inspector only)

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. The Lead Inspector 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 Inspector 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 2)

(Complete for Consultant and each Subconsultant)

- Identify the following key personnel to be assigned to the project:
 - Additional Inspector/Alternate Inspector
 - Document controller/Records Inspector
 - Materials Testing Coordinator/Manager
 - Lead Materials Technician

- The first individual listed for each role will be considered in scoring. Additional personnel will be excluded from consideration.
- Describe each person's role, duties, relevant software experience, 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.
- Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing. 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.
- The proposed material testing firm must have a current, approved Schedule of Testing fees approved by the LHTAC at the time of selection.

CRITERIA 4 - PROJECT CONTROL & CLOSE-OUT (Weight 3)

- Describe the Consultant's procedures to control scope change, schedule, quality and costs under this agreement as well as control these same elements with the contractor. 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.
- Describe the Consultant's experience with AASHTOWare Project and ProjectWise. Be specific about who on your proposed team has experience and what experience they have.

CRITERIA 5 - PROJECT MANAGEMENT PLAN (Weight 3)

- Describe the Consultant's project management strategy. This should include, but not be limited to:
 - The number and type of field staff expected. How much involvement/time is expected from each member of field staff for the duration of the work. (Involvement/time should be expressed as a percentage of the whole project

duration.).

- Administrative personnel anticipated and their level of involvement.
- Proposed Project Managers anticipated level of involvement including specific project duties, detailed as a percentage.
- Overall strategy to meet the project Scope of Work.
- Strategy to maintain staffing continuity in light of project duration.
- Any anticipated staffing considerations and concerns.
- Additional project observations.

5-Year CE&I Federal-aid Project Log

Project Information							Assigned Staff		
Project Key Number	Project Name	Project Type*	Date Completed	Const. Amt.	Project Owner (Organization & Representative Name)	Contact Info (phone & email)	Project Manager	Lead Inspector	Other

*Project Type:

**SCOPE OF SERVICES FOR
CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S) SERVICES**

This scope of work is to provide Construction Engineering, Inspection & Sampling (CEI&S) Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the assigned Local Highway Technical Assistance Council (LHTAC) Resident Engineer, for construction of the Bannock St. and Sidewalks TAP Grant project located in Oneida County, Idaho. CONSULTANT intends to provide the LHTAC and the local sponsor with experienced management, construction administration, and inspection/sampling personnel. Through this contract, CONSULTANT will inspect and document to ITD standards, the activities associated with the project to the level necessary to administer the contract. The following tasks represent the individual services that are to be provided by CONSULTANT under this agreement:

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 project is accepted by the City of Malad, the LHTAC, the ITD and the Federal Highway Administration (FHWA). The following sub-tasks represent a partial list of those activities necessary to administer the contract.
2. Survey Control – CONSULTANT will check and verify the contractor surveys for accuracy and compliance with the plans and specifications.
3. Project Inspection – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.
4. Materials Sampling & Testing – CONSULTANT will provide materials sampling & testing services as required by ITD specifications and the LHTAC Resident Engineer. The following items represent the major sub-tasks required for administering this portion of the agreement.
5. Record Drawings & Project Close-Out – At the completion of the project, CONSULTANT will review and verify Record Drawings submitted by the Contractor. At project close-out, all records will be finalized and quantity calculations verified. Notify the Engineer when all records are final and available in ProjectWise within 30 days of project substantial completion.
6. Key Understandings - It is anticipated that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the LHTAC Resident Engineer or their assigned representative.