

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**SH-41, MULLAN AVENUE TO PRAIRIE AVENUE  
Project No. A019(682)  
Key No. 19682**

*1/5/2021*

# 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-41, Mullan Avenue to Prairie Avenue in Kootenai 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 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](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Randy Durland at [randy.durland@itd.idaho.gov](mailto:randy.durland@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. Randy Durland 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 January 21, 2021 by 11:00 AM (PST).

# 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 January 28, 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](mailto:consultantadminunit@itd.idaho.gov)

## **FORMAT:**

- Required File Format: pdf
- Maximum length of the submittal shall be Five (5) pages.
- Cover pages and resumes will not 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
  - Cover Page
  - Resumes
  - Certification Regarding Debarment
  - The 5-Year ITD CE&I Project Log

## **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 1)**      *(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.

### **CRITERIA 2 – RESOURCES AVAILABLE**

**(Weight 2)**

- List equipment, including vehicles, nuclear densometers, concrete cure trailers and testing laboratories available to perform the services as described in the Scope of Work.

**CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT**  
**(Weight 4)**      *(Complete for Consultant and each Subconsultant)*

- It is anticipated that this project will start in early April 2021 and last through the end of October 2022. Based on these date ranges, identify the key staffing available for the project and each person’s availability, project roles, and duties. Include brief descriptions indicating experience, certifications, and qualifications (WAQTC & IQP) as it pertains to this project. It is preferable that staff be consistent through both seasons.
- 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.
- 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.

**CRITERIA 4 – COMMUNICATION**  
**(Weight 4)**      *(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 1)**

- 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 2)**

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**

<b>Project Information</b>						<b>Assigned Staff</b>		
<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

**SH-41, MULLAN AVENUE TO PRAIRIE AVENUE**  
**PROJECT NO. A019(682)**  
**KEY NO. 19682**

The Idaho Transportation Department (ITD) is soliciting the services of a consultant or consultant team to augment the District One Design/Construct Residency B staff during the 2021/2022 construction season. 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 Sampling, Testing and Inspection services required for the construction project listed above.

The scope of work is to provide services including sampling, testing and inspection under the general direction of the District 1 Design/Construct Residency B (D/C-B) Engineer, and the specific direction of the ITD Project Manager. A general description of this project is provided below. Final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant. It is estimated that two (2) to four (4) technicians will be required.

### **PROJECT DESCRIPTION:**

This project will rebuild SH-41 from M.P. 0.446 to M.P. 2.651.

**Project Status:** Awarded 11-24-2020.

Consultant Services Start Date: March 1, 2021

**Probable Construction Start Date:** April 05, 2021

**Contract Time:** Work will start between March 29, 2021 and May 17, 2021 and must be completed within 300 working days: two construction seasons.

**Anticipated Level of Effort:** Major focus on sampling and testing with some inspection and document support, mainly during the typical construction season of early spring to winter shut-down each year.

### **PRIMARY TASKS:**

**Construction Administration:** – ITD will be managing and administrating this contract. The consultant technicians will be in constant communication with ITD staff, and may be called upon for supporting documentation as necessary.

**Construction Materials Sampling & Testing** – Only WAQTC and IQP certified technicians are allowed to perform sampling, testing and inspection. The frequency and scope of sampling/testing will vary with the work activity being performed and will be in accordance with ITD's procedures, policies, directives, and industry-accepted standards. The ITD RE will approve all staff for the project. Sampling/testing duties of the consultant, include but are not limited to: traffic signal, asphalt pavement, aggregate, earthwork, structural & non-structural concrete, erosion and sediment control, pavement marking and traffic control. Technicians will provide daily documentation of all construction activities, personnel, equipment, etc. **ITD will not pay relocation costs for any personnel the Consultant or Sub-Consultants use for this project. Per Diem may be allowed and will be determined on a case by case basis.**

**Project Close-Out** – Provide support for project closeout. Assist in tracking changes and deviations from the plans and review the As-Built drawings. At project close-out, assist in finalizing records and verifying quantity calculations for submittal to the D1 Materials Engineer and District Records Inspector (DRI). Assist in addressing comments received from the Materials Engineer and DRI.

**Key Understandings** – It is required that each CONSULTANT personnel assigned to the project be furnished with a vehicle, digital camera and cellular phone by CONSULTANT. Testing equipment at the project Class I Field Laboratory will be available for CONSULTANT use. HMA samples will be transported to the ITD Boise HQ, Coeur d’Alene Residency or District One Laboratory for testing. All work will be under the supervision of the D1 D/C-B Resident Engineer or his assigned representative. Project daily work reports will be done using Mobile Inspector and will be completed by the end of the working day for review in AASHTOWare Construction the following morning.