

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

VARIOUS DISTRICT FOUR CONSTRUCTION PROJECTS

October 26, 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 various District 4 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 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.

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 Sam 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 November 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 November 23, 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
 - The 5-Year ITD CE&I Project Log
 - Certification Regarding Debarment
 - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Andrea Aliev
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. 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.
- Describe the Project Manager's experience with 2020 SP405 (07-21-2020 version).

CRITERIA 2 - PROJECT TEAM
(Weight 4)

- Describe how the project team will maintain consistency throughout the project. e.g. how will the staff remain constant throughout the project
- Describe how the team goes about providing customer service e.g. if samples need to be delivered to ITD HQ does the team just take care of that or how do they go about providing service?
- Describe how you work in a team environment (e.g. what steps do you take to ensure that the team is successful keeping in mind the consultant is an extension to ITD as part of the overall project team.)

CRITERIA 3 – TEAM SUCCESS
(Weight 4) *(Complete for Consultant and each Subconsultant)*

- 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.

SCOPE OF WORK

Mini-Cassia Construction Services

District 4

Request for Proposals

This request for proposals is for multiple construction jobs in the Mini-Cassia area of District 4. With construction occurring in 2021-2022. The project manager for the agreement does not have to be licensed engineer.

1. Perform material testing
2. Perform construction inspection
3. Project Management
4. Construction Administration (As-Needed)
 - a. Daily oversight
 - b. RFI's and Submittal review
 - c. QVR
 - d. Change Orders
 - e. Estimates

The following projects are included:

KN20191 I84 Declo POE WB

This project is to construct a new port of entry along I-84 at milepost 219 west bound. After the completion of the new facility the existing Cotterell EB POE will be removed at milepost 223. The project has completion date of June 30, 2022.

The following special provisions and all addenda issued supplement or modify the 2018 Idaho Transportation Department Standard Specifications for Highway Construction; 2019 Supplementals for the Idaho Transportation Department 2018 Standard Specifications for Highway Construction, 2020 Quality Assurance Manual, 2020 Quality Assurance Special Provision for State Acceptance (10/21/2019), 2020 Special Provision for 405 Superpave Hot Mix Asphalt (7/21/2020), April 2019 Standard Drawings, FHWA-1273 Federal-Aid Required Contract Provisions with supplement, DBE RC Special Provisions, General Wage Decision ID200081, and Training Hours & Number of Trainees

Some of the major components and approximate quantities are:

- New building construction
- Illumination
- Parking lot
- Weigh in motion
- New on and off ramps, concrete paving (20,000 SY)
- Stormwater facilities

- Sanitary Sewer System
- Drinking water system (well included)

KN20066 SH-25, Kasota to Paul

This project is an overlay on SH-25 between milepost 37.691 to 45.6 and to re-construction from milepost 37.570 to 37.691. The project is expected to begin summer of 2021 with 55 working days.

Some of the major components and approximate quantities are:

- Hotmix paving approximately 16,000 Tons
- Guardrail
- Sealcoat, 152,000 SY

KN19848 SH-25, City of Rupert

This project is an cement treated base, overlay, and sealcoat through all of the state highways in Rupert.. The project is expected to be completed in a season. Construction may begin in 2021 or in 2022.

Some of the major components and approximate quantities are:

- Hotmix paving approximately 30,000 Tons
- Cement Treated Base, 79,000 SY
- Curied in place pipe
- ADA Curb Ramps
- Valve and Manhole Adjustments
- Portion of the work requires EIRR flagging card.

KN20669 SH-27, Burley CL to Jct I-84

The project is intended to restore and preserve the pavement on SH-27 between milepost 22.7 to 24.09 (North Overland). The project is expected to be completed in a season. Construction may begin in 2021 or in 2022.

Some of the major components and approximate quantities are:

- Hotmix paving approximately 10,000 Tons
- Sealcoat, 44,000 SY
- ADA Curb Ramps
- Valve and Manhole Adjustments

The final scope work and level of effort will be determined after selection.