IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

US 20/26; LOCUST GROVE TO EAGLE
PROJECT NO. A019(944)
KEY NO. 19944

US 20/26; LINDER TO LOCUST GROVE, EAGLE
PROJECT NO. A020(594)
KEY NO. 20594

September 16, 2019
REQUEST FOR PROPOSALS

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- 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 20/26; Locust Grove to Eagle and Linder to Locust Grove projects 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 Elizabeth “Liz” Healas at Elizabeth.Healas@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: 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.


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 one 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 Mike Cram at ITD via email at Mike.Cram@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Michael Lucas at Michael.Lucas@itd.idaho.gov. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two business days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Mr. Lucas 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 September 27, 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 October 3, 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: Mike Cram
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.

- Provide IQP qualifications pertinent to this project.

- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.

- 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 2)  
(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.
- Include Idaho professional registration (if applicable).
- 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) 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 – 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 4)

➢ 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.

➢ Describe the procedures you will use to ensure each project is charged accurately while both are occurring at the same time.

➢ 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, QASP version 1.1 workbook/spreadsheets 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

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Assigned Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Key Number</td>
<td>ITD Dist.</td>
</tr>
<tr>
<td>Project Name</td>
<td>Project Type*</td>
</tr>
<tr>
<td>Date Completed</td>
<td>Const. Amt.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Lead Inspector</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

*Project Type: i.e. Bridge or Roadway

Your Safety  •  Your Mobility  •  Your Economic Opportunity

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to Locust Grove
Key Nos. 19944 & 20594
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SCOPE OF WORK

CONSTRUCTION ENGINEERING, INSPECTION & TESTING (CEIS&T) SERVICES

Key Nos. 19944 & 20594, US 20/26, Locust Grove to Eagle & Linder to Locust Grove

This scope of work is to provide Construction Engineering, Inspection, Sampling & Testing (CEIS&T) Services to include general contract administration, inspection, materials sampling, materials testing, and project documentation under the general direction of the Resident Engineer, for construction of the US 20/26, Locust Grove to Eagle & Linder to Locust Grove projects.

The CONSULTANT will provide the Engineer with experienced administration, inspection, and sampling/testing personnel, including sub-consultants if necessary, capable of and devoted to the successful accomplishment of work to be performed under the construction contract. The CONSULTANT will inspect and document to ITD standards, the activities associated with the project to the level necessary to accept the project. The level of documentation, inspection, and testing required for each bid item on this project will be commensurate with the requirements of the ITD Quality Assurance manual and QASP v1.1.1. The CONSULTANT will perform necessary record keeping (including all electronic files), quantity tracking, and assure items incorporated into the work have the documentation required. The CONSULTANT will maintain project files on ITD’s ProjectWise server.

The primary point of contact with ITD will be the Project Coordinator in consultation with the Resident Engineer. Active and open communication will occur between the Contractor and Engineer for the Locust Grove to Eagle project. The Consultant will make efficient and economical use of staff.

The CONSULTANT will maintain active and open communication with the Contractor, the Engineer, and ITD’s private partnership for this project (High Desert Development) for the Linder to Locust Grove project. The US 20/26, Linder to Locust Grove project is a public/private partnership that uses State Anticipated Tax Revenue (STARS) as a funding source. The construction contract will be between the Contractor and High Desert Development. ITD is responsible for acceptance of work. High Desert Development is responsible for contract administration but cannot make payment to the contractor without ITD acceptance. This CEIS&T agreement will help cover ITD’s responsibility.

Both projects are anticipated to begin in the fall 2019 construction season. At this time, the completion date for US 20/26, Locust Grove to Eagle is a completion day contract of November 18, 2020. The completion date for US 20/26, Linder to Locust Grove anticipates completion around fall 2022. The scope of work for this agreement will run in accordance with both projects’ construction schedules. The work on this contract may occur both day and night.

Under this agreement, the CONSULTANT will provide lab facilities capable of performing all tests necessary under each construction contract and lockable storage container if necessary. It is expected that two separate lab facilities will be utilized, one for each construction contract.