

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

**SH 75, Main Street, Hailey
A019 (998)
1998**

October 13, 2020

REQUEST FOR PROPOSALS

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- Preparation Instructions
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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 Main Street, Hailey, SH-75 project in Blaine 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 (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 Kenny Lively at Ken.Lively@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 Kenny Lively 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 October 28, 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. MST on November 4, 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

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 4) *(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.
- 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 INSPECTOR ONSITE
(Weight 4) *(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 3) *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel to be assigned to the project. Describe each person's role, duties 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.
- 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. Identify availability.

CRITERIA 4 – COMMUNICATION
(Weight 2) *(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 3)**

- 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 4)**

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

Project Information						Assigned Staff		
<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

**ITD DISTRICT 4
Construction Engineering Inspection
Material Testing and Project Close-out
A019 (998)
Main Street, Hailey
SH-75**

Client: ITD District 4
Project No. A019 (998)
Key No. 19998

PROJECT DESCRIPTION

The scope of work for this RFP includes Asphalt, Aggregate, Earthwork, Concrete, Inspection, Administrative duties such as; MSR, Project Wise, & AASHTOWare. This work will be done on the above stated project for the Idaho Transportation Department.

SCOPE OF SERVICES

Key Understandings:

The purpose of this scope is to augment ITD's Laboratory and Field Personnel. Personnel assigned to the project will report directly to ITD's delegated representative.

Laboratory and Field Testing Services will be in accordance with the Project Plans and Special Provisions, the 2018 Idaho Standard Specifications for Highway Construction, June 2020 supplemental Specifications and Quality Assurance Manual, QA Special Provisions. June 2020 Standard Drawings, QA Special Provisions, Title VI Special Provisions; FHWA-1273 Federal Aid Contract Provisions with Supplement; EEO Special Provisions 2011; DBE RN 2011 Special Provisions, General Wage Decision ID 160081 and ID 160083.

With the General Contractor planning on starting construction in 2021, consultant will be on-call to provide the necessary duties.

Testing Consultant will provide all sampling and testing equipment for all testing required on the project. Firms will perform all the necessary testing in a stationary laboratory located in Twin Falls, Id or the field laboratory provided by the Contractor.

ITD will provide Independent Assurance Inspectors and will perform all Independent Assurance testing.

At the request of the consultant electronic copies can be provided for all forms, reports, plans, specifications, addendums, supplemental specifications and other related items necessary for the project.

Consultant will provide each field inspector with a vehicle including a yellow amber strobe light, a cellular phone, testing equipment and a digital camera, if needed, which will be included in the direct costs for the project.

Consultant will provide necessary personal safety equipment to its staff.

Tasks:

Project Inspection

Field and Laboratory Testing services will be performed by the consultant team having the required WAQTC and IQP qualifications needed for this project. All inspection and testing services will be under the direction of ITD's delegated representative and in accordance with ITD's procedures, policies, directives and industry accepted standards. Provide these services at ITD's request.

Inspector Diaries - Laboratory and Field Testing Personnel will prepare daily diaries using form ITD-0025. Daily reports will include Contractor's hours on the site, weather conditions, and other data relative to testing, sampling, and inspections. Inspectors will use AASHTOWare for their DWR.

Monitoring Contractor Activities - Contractor activities (as applicable) will be recorded to track progress and compliance with contract work. Work that appears to be in non-conformance with the contract documents, is defective, or incomplete will be reported to ITD's delegated representative. Observed deficiencies in contractor's adherence to standard safety practices will be noted and reported accordingly.

Materials Testing

Materials testing services will be performed by the consultant team having the required WAQTC and IQP qualifications.

Sampling and Testing - The Consultant will perform on-site sampling and testing of materials as required by the plans and specifications and the ITD Quality Assurance requirements. The minimum testing frequency shall be met. If tests indicate

materials do not meet specifications the ITD inspector will be notified immediately of receipt of the test results. Verification testing will be performed as indicated in the project specifications. All laboratory testing for this project will take place in stationary lab located in Twin Falls, Id or the field laboratory provided by the Contractor.

Prepare and Transmit Test Results - Test results using standard ITD Department forms will be transmitted ITD's delegated representative on a daily basis. Testing firm will be responsible for placing all field and laboratory reports into Project Wise and MSR.

PROFESSIONAL SERVICE FEE

Testing firms will invoice ITD for Professional Services and tasks described in this Scope of Work on a monthly basis.

Projects includes:

19998 Hailey Main Street

REM OF CONC SIDEWALK	SY 1,400.00
3/4" AGGR TY A FOR BASE	CY 100.0
CSS-1 DIL EMUL ASPH FOR TACK COAT	GAL 10,550.00
SUPERPAVE HMA PAV INCL ASPH&ADD CL SP-3	TON 17,790.00
COLD MILLING	SY 65,896.00
ADJUST MANHOLE COVERS	EACH 29.00
ADJUST VALVE COVERS	EACH 10.00
CURB RAMP	SY 1,400.00
STREET MONUMENT	EACH 19.00