

# **IDAHO TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSALS**

**FOR**

**CONSTRUCTION ENGINEERING, INSPECTION,  
AND SAMPLING SERVICES**

**ELKHORN RD TO RIVER ST, KETCHUM**

**KEY NO. 20033**

**February 4, 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 (1A)
- ❖ 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) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, sampling and testing services for Elkhorn Rd to River St CE&I projects.

## **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 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 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>.

## **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 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.

## **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](mailto:Christina.Straub@itd.idaho.gov).

All project specific questions shall be directed by e-mail to John Keifer at [John.Keifer@itd.idaho.gov](mailto:John.Keifer@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. Keifer 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 18, 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 25, 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](mailto: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
  - Idaho Code Certification Form

## **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, 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.



## SCOPE OF WORK

The Idaho Transportation Department (ITD) is soliciting the full CEI&S services of consultants or consultant teams to augment District Four Design and Construction – Team B staff during the 2025 - 2026 construction seasons for the SH-75, Elkhorn Rd to River St. project. The selected consultant(s) will be expected to proactively represent ITD and effectively function as a member of the D4 Design and Construction team while providing the CEI&S services required to assure timely completion and closeout of the construction project listed above.

The scope of work is to provide full CEI&S Services, including contract administration, inspection, materials sampling, project office documentation, and project closeout under the general direction of the Resident Engineer.

### PROJECT DESCRIPTION

#### **KN 20033: SH-75, Elkhorn Rd to River St, Ketchum**

This project includes replacing the box culvert at Trail Creek with a 63.5' wide bridge including sidewalk; complete reconstruction of the roadway on SH-75 from MP 126.47 to 128.21; sidewalk, curb & gutter the full length of the project; a stormwater drainage system with an underground stormwater detention system; replacement of traffic signal at Elkhorn and a new signal at Serenade Lane, and four retaining walls to mitigate for the wider road. Roadway work also includes 22,300 tons of super pave asphalt, signs, and delineators.

**Project Status:** Bid January 2025

**Anticipated Construction Start:** February 2025

**Contract Time:** Completion October 2026

### PRIMARY TASKS

An overview of the tasks and level of effort for each project is identified below. The final level of effort and required tasks will be detailed during scoping and negotiation conducted with the selected consultant(s).

**Construction Administration** – The 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 ITD. The following sub-tasks represent a partial list of those activities necessary to administer the contract.

The following sub-tasks represent a partial list of the activities necessary to administer the contract:

Submittal Log & Minimum Testing Requirements (MTR's)

Pre-construction Conference

Filing & Records Verification

Materials Certifications

Progress Estimate Preparation

Contract Changes

Progress Meetings

Subcontracts & Certified Payroll Reviews

Change Orders

Contract Submittal Review

Monthly Invoicing

Claims

Coordinate with Engineer of Record

Project Closeout – Materials & DRI acceptance

**Survey** – The CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications. A licensed professional land surveyor must be provided for this task.

**Staffing-** Staffing for field work shall be maintained at an acceptable level for the work being performed. An ITD employee may be staffed as an inspector with the consultant.

Anticipated staffing needs:

- 1 Bridge
- Roadway
- Earthwork
- Traffic Control
- SWPPP

**Project Inspection** – Inspection will be performed by the CONSULTANT with qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared, submitted to ITD, and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.

**Materials Sampling & Testing** – The CONSULTANT will provide materials sampling & testing services as required by ITD specifications. All testing and sampling equipment will be provided by the CONSULTANT. The D4 Materials Summary workbooks will be utilized. The CONSULTANT will utilize the QASP v1.1 Worksheet to track pay factors. The contract has a field laboratory to be provided by the contractor for inclusive use by the CEI team.

Monitor quantities and IA testing requirements. Notify ITD to schedule IA inspection.

**Record Drawings & Project Close-Out** – The CONSULTANT will track changes and deviations from the plans to review the contractors record drawings submittal. At the completion of the project, marked drawings will be submitted to the Resident Engineer for preparation of the record drawings. At project closeout, all records will be finalized, and quantity calculations verified. A final package of records will be submitted to the D4 Materials Engineer for review and acceptance no later 120 days following substantial completion. Upon acceptance, the CONSULTANT will be readily available to assist the Design/Construct Team and District Records Inspector (DRI) in final reconciliation of project records.

## **KEY UNDERSTANDINGS**

It is required that each CONSULTANT personnel assigned to the project be furnished with a vehicle, digital camera and cellular phone by the CONSULTANT, and all work will be under the supervision of the Resident Engineer or his assigned representative.

## **PROJECT SCHEDULE**

The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that the CONSULTANT will be engaged in CEI&S services from the date of the consultant NTP through closeout on the project.