

# **IDAHO TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSALS**

**FOR**

**LABORATORY & FIELD-TESTING SERVICES**

**FOR**

**2023 D4 DISTRICT PROJECTS**

**Key Numbers**

**20171 & 20470**

*1/13/2023*

# REQUEST FOR PROPOSALS

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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 inspection, sampling and testing services for 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 REQUIREMENTS**

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>.

## **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 Ken Lively at [Ken.Lively@itd.idaho.gov](mailto: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 Mr. 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 1/27/2023.

# 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 2/3/2023. 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
  - The 5-Year ITD CE&I Project Log
  - Certification Regarding Debarment

## **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 4)** *(Complete for Lead Consultant Project Manager Only) Please note a professional engineering license is not required to be listed as the project manager.*

- 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 these projects.
- The Project Manager should list proof of direct applicable Material Sampling and Testing experience. Include the roles and responsibilities on each of the listed projects.
- 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. Highlight the experience and ability to manage multiple projects at the same time with conflicting priorities.

### **CRITERIA 2 – RESOURCE AVAILABILITY**

**(Weight 4)** *(Complete for Consultant and each Subconsultant)*

- Identify testing equipment, including vehicles, available to perform these services.
- Identify a qualified lab or labs as backup in case the D1's Lab is unavailable.

### **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 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 experience in working on ITD projects.
- 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 & BEST PRACTICES**

**(Weight 3)**      *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.
- Describe innovations and best practices that your team has effectively implemented or shared with owners that they have or are in the process of implementing.

### **CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT**

**(Weight 3)**

- Describe the Consultant's procedures for dealing with multiple projects in different locations demanding immediacy for material sampling and testing.
- Describe the procedures you will use to ensure the project documentation will be kept up in a cost effective and timely manner.
- Describe the Consultant's process for keeping ITD project Managers informed of budget on each project.



**SCOPE OF WORK  
ITD DISTRICT 4  
Various District 4 Testing Projects**

Client: ITD District 4  
Project No. Multiple  
Key No. 20171 & 20470

PROJECT DESCRIPTION

The scope for this RFP includes testing on Asphalt, Aggregate, Earthwork and Concrete, Inspection, Administrative duties, Materials Summary Reports, Project Wise, & AASHTOWare. This work will be done on various construction projects throughout Idaho Transportation Departments District 4 area.

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 2023, and continuing into 2024, 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 its stationary laboratory located in or near 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:

#### **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 within 50 miles 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 the Materials Summary Report.

#### **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. The consultant will use ProjectWise and AASHTOWare for documentation.

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.

Projects include:

**20171 I-84 Kasota IC to Burley IC WBL**

34279 Tons of Superpave HMA SP-3

7500 CY Excavation

13320 tons ¾" Base TY A

150,000 SY JPCP Concrete Pavement

24300 CY Borrow

200 ft Pipe culvert

**20470 I-84 Kasota IC to Burley IC EBL**

34279 Tons of Superpave HMA SP-3

11176 CY Excavation

86000 Tons of Granular Subbase

6000 tons ¾" Base TY A

150,000 SY JPCP Concrete Pavement

24300 CY Borrow

**5-Year CE&I Federal-aid Project Log**

<i>Project Information</i>						<i>Assigned Staff</i>		
<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*

