

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**CE&I MULTIPLE D3 PROJECTS FY22  
PROJECT NO. MULTIPLE  
KEY NO. 23410, 23409, 23408, 22165, & 20367/20227**

*November 24, 2021*

# 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 construction engineering, surveying, inspection, sampling and testing services for various District 3 projects along the US-20/26 and SH-16 corridors. It is the intent of ITD to select at least three, but perhaps more, firms for this work. Construction projects for this work are as follows:

Key No. 23410, SH-16, I-84 to Franklin Rd

Key No. 23409, SH-16, Franklin to Ustick

Key No. 23408, SH-16, Ustick to US-20/26

Key No. 22165, US-20/26, I-84 to Middleton Rd

Key No. 20367/20227, US-20/26, Phyllis Canal to SH-16 and Phyllis Canal Bridge

## **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:**

There are no mandatory DBE goals on these state-funded projects, however, in an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% utilization, ITD respectfully requests and encourages responders 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 thirty 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 Crystal Craig at [Crystal.Craig@ITD.Idaho.gov](mailto:Crystal.Craig@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 Ms. Craig 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 December 21, 2021.

## 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 December 28, 2021. 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 seven (7) 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

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Andrea Aliev  
Consultant Services  
Contracts Officer  
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. Please list preference or capacity for specific contract(s) 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.
- List the Project Manager's Idaho Professional Engineering registration (if applicable). A licensed PE is preferred, but not required for this criteria.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. Include current WAQTC Qualification number. The Project Manager should have all current WAQTC and IQPs as necessary. CE&I experience working on state roadway construction projects should be included if available. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.
- Describe the Project Manager's experience assisting government agencies on highway, transportation or heavy civil projects. Specify experience with contract administration and project close out on projects of similar size and complexity. 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. Include a list and percentage of time dedicated to other projects. 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(S) ONSITE**

**Weight 4**      *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector(s) to be assigned onsite to the project and describe their duties on this project. Provide his/her qualifications (WAQTC & IQP). Include Idaho professional registration (if applicable).
- Describe the Lead Inspector's CE&I experience in working on projects of similar size and complexity. Include the roles and responsibilities on those projects, their experience with major work items as they relate to this project, and the challenges that were overcome. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.
- Describe availability to the project. Include a list and percentages of time dedicated to these projects. 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. Key Personnel should include, at minimum the project manager, the lead inspector(s), a licensed surveyor and a lead acceptance testing coordinator.
- 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 projects of similar size and complexity. List all ITD CE&I experience on the 5-year CE&I Project Log included in this solicitation.
- Describe availability to the project. List all current projects that they key personnel is currently assigned to and the amount of time spent by him/her on each of those projects. Include estimated completion dates or durations on those projects. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If Key Personnel are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

#### **CRITERIA 4 – PROJECT TEAM SUCCESS**

**Weight 4**     *(Complete for Proposed Team)*

- Describe why your proposed team is uniquely qualified to provide services for this project.
- 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?

#### **CRITERIA 5 – SOFTWARE EXPERIENCE**

**Weight 2**

- Describe the Consultant’s experience with AASHTOWare Project, PSS 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**

### **CONSTRUCTION ENGINEERING, INSPECTION & TESTING (CE&I) SERVICES**

The Idaho Transportation Department (ITD) is soliciting CE&I services to augment District 3 Design/Construction staff during the 2022-2024 construction seasons. These agreements will be led by the D3 Design/Construction teams. The selected consultant or consultants will be expected to proactively represent ITD and effectively function as a member of the Design/Construction team while providing the CE&I services required to assure timely completion and closeout of the project.

The scope of work is to provide CE&I services, including contract administration, inspection, materials sampling and testing, project office documentation, and project closeout under the general direction of the ITD Resident Engineer. Construction survey support including the services of a licensed land surveyor, field equipment, and crew are included. This scope of work will also include the procurement and use of materials testing facilities, either testing trailers or a brick-and-mortar lab as described below, for the duration of each project. The consultant(s) is responsible for providing all testing equipment, sampling devices, certifications and lab inspections needed for testing facilities. This scope of services encompasses a list of specific project tasks that may be negotiated under an agreement, but is not a guarantee that any specific services will be required.

It is the intent of the Department to make a selection for three separate contracts with this RFP, as grouped below. Selection of a firm for one corridor does not preclude that firm from being awarded additional corridors described in this scope of work. At ITD's sole discretion, more than three firms may be selected to provide services in the following corridors. List preference or capacity for specific contract(s) in the proposal. Availability of key personnel and project managers must be addressed in the consultants' original submittal.

#### **CE&I Contract A**

Key No. 23409, SH-16, Franklin to Ustick

Key No. 23408, SH-16, Ustick to US-20/26

Key No. 20367/20227, US-20/26, Phyllis Canal to SH-16 widening and Phyllis Canal Bridge

#### **CE&I Contract B**

Key No. 22165, US-20/26, I-84 to Middleton Rd

#### **CE&I Contract C**

Key No. 23410, SH-16, I-84 to Franklin Rd

### **PROJECT DESCRIPTION**

#### **SH-16, JCT I-84 to US-20/26 (Combined work of 23408, 23409, & 23410)**

These projects construct SH-16 from the junction of I-84 to US-20/26. The roadway will be two lanes in each direction with a median barrier. There will be new intersections at Franklin Rd, Ustick Rd, and US-20/26 that will serve as the future interchange ramps and will connect with the local roadway

network. This project will include a service interchange at the junction of I-84 and SH-16 but will not complete the full system interchange. This construction includes demolition, heavy roadway work, bridges, an interchange at I-84, irrigation, removal items, drainage, constructing frontage roads, retaining walls, traffic signals, utility work, ITS, illumination, guardrail and curb ramps. It is preferred for testing on these projects to occur in a brick-and-mortar testing facility.

Construction projects are as follows:

Key No. 23409, SH-16, Franklin to Ustick

Key No. 23408, SH-16, Ustick to US-20/26

Key No. 23410, SH-16, I-84 to Franklin Rd

Testing quantities for KN23409, SH-16, Franklin to Ustick have not been estimated at the time of this RFP. It can be assumed that the quantities will be similar in scope to the other two SH-16 projects.

Testing quantities for KN23408, SH-16, Ustick Road to US-20/26 are estimated at approximately:

- 490,000 CY of Granular Borrow
- 12,000 Ton of GSB
- 111,000 Ton  $\frac{3}{4}$ " Aggregate
- 40,000 Ton Asphalt
- 1,000 CY Concrete

Testing quantities for KN23410, SH-16, I-84 to Franklin Rd are estimated at approximately:

- 229,000 CY of Granular Borrow
- 173,000 Ton of GSB
- 93,000 Ton  $\frac{3}{4}$ " Aggregate
- 45,000 Ton Asphalt
- 29,000 SY Concrete Paving

Construction is anticipated from spring 2022 to late 2024.

### **US-20/26, I-84 to Middleton**

This project widens US-20/26 from the junction with I-84 to just east of Middleton Road. Franklin IC to the Karcher/Midland Road IC. This widening will continue the six lane (three in each direction) configuration from Smeed Parkway to Middleton Road. This construction project includes milling and paving, removal items, pipes, manholes, curb ramps, retaining walls, irrigation, traffic signals, and cast in place or precast culverts. It is preferred for testing on these projects to occur in a brick and mortar testing facility.

Construction projects are as follows:

Key No. 22165, US-20/26, I84 to Middleton Rd

Testing quantities are estimated at approximately:

- 28,000 CY of Granular Borrow
- 174,000 Ton of GSB

- 86,000 Ton ¾” Aggregate
- 43,000 Ton Asphalt
- 5,000 SY Urban Concrete
- 22,000 SY Median Concrete

Construction is anticipated from summer 2022 to late summer 2024 and may include both day time and night time work.

### **US-20/26, Phyllis Canal to SH-16 and Phyllis Canal Bridge**

These companion projects replace and widen the Phyllis Canal Bridge, located just west of Star Road on US-20/26 and widens US-20/26 from the eastern end of Phyllis Canal to west of the junction with SH-16. This widening will be for the “interim design” of US-20/26, with two lanes in each direction and a center median. The bridge widening will accommodate the ultimate 6-lane configuration for US-20/26 but will be striped for the interim configuration. These construction projects include excavation and backfill, paving, removal items, pipes, irrigation facilities, seal coat, and traffic signals. It is preferred for testing on these projects to occur in a brick and mortar testing facility.

Construction projects are as follows:

Key No. 20367/20227, US-20/26, Phyllis Canal to SH-16 widening and Phyllis Canal Bridge

Testing quantities are estimated at approximately:

- 90,000 Ton of GSB
- 40,000 Ton ¾” Aggregate
- 23,000 Ton Asphalt
- Small quantities concrete

Construction is anticipated from fall 2022 to fall/winter 2023.

### **PRIMARY TASKS**

The minimum level of effort for this project is identified below. Some of the effort may be retained by ITD. Final level of effort and required tasks will be determined prior to scoping and negotiating an agreement with the selected consultant(s).

**Construction Administration** - Provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the projects to ensure the projects are accepted by ITD. Administrator/Coordinator must hold applicable and current WAQTC and IQP Certifications. The following sub-tasks represent a partial list of those 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
- Requests for Information
- Change Orders
- Contractor Schedule Review (baseline and monthly)
- Contract Submittal Review
- Monthly Invoicing
- Claims
- Project Closeout – Materials & DRI acceptance

**Survey Control** – Consultant will check and verify Contractor surveys for accuracy and compliance with the plans and specifications. A professional land surveyor will be assigned to the project as key personnel. The Consultant will provide onsite inspection staff with a survey grade gps setup for construction verification surveys throughout the duration of the project. The equipment will be suitable to verify the contractor’s AMG. Consultant will provide training in operating the equipment to inspection staff (including ITD staff) and routine maintenance. The professional land surveyor will provide additional backup verification testing when requested and resolve discrepancies.

**Project Inspection** – Inspection will be performed by qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. This spreadsheet will be submitted to ITD for approval 1 month prior to scheduling project inspection personnel. Inspection will also include the activities to measure and verify contractor work and verify survey submittals for contractor payments.

**Materials Sampling & Testing** – Provide materials sampling & testing services as required by ITD specifications and the Resident Engineer. All work shall be completed/submitted on ITD forms. Provide testing and sampling equipment, as well as a brick and mortar lab within the Treasure Valley. Materials sampling & testing will be performed by qualified and certified testing staff. All personnel performing this task shall be WAQTC and IQP qualified.

**Record Drawings & Project Close-Out** - Track changes and deviations from the plans. At the completion of each project, marked drawings will be submitted to the Resident Engineer for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D3 Materials Engineer for review and acceptance no later 120 days following the last day charged to the project. Upon acceptance, the Consultant will be readily available to assist District Records Inspector (DRI) in final reconciliation of project records.

**Materials Testing Location** – Consultant will need to provide testing facilities meeting the requirements laid forth in Section 645 of the Standard Specifications for Highway Construction and the 2021 Supplementals. Testing locations must have all current certifications and be approved by ITD prior to use. Testing facilities being furnished will be for the purpose of State acceptance testing on the project.

## **KEY UNDERSTANDINGS**

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

## **PROJECT SCHEDULE**

The scope of work for these projects will run in accordance with the contractor's construction schedule. It is anticipated that the Consultant will be engaged in CE&I services, as deemed necessary on each project, from the date of the Agreement NTP through closeout.