

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CORRIDOR-WIDE PUBLIC INVOLVEMENT/OUTREACH

US-20/26

PROJECT NOs.

A022(165), A023(337), A020(367), A020(227), TBD

KEY NOs.

22165, 23337, 20367, 20227, TBD

IDAHO 16

PROJECT NOs.

A020(788), A023(408) A023(409), A023(410), TBD

KEY NOs.

20788, 23408 23409, 23410, TBD

DATE

October 5, 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 site:

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications
- ❖ Federal Per Diem Rates
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing *project development and construction support* services for Corridor-Wide Public Involvement/Outreach project.

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, 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://itd.idaho.gov/business/?target=consultant-agreements>.

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 Vince Trimboli at vince.trimboli@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 Vince Trimboli 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 8, 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. MDT on October 13, 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

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
 - Timeline Graphic
 - 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://itd.idaho.gov/business/?target=consultant-agreements>, 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, 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: COMPANY EXPERIENCE AND QUALIFICATIONS **Weight - 2** *(Complete for Consultant and each Subconsultant)*

- Describe how the company is organized to develop this type of project.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Consultant identifying the similarities to this project. Federal-aid projects successfully developed by the consultant should be included if available. If there are any websites describing the projects provide links to those projects in the proposal, as well.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER **Weight - 4**

- Identify the Project Manager who will be responsible for the quality and timeliness 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
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project. Federal-aid projects successfully developed by the project manager should be included if available. Include dates and specific services provided.
- List three (3) verifiable professional services references with a contact person and phone number.

- 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 3: KEY PERSONNEL & RESOURCES AVAILABLE
Weight - 3 *(Complete for Consultant and each Subconsultant)*

- Identify the key personnel and describe each person's role and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- Provide 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.
- Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this federally funded highway project as outlined in the General Scope of Work.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Include a timeline graphic showing major tasks and project milestones for each corridor (if proposing on both) or selected corridor. The sheet size for the timeline graphic shall be 11" x 17", limited to one page. This graphic will not be included in the page count.

CRITERIA 5: QUALITY CONTROL
Weight - 3 *(Complete for Consultant and each Subconsultant)*

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

GENERAL SCOPE OF WORK

CORRIDOR-WIDE PUBLIC INVOLVEMENT/OUTREACH

The Idaho Transportation Department desires consistency in the outreach activities in two important corridors in the Treasure Valley – US-20/26 and SH-16. The intent of this RFP is to select one firm for each corridor and have them provide services as noted below. Consultants may answer the criteria listed above towards both corridors, or they may specialize answers based on one preferred corridor. Answering the criteria towards both corridors is still subject to the page limit listed above. Targeting answers towards one corridor *does not* prevent the consultant from being selected for either corridor. ITD reserves the right to select a consultant for either corridor at our sole discretion.

US-20/26 (KN's 22165, 23337, 20227, 20367, TBD):

- 1) Construction support services for the I84 to Middleton segment beginning Spring 2022.
- 2) Design support services for the Middleton to Star segment beginning in Fall 2021.
- 3) Construction support services for the Middleton to Star segment when funded.
- 4) Construction support services for the companion projects from Star to SH-16 and Phyllis Canal Bridge starting Spring or Summer 2022.

Idaho 16 (KN's 20788, 23408, 23409, 23410, TBD):

- 1) Final design support services for the Phase 3 scope beginning in Fall 2021.
- 2) Construction support services for multiple Phase 2 segments between I-84 and US-20/26, which are anticipated to be under construction at/about the same time, starting in 2022.
- 3) Construction support services for the Phase 3 segments, which have not yet been determined.

Project Administration/Management

OVERVIEW:

The purpose of this activity is to work directly with the ITD Project Manager and provide corridor-wide public involvement activities that support the project. The Consultant Project Manager will be responsible for internal team coordination, implementation of quality control measures, project reporting to ITD, project documentation and overall performance of the public involvement activities.

EXAMPLE TASKS SUCH AS:

1. Coordinate and attend regular meetings with ITD communication staff. The purpose of the meetings is to discuss the status of each project, confirm strategies and make decisions, discuss upcoming deadlines and needs for the projects.
2. Attend project team meetings with the prime consultants, contractors, subs, ITD and other consultants as necessary.
3. Develop and maintain a stakeholder list and database, including local and state elected officials, local agencies, businesses, emergency responders and other interested parties outside of the general public. List will be used to provide regular updates on project status and solicit feedback to and from the public and stakeholders.

4. Regular reports to communication team to recap the impact and performance of all outreach activities, including public meeting attendance, social media, advertising, email, videos, recap of public presentations and stakeholder meetings, along website statistics, media coverage/news releases and other outreach activity targeted to public.
5. Manage budget and schedule updates and administer ITD invoicing on a monthly basis.

General Communication

OVERVIEW:

Consultant will provide range of services in an effort to manage content, design and production of online, print and audio visual collateral and serve as the point of contact for all public inquiries.

EXAMPLE TASKS SUCH AS:

1. Develop and execute an effective strategic communication plan utilizing multimedia approaches to reach the diverse public stakeholders for this project.
2. Schedule and attend stakeholder meetings with and without ITD staff to get input and provide general project information and details.
3. Go door-to-door to educate stakeholders and solicit information as needed throughout the project.
4. Draft project news releases, fact sheets, key stakeholder updates, email communication, newsletter updates, handouts, traffic advisories, construction and detour maps, postcards/letters, poster boards for presentations, PowerPoint presentations, along with audio and visual materials. All materials will be submitted to ITD for review and distribution by ITD or ITD designee.
5. Build and maintain talking points throughout the projects. Messages will provide clear information about the purpose and need, timeline and funding. Talking points will help ITD staff communicate consistent, clear messages and address potential areas of misinformation.
6. Develop and maintain list of Frequently Asked Questions that will be posted on project webpages and made into a handout. Questions will be added and updated throughout the life of a project.
7. Build and maintain a webpage.
8. Curate and publish content for ITD's social media platforms.
9. Maintain project email and phone line and facilitate responses to public inquiries.
10. Facilitate meetings and communication around local Emergency Service impacts.
11. Perform research activities including surveys and focus groups before, during and after the project to gain knowledge of the effectiveness of messages, materials and overall strategic approach.
12. Consultant will plan, facilitate and attend public open houses to discuss construction impacts and solicit public input. Upon completion of events, Consultant will provide ITD with open house summary reports, including comments received at the event.

13. Consultant will plan, facilitate and attend Emergency Responder meetings to discuss construction impacts and develop a communication before, during, and after events that impact access on the roadway.
14. Additional work as directed by ITD or that would provide value to the project, as defined in the scope of work/agreement.