

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**CONSTRUCTION MATERIALS FIELD SAMPLING, TESTING
AND INSPECTION**

FOR

VARIOUS FY22 DISTRICT SIX PROJECTS

November 17, 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 materials field sampling, testing, and inspection for District 6 project during calendar 2022.

- 20514 FY23 SH-47 Overlay Fremont Co
- 22427 FY22 D6 Signal Upgrade
- 20411 & 20379 US-26 Antelope Flats Passing Lane Bonneville Co and US-26 Clark Hill Rest Area Turn Lanes Bonneville Co
- 20544 SH-31 Overlay Guardrail Bonneville Co

It is the Department's intent to select one or more consultants under one or more agreements with the possibility of a consultant getting more than one project.

Please identify which projects your firm is interested in and if you are interested in multiple projects, please include information regarding how you plan to staff multiple 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, 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 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 Pam Powell at Pam.Powell@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. Powell 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 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. MST on December 15, 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
 - Certification Regarding Debarment
 - The 5-Year ITD CE&I Project Log

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 LEAD

(Weight 4) *(Complete for Lead Consultant Only)*

- Identify the Lead Consultant 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 summary of education, experience, and qualifications pertaining to the management of this agreement.
- The Project Lead should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. 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 Lead is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 2 – KEY PERSONNEL ASSIGNED TO THE PROJECT

(Weight 5) *(Complete for Consultant and each Sub consultant)*

- Identify the key personnel to be assigned to the project and describe each person's role, duties and office location.
- Key Personnel should list proof of direct applicable CEI, sampling, and testing experience in working on Federal-aid construction 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 3 – QUALITY CONTROL

(Weight 3) *(Complete for Consultant and each Sub consultant)*

- Describe the Consultant’s procedures for scope change control, schedule and cost controls and quality control. This should also include the description for the Consultant’s control measures regarding their Sub consultants’ project related work.

CRITERIA 4 – REPORTING TEST RESULTS

(Weight 4)

- How can your company ensure that test results are reported in a timely manner, and that pertinent information is brought to the Department’s attention in the shortest possible timeframe?
- Are there any innovations associated with reporting test results that your company has implemented in the last 3 years which would benefit the Department?

SCOPE OF WORK

District 6 2022 Projects Materials Testing and Inspection

ITD District 6 is looking for a materials testing consultant to provide ITD Acceptance Testing and Inspection services for district projects in 2022. All testing on the district projects shall be subject to the requirements of the individual contract specifications, ITD Quality Assurance Manual and Laboratory Operations Manual, AASHTOWare/Mobile Inspector. All samplers, testers, inspectors, and equipment must be certified by the ITD WAQTC and ITD inspector qualification program as applicable. Support work includes but is not limited to the following: ticket taking, sample collection, testing, recording, AASHTOWare DWR. Materials sampled, tested, and reported will include concrete, liquid asphalt, HMA, soils and aggregate. The testing consultant will be responsible for providing personnel, sampling apparatus, transportation containers, all required and miscellaneous testing equipment as required by specification, WAQTC methods, or AASHTOWare Mobile Inspector.

The testers will report to the ITD Project Manager/Lead Inspector on the project. The sampler/tester is expected to submit an AASHTOWare DWR (pending approval status) by COB each day. The DWR must be approved by noon the following contract day. The ITD-0025 will not be accepted. Consultant internal/company dairies and timesheets will not be accepted as project documentation. Completed ITD test report PDFs are submitted electronically to the District 6 Project Wise Folder/files by 8:30 am the following day.

KN	Title
20514	FY23 SH-47 Overlay Fremont Co
22427	FY22 D6 Signal Upgrade
*20379	US-26 Clark Hill Rest Area Turn Lanes Bonneville Co
*20411	US-26 Antelope Flats Passing Lane Bonneville Co
20544	SH-31 Overlay Guardrail Bonneville Co

*20411 & 20379 are companion projects bid as one contract.