

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**TOP OF GREER GRADE TO WEIPPE, CLEARWATER CO  
Key No. 20391**

*June 2, 2022*

## 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, inspection, sampling and testing services for the TOP OF GREER GRADE TO WEIPPE, CLEARWATER CO.

## **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 The office of Civil Rights 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 Jesse Weaver at [jesse.weaver@itd.idaho.gov](mailto:jesse.weaver@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. Weaver 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 June 23, 2022.

# 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 June 30, 2022. 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
  - Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

## **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)*

- 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.
- If the Project Manager is currently assigned to other projects, note how the other projects will be impacted and the impact resolved.

## **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.
- If the Lead Inspector is currently assigned to other projects, note how the other projects will be impacted and the impact resolved.

## **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
- If staff members are currently assigned to other projects, note how the other projects will be impacted and the impact resolved

## **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.



- Describe your strategy for keeping the public informed of project progress and major traffic control changes that will impact road users.
- Describe how you will help facilitate effective communication and coordination with contractors working on nearby projects.
- Since this project is being companioned with 20704 US-12, Orofino to Greer, which already has a consultant selected, describe how you will communicate and coordinate your work with that consultant.

**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.

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

<b>Project Information</b>						<b>Assigned Staff</b>		
<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

## SCOPE OF WORK

### CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING & CLOSEOUT

**Project: A020(391); SH-11 Top of Greer Grade to Weippe, Clearwater County**  
**Key No: 20391**

The Idaho Transportation Department (ITD) is soliciting CEIS&T services for the above referenced project. This agreement will be led by the District 2 Design/Construction team. ITD expects the Consultant to represent ITD professionally and to function proactively and effectively as an extension of the District 2 Design/Construction team while providing the CEIS&T services required assuring timely and quality completion of this construction project.

This scope of work is to provide all Construction Engineering, Inspection, Sampling & Testing (CEIS&T) services to protect the best interest of ITD and the project. The scope of these services include, but are not limited to, construction contract administration, inspection, materials sampling and testing, asphalt plant inspection and testing, construction surveying, project documentation, and project closeout under the general direction of the District 2 Design/Construction B Engineer (D/C-B), for construction of the above named project. This project is being companioned with 20704 US-12, Orofino to Greer, which already has a Consultant selected. Part of the scope of this project will be coordinating with that Consultant on project staff and schedule. 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.

#### **PROJECT DESCRIPTION**

This is a CRABS paving project on SH-11 from the top of Greer Grade (M.P. 7.66) to Weippe (M.P. 18.68). The project is expected to begin construction early August 2022 and will continue construction until completion in October 2023. This project will consist of a culvert replacement, culvert liners, CRABS and asphalt pavement.

#### **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** - The Consultant will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of this 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:

- 1.1. Submittal Log & Minimum Testing Requirements (MTR's)
- 1.2. Pre-construction Conference
- 1.3. Filing & Records Verification
- 1.4. Materials Certifications
- 1.5. Progress Estimate Preparation
- 1.6. Contract Changes / Change Orders
- 1.7. Pre-operational Meetings

- 1.8. Weekly Progress Meetings
- 1.9. Subcontracts & Certified Payroll Reviews
- 1.10. Contract Submittal Review
- 1.11. Monthly Invoicing
- 1.12. Claims
- 1.13. Project Closeout – Materials & DRI acceptance
- 1.14. Public Relations

**Project Management** – Project management will be fully conducted by the Consultant from project activation through close-out. This includes all office support for ProjectWise filing, labor compliance and subcontract reviews, submittal and schedule reviews, analyze and prepare change orders, QC/QA analysis, materials summary report and regular pay estimates in AASHTOware Construction Module. The D/C-B Engineer will assist in project management when necessary at the discretion of the Department.

**Survey Control** – The Consultant will provide staff and equipment to verify quantities and check surveys for accuracy and compliance with the plans and specifications.

**Project Inspection** – Inspection will be performed by the Consultant with 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. The Consultant will keep daily field diaries and monitor contractor activities. Pay quantity collection as required by the contract along with the required documentation shall also be performed. The Consultant will monitor environmental and erosion control activities as required by contract. The Consultant will calculate asphalt and fuel price adjustment calculations.

**Materials Sampling & Testing** – The Consultant will provide materials sampling & testing services as required by ITD specifications, the construction contract and the D/C-B Engineer on the required ITD forms. The Consultant shall provide an on-site office. All other testing and sampling equipment will be provided by the Consultant unless already provided in the construction contract.

**Record Drawings & Project Close-Out** - The Consultant will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, these marked drawings will become 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 D/C-B Engineer for review and acceptance.

**Key Understandings** - It is required that each Consultant personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by the Consultant and all work will be under the supervision of the D/C-B Engineer or assigned representative.