

# **IDAHO TRANSPORTATION DEPARTMENT**

## **REQUEST FOR PROPOSALS**

**FOR**

**SH-39 over Wasteway Canal Bridge  
Project No. A020(609)  
Key No. 20609**

*September 23, 2021*

# REQUEST FOR PROPOSALS

## Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Scope of Work

**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
- ❖ Consultant DBE Commitment form (ITD-2398)

# **GENERAL INFORMATION**

## **PROPOSAL**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide design and engineer of record services during construction for the replacement or repair of the bridge carrying SH-39 over the Wasteway Canal.

## **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.

## **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 twenty-eight 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 Shanon Murgoitio at [Shanon.Murgoitio@itd.idaho.gov](mailto:Shanon.Murgoitio@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 Shanon Murgoitio 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 14, 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 21, 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 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
  - Critical Path Diagram
  - Certification Regarding Debarment
  - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

## **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.

## **DBE PARTICIPATION REQUIREMENTS**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% utilization, ITD requires responder to utilize certified subconsultants and suppliers listed on its DBE Directory located at: <https://itd.dbesystem.com/>. For this project, the Consultant must propose a minimum of 7% DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal.

Use Consultant DBE Commitment form (ITD-2398) to show all DBE firms, their specific work task or services, and their utilization percentage. The ITD-2398 is located on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements>.

If the proposal does not show a minimum DBE utilization of 7% or it is determined that it does not show a good faith effort toward achieving that goal, the proposal will be considered non-responsive and will not be accepted.

If the proposal is ranked number one, and the firm is awarded the project, the DBE commitment for the contract will be the total DBE percentage identified by the Consultant on the ITD-2398.

For more information regarding ITD's DBE Program, please contact ITD Office of Civil Rights at [civilrights@itd.idaho.gov](mailto:civilrights@itd.idaho.gov) or call ITD DBE Coordinator Ester Ceja at (208) 334-8567.

## **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.
- List three (3) verifiable professional services references with a contact person and phone number.

**CRITERIA 2: PROJECT MANAGER**  
**Weight - 3**

- 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.
- Provide Idaho professional registration (registration is required at the time of submittal).
- 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 - 4** *(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 Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17".



**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

## BACKGROUND:

There are two existing structures located where SH-39 crosses Wasteway Canal at Milepoint 6.9. Bridge key 14155 is a buried reinforced concrete frame with a clear span of 14 feet and a width of 79 feet. The original structure was built in 1930 and was extended in 1954. It has a substructure rating of four (poor) due to exposed footings.

Bridge key 14145 is a steel multi-plate culvert with a clear opening diameter of ten feet, a length of 70 feet, and is located directly adjacent to structure 14155. It has a condition rating of seven (minor deterioration) and was built in 1960. It is unknown why bridge key 14154 was added immediately adjacent to bridge key 14155.

The structural condition and age of bridge key 14155 is driving its repair or replacement. However, due to the close proximity of Bridge Key 14145, replacement of both structures with a single structure sized appropriately for the canal flow may be necessary if the replacement option is selected.

## SCHEDULE AND BUDGET

The construction budget for the project is \$832,000 and is scheduled for construction in 2024 with PS&E date before 10/01/22.

## STANDARDS AND SPECIFICATIONS

All current AASHTO and ITD standards will be required for the design. These documents include but are not limited to the following.

- Roadway design will be in accordance with the AASHTO (American Association of State Highway Transportation Officials) Policy on Geometric Design of Highway and Streets, AASHTO Roadside Design Guide and the ITD Roadway Design Manual.
- Bridge concepts and design will be in accordance with current versions of the following manuals: AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications, and the ITD Bridge Design LRFD Manual.
- Structure detailing will be in accordance with ITD Bridge CADD standards
- Material Report(s) will follow the current ITD Materials Manual

**SCOPE OF WORK OUTLINE** (This is a general outline and may include or exclude some items not necessarily pertaining to the project)

### 1.0 Project Management

- 1.1 Project Initiation - set up files within ITD infrastructure (Project-wise, etc.), accounting, subconsultant agreements, and Project execution plan.
- 1.2 Project Administration- Manage all subconsultants, provide staff scheduling, Earned Value reports, project progress reports.
- 1.3 Coordinate kickoff meeting, public meetings and stakeholder contacts.
- 1.4 Coordinate periodic conference calls and team meetings (number TBD)
- 1.5 Budget and Schedule updates (monthly)
- 1.6 Administer ITD invoicing (monthly)

## **2.0 Value Planning**

- 2.1 **Consultant will present alternatives from a cost, construction schedule, and safety perspective to verify the scope of work in Stage 1 prior to moving into preliminary design. This will be coordinated with ITD.**

## **3.0 Public Involvement**

- 3.1 Coordinate meetings with the public and stakeholders as necessary for preliminary, intermediate and final design.

## **4.0 Survey & Mapping**

- 4.1 Document all existing monuments as outlined by Idaho Code 55-1613 including sealed plans.
- 4.2 Consider LIDAR of existing bridge, adjacent roadway and the floodplain to provide linear referencing and photogrammetric referencing. (Provide 'on the ground' survey to verify obscure points)
- 4.3 Topographic survey for project area along SH-39, canal area for hydraulic modeling, and ordinary high-water mark for environmental delineation. Densely vegetated area that may require additional surveying considerations.
- 4.4 Verify Established Primary Control, provide existing alignment and Right of Way, and provide topographic survey with DTM modeling.
- 4.5 Provide cross sections/bathymetry to support hydraulic modeling.
- 4.6 Perform section breakdown as needed, provide PLSS Corner Perpetuation, Record of Survey upon final Right of Way acquisitions (if needed).
- 4.7 Provide Utility base map.

## **5.0 Geotechnical**

- 5.1 Conduct drilling/soil profiling as needed for construction footprint as directed.
- 5.2 Prepare a Roadway Materials Report.
- 5.3 Prepare Geologic Reconnaissance and Geotechnical Engineering reports.

## **6.0 Environmental**

- 6.1 T & E species list, Biological Assessment (if determined necessary)
- 6.2 Cultural resource survey, documentation and coordination
- 6.3 Aquatic Resources Delineation Report
- 6.4 404 AJD request, and Jt Application for permit (if needed)
- 6.5 Asbestos and Lead Inspection.
- 6.6 Provide Supporting Exhibits
  - 6.6.1 Provide exhibits to ITD to support the environmental documents.

## **7.0 Roadway Design Support**

- 7.1 ITD Roadway will determine if, they will design the roadway section or if they will have the selected consultant design the roadway at the completion of Stage 1. Coordination of roadway design with bridge section will be required.
- 7.2 Provided Preliminary roadway design, identify practical design issues, establish mainline, road geometrics (plan and profile), typical section sheets, Earthwork studies and roadway quantities

- 7.3 Provide utility, signage, pavement marking, traffic control and right-of-way plans and coordination as required.
- 7.4 Provide Initial Drainage and SWPPP Design (including cost estimate)
- 7.5 Potential supporting structures design (retaining walls, etc.)
- 7.6 Potential PS & E submittal

## **8.0 Right of Way and Utilities**

- 8.1 Utility plans (if applicable).
- 8.2 Right of Way Development (if required) including plans.

## **9.0 Hydraulics**

- 9.1 Hydrologic analysis
- 9.2 Provide 2-D hydraulic model using SRH-2D.
- 9.3 Hydraulic design and scour analysis for replacement bridge
- 9.4 Design of scour countermeasures
- 9.5 Hydraulic report following ITD Bridge Hydraulics Manual outline.
- 9.6 Hydraulic QC per ITD Bridge Manual – Art 0.12. Utilize FHWA 2D model checklist and ITD Bridge Hydraulic Manual

## **10.0 Bridge Design Support**

- 10.1 Develop the Type, Size, and Location of structure(s).
- 10.2 Coordinate with ITD Bridge section to determine situation and layout.
- 10.3 Bridge design per the ITD Bridge Design Manual
- 10.4 Potential supporting structures design (retaining walls, etc.)
- 10.5 PS&E submittal

## **ASSUMPTIONS:**

- All Right of Way acquisitions (if needed) will be conducted by ITD staff.
- ITD will act as coordinator in all issues pertaining to FHWA
- ITD will provide all Environmental clearances with support exhibits provided by the consultant.
- This will be a two-stage agreement; Stage I will proceed through Preliminary design. When this is complete, ITD Bridge will decide if they will do the roadway design or not and the agreement for Stage II will be negotiated.
- ITD will coordinate with prime consultant on all environmental tasks completed by ITD