

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**D6 MATERIALS SAMPLING, TESTING, TICKET TAKING,
INSPECTOR STAFF AUGMENTATION AND TRAINING, AND
PROJECT CLOSE-OUT**

FOR

PROJECT

SH-33, TETON COUNTY INTERSECTION IMPROVEMENTS

KEY NUMBER: 20710

February 16, 2024

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- CE&I Federal-aid Project Log
- Scope of Work

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 SH-33, Teton Co Intersection Improvements 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, call the ITD DBE coordinator 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.

CONTRACT TYPE AND METHOD OF PAYMENT

The contract for this work will be a professional services agreement. It is anticipated that the method of payment will be Specific Rates of Compensation.

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 John Cleveland at John.Cleveland@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. Cleveland 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 March 1, 2024.

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 March 8, 2024. 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 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 summary of education, experience, and qualifications pertaining to the management of this project. Include current WAQTC and IQPs.
- Describe the Project Manager's experience assisting government agencies on highway, transportation, or heavy civil projects. Provide specific responsibilities as Project Manager on each project. Include challenges and how they were overcome. Designate whether the projects are Federal-aid or State funded construction projects. List all ITD experience on the 5-Year Project Log.
- 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 D6 ITD projects. If the Project Manager is currently assigned to other projects, note how the other projects(s) will be impacted and the impact resolved.

CRITERIA 2 – KEY PERSONNEL ASSIGNED TO THE PROJECT

(Weight 4) *Complete for Consultant and each Sub-Consultant*

- Identify the key personnel to be assigned to the project. Describe each person's role and duties for this project. Include their office location and their lab location, if applicable.
- List each key personnel's direct experience, qualifications including current WAQTC and IQPs in working on projects of similar size and complexity. List all ITD experience on the 5-Year Project Log.

- Describe each key personnel's availability to the project. List all current projects that the key personnel are 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 D6 ITD 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 – PROJECT MANAGEMENT PLAN

(Weight 4) *Complete for Consultant and each Sub-Consultant*

- The number and type of field staff expected. How much involvement/time is expected from each member of field staff for the duration of the work?
- Administrative personnel anticipated and their level of involvement.
- Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.
- How can your company ensure that test results and Daily Work Reports are submitted in a timely manner, and that pertinent information is brought to the Department's attention in the shortest possible timeframe?
- 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.
- The Consultant's strategy for closing out the project in a prompt and cost-effective manner, including a list of construction projects that have been closed out to Federal-aid standards in the last five (5) years.

CRITERIA 4 – BEST PRACTICES

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

- Describe any unique challenges or features of the project that the consultant's team is best suited to address.
- Describe innovations and best practices that your team has effectively implemented or shared with owners that they have or are implementing.

CRITERIA 5 – SOFTWARE EXPERIENCE

(Weight 2) *Complete for Consultant and each Sub-Consultant*

- Describe the Consultant’s experience with AASHTOWare Project. Include the projects along with the roles and responsibilities of the consultant for each project listed. Be specific about who on the proposed team has this experience.

- Describe the Consultant’s experience with ProjectWise. Include the projects along with the roles and responsibilities of the consultant for each project listed. Be specific about who on the proposed team has this experience.

5-Year CE&I Federal-aid Project Log

Project Information						Assigned Staff		
<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

Idaho Transportation Department (ITD) is soliciting CE&I services of Consultant or Consultant Teams and to augment District 6 Construct staff during the 2024-2025 construction season. The selected Consultant will be expected to proactively represent ITD and effectively function as a member of the Construction Team while providing CE&I services required to assure timely completion and closeout of the project.

The scope of work is to provide the following services: contract administration; materials sampling, testing and ticket taking; inspector staff augmentation as needed; ITD staff inspector training; and aid with project closeout under the general direction of ITD's D6 Resident Engineer. This scope of services encompasses a list of specific project tasks listed under Primary Tasks that will be negotiated for the agreement but is not a guarantee that all specific services will be needed.

CE&I PROJECT DESCRIPTIONS

SH-33 CORRIDOR

KN 20710

Description **Teton County Intersection Improvements**

Project Status: Projected bid opening 1st quarter 2024

Construction Start Window: May 6 – June 1, 2024

Contract Time: 80 working days

Risks: Completing the project within a single construction season, geotechnical conditions, and spring flooding.

PRIMARY TASKS

The minimum level of effort for each project is identified below. Final level of effort and required tasks will be detailed during scoping and negotiations conducted with the selected consultant(s).

CONSTRUCTION ADMINISTRATION

Consultant will provide the qualified personnel necessary to administer the Contract, Plans, Special Provisions, and Specifications of the 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.

A. Pre-construction Conference & Project Meetings

The Consultant will participate in the Pre-construction Conference. The Consultant will attend weekly/periodic progress meetings.

B. Filing & Records Verification

Project files will be posted and maintained on the ITD ProjectWise server. An on-going process of periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date.

The Consultant will:

1. Use the ProjectWise naming standards.
2. Maintain all correspondence documents electronically in ProjectWise.
3. Post Pay Item Reports (PIR), tests, certifications, and all back documents in the corresponding Contract Bid Items folders. Contract Bid Items will not be paid without the correct documents posted in ProjectWise.
4. Utilize the ProjectWise Attribute function when posting test results and certifications.

C. Materials Certifications

Certifications, as required by the project contract, will be requested for all materials incorporated into the project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.

D. Project Closeout

Materials & Financial Acceptance

The Consultant will participate in the project closeout process to achieve final project acceptance.

MATERIALS SAMPLING, TESTING AND TICKET TAKING

The Consultant will provide materials sampling, testing & ticket taking services as required by the project contract, ITD specifications, ITD Quality Assurance Manual, and Laboratory Operations Manual on the required ITD forms. This will also include the procurement and use of materials testing facilities, either testing trailer(s) or a brick-and mortar lab within 1½ hours of project site for the duration of each project. A spreadsheet with the consultant Tester's qualifications and certifications will be prepared and maintained to ensure full compliance with WAQTC and IQP requirements. The consultant is responsible for providing all testing equipment, sampling devices, certifications and lab inspections needed for the testing facilities.

The following items represent sub-tasks required for administering this portion of the agreement.

A. Quality Assurance and Verification Sampling & Testing

Sampling and testing will be performed according to ITD Quality Assurance requirements and the Project Engineer including verification sampling. Sampling of component materials and completed

work items will be performed to verify that the material and workmanship incorporated in the project are in substantial conformity with the plans, specifications, and contract special provision. The Consultant will meet the minimum sampling frequencies per the MTR's as approved by ITD's Material Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. The Consultant will provide daily monitoring of the Contractor's Quality Control activities at the project site. The Consultant will be required to provide, coordinate, schedule IA testing for this project.

B. Diaries (DWR)

All Samplers, Testers and Administrative Personnel on the project will be required to complete a DWR in AASHTOWare/Mobile Inspector at the end of each shift. The DWR's will be utilized when reviewing the Consultant's monthly invoices. In addition to the details of the daily activities for the construction project each employee will include their billing time, mileage, and expenses incurred that day.

C. Reporting of Test Results

Preliminary ITD test results will be reported to the D6 Project Engineer and Contractor at the completion of each test as direct by the D6 Project Engineer. Official test results will be uploaded in PDF format into the applicable ProjectWise Folder prior to the start of the contractor's next shift and emailed to the Engineer and Contractor. ProjectWise attributes will be completed at the time the test results are uploaded into ProjectWise.

D. Ticket Taking

The Consultant will provide ticket takers services on days the project schedule requires this activity. The Ticket Taker will be responsible for writing the station location, time of day of product placement and initial each ticket. ITD's electronic Tally Sheet showing daily total and project total will be used to list the tickets and quantities and submitted at the end of the shift.

E. E-Ticketing

E-Ticketing is a new program that ITD is implementing in order to upload all load tickets for materials used on an ITD project. This will require information to be placed in a software application that will transmit data to AASHTOWare. The ticket taker will be responsible for inputting data into the program.

F. Batch Plant Certification

The Consultant will certify batch plants as needed using ITD forms and test methods.

PROJECT INSPECTION

Inspection will be performed by ITD and augmented by the consultant with qualified and certified inspection staff. A spreadsheet with the consultant inspector's qualifications and certifications will be prepared and maintained to ensure full compliance with WAQTC and IQP requirements. The following sub-tasks represent a partial list of the activities necessary to administer project inspection.

A. Diaries (DWR)

All Consultant Inspectors and Administrative Personnel on the project will be required to monitor contractor activities and complete a DWR in AASHTOWare/Mobile Inspector at the end of each shift. The DWR's will be utilized when reviewing the Consultant's monthly invoices. In addition to the details of the daily activities for the construction project each employee will include their

billing time, mileage, and expenses incurred that day.

B. Identify and Recommend Corrections

The Consultant will notify the Project Engineer of any omission, substitutions, defects, and deficiencies in the work of the Contractor. Any such items will be identified and documented with recommendations reported to the Project Engineer.

C. Civil Rights and Labor Compliance

Labor interviews and DBE interviews will be conducted by the Consultant as part of the inspector duties when request by the Project Engineer or Lead Inspector. ITD forms will be utilized for these reviews. The Consultant will notify the Project Engineer when discrepancies are discovered.

D. Assist in Training New ITD Inspectors

The Project Engineer or Lead Inspector may ask the Consultant's Inspector on-site to assist or mentor a new ITD Inspector with construction activities occurring on-site.

KEY UNDERSTANDINGS

It is required that each Consultant furnish their personnel assigned to the projects with the appropriate equipment (including vehicles, PPE, phone, electronic device to access AASHTOWare/Mobile Inspector, etc.).

All work will be under the supervision of the D6 Project Engineer or their assigned representative. All DWR's, pay estimates, and change orders will be processed through AASHTOWare Construction. It is the Consultant responsibility to obtain AASHTOWare access following ITD's process.

It is the Consultants responsibility to obtain ProjectWise licenses through Bentley.

All Consultants errors will be corrected at the Consultant's expense.

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 from the date of consultant NTP through closeout on the project(s).

PROFESSIONAL SERVICE FEE

The Consultant will invoice the Agreement Administrator monthly for the professional services described in this Scope of Work. The Consultant will invoice professional labor and reimbursable expenses based on the Cost Estimate and will bill only for the efforts actually expended to complete the project in accordance with the provision of the ITD Agreement.