IDAHO TRANSPORTATION DEPARTMENT

And

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

And

East Side Highway District

REQUEST FOR PROPOSALS

FOR

PROJECT DEVELOPMENT SERVICES

Yellowstone Trail Rd

KEY NO. 20775

11/06/26

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:

Consultant Resources | Idaho Transportation Department

- General Information and Requirements
- Sample Agreement and Consultant Agreement Specifications
- Federal Per Diem Policy
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters form
- Idaho Code Certification Form

ITD Guidance & Manuals | Idaho Transportation Department

- ITD Quality Assurance Manual
- ITD Contract Administration Manual

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD), the Local Highway Technical Assistance Council (LHTAC), and the Eastside Highway District are seeking qualified and experienced respondents from interested firms to submit a proposal for providing *Project Development* services for the Yellowstone Trail Rd project in Eastside Highway District.

GENERAL TERMS

This Request for Proposals (RFP) does not commit ITD, LHTAC, or Eastside Highway District 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, LHTAC, or Eastside Highway District that any contract will actually be entered into by ITD, LHTAC, or Eastside Highway District, 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 solicitation, each respondent agrees that any finding by ITD, LHTAC, or Eastside Highway District of any fact in dispute as to this solicitation 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: Office of Civil Rights | Idaho Transportation Department

All firms working for the Department are 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 Office of Civil Rights 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 most recent version of the AASHTO Audit Guide. More information can be found at the following web site: Consultant Resources | Idaho Transportation Department.

PROPRIETARY MATERIAL

ITD, LHTAC, and the Eastside Highway District assume 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 Consultant Resources | Idaho Transportation Department.

IDAHO CODE CERTIFICATION FORM

All proposals must contain a signed Idaho Code Certification form for the prime.

The certification form is located on the Consultant Services web page at Consultant Resources | Idaho Transportation Department.

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 fourteen 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 *Cost Plus Fixed Fee.*

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Heather Parker at ITD via email at heather.parker@itd.idaho.gov .

All project specific questions shall be directed by e-mail to Amanda LaMott at ALaMott@lhtac.org . 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 ALaMott@lhtac.org 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. All questions and answers will be confidential, and no firms will be identified in the responses. No project specific questions will be accepted after December 8, 2026.

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, 2026. 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: consultantservices@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
  - Idaho Code Certification Form

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Heather Parker
Contracts Officer
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, 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, LHTAC's, and Eastside Highway District's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at Consultant Resources | Idaho Transportation Department 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, LHTAC, or Eastside Highway District. 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. 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.

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.
- Provide Idaho professional registration (registration is required at the time of submittal).
- 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 - 3

- 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

Component #2 (Safety Elements and Pavement Preservation):
For the work to provide safety improvements including guardrail and pavement rehabilitation including temporary traffic control and asphalt concrete paving activities (leveling course and top-lift) on East Yellowstone Trail Road from the intersection of Hwy 97 at MP 5.4 through to approx. MP 3.8 (end of existing pavement). Component 1 design was completed by Western Federal Lands and was advertised for construction Fall 2026.

The scope of this project may include:

- Project Administration
- Survey – Survey from the Western Federal Lands (WFL)project will be provided
- Environmental – May just be a re-eval of the existing NEPA document from component 1 done by WFL
- Roadway Design
- Preliminary Design
- Geotechnical Investigation/Design – likely not needed as borings were taken as part of component 1 completed by WFL
- Utility Coordination & Plans
- Final Design
- Plans, Specifications, and Estimate (PS&E)

DOCUMENTS BEING PROVIDED:

The following documents are available upon request to support the development of proposals.

- Geotech Report
- Plans from Component 1

All project specific questions shall be directed by e-mail to Amanda LaMott at ALaMott@lhtac.org . 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).