

# **IDAHO TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSALS**

**FOR**

**INSPECTION,  
MATERIALS TESTING, AND  
PROJECT CLOSE-OUT SERVICES**

**CITY OF GOODING**

**A021(812)**

**21812**

**&**

**FY26 D4 BRIDGE REPAIR**

**A022(247)**

**22247**

**May 1, 2026**

# 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
- ❖ Idaho Code Certification 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 FY26 D4 BRIDGE REPAIR CE&I 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 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 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>.

## **IDAHO CODE CERTIFICATION FORM**

All proposals must contain a signed Idaho Code Certification 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 William Derome at ITD via email at [William.Derome@itd.idaho.gov](mailto:William.Derome@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Tom Logan at [Tom.Logan@itd.idaho.gov](mailto:Tom.Logan@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. Logan 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 May 18, 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. MDT on May 26, 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](mailto: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
  - Certification Regarding Debarment
  - The 5-Year ITD CE&I Project Log
  - Idaho Code Certification Form

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

William Derome  
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.

### **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.

### **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.

### **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.



## SCOPE OF WORK

### ITD DISTRICT 4

**SH-46, City of Gooding;**

**FY26, D4 Bridge Repair**

**Key No. 21812, 22247**

### Scope of Work

Client: ITD District 4

Project No. A021(812)

& Key No 22247

### PROJECT DESCRIPTION

This scope of work is for the work of performing on-call inspection, sampling/testing of Aggregate, Earthwork, Concrete, and Asphalt Testing on the SH-46 City of Gooding & FY26 D4 Bridge Repair projects in District 4, for the Idaho Transportation Department, also known as Key No 21812 & Key No 22247.

### SCOPE OF SERVICES

#### Key Understandings:

The purpose of this scope is to augment ITD's Laboratory and Field Personnel. The Consultant personnel assigned to the project will report directly to ITD's delegated representative. For Key No. 21812 The Consultant will be responsible for providing partial inspection onsite, and testing and include sampling/testing of all concrete, earthwork, aggregates, and asphalt associated with this project. The Consultant will use ProjectWise, 2023 QASP (12/07/2023), 2025 SP 405 HMA (11/17/2025), D4 Excel Materials Summary Sheet, and AASHTOWARE service's for records keeping of their testing services.

Laboratory and Field-Testing Services will be in accordance with the following Special Provisions and all addenda in accordance with; 2023 Idaho Transportation Department Standard Specifications for Highway Construction: 2025 Supplemental for the Idaho Transportation Department 2023 Standard Specifications for Highway Construction (4/02/26), 2020 Quality Assurance (QA) Manual (10/19), 2026 QA Manual Supplementals to the 2020 QA Manual (7/29/24), 2025 Buy America Insert (10/7/25), 2023 Quality Assurance Special Provision for State Acceptance (12/07/2023), 2025 Special Provision for 405 Superpave Hot Mix Asphalt (11/17/2025), April 2025 Standard Drawings, Title VI Special Provisions, FHWA-1273 Federal Aid Required Contract Provisions, General Wage Decision ID260089.

The purpose of this scope is to augment ITD's Laboratory and Field Personnel. The Consultant personnel assigned to the project will report directly to ITD's delegated representative. For Key No

22247 The Consultant will be responsible for providing partial inspection onsite, and testing and include sampling/testing of all concrete, earthwork, aggregates, and asphalt associated with this project. The Consultant will use ProjectWise, 2023 QASP (12/07/2023), 2024 SP 405 HMA (11/29/2023), D4 Excel Materials Summary Sheet, and AASHTOWARE service's for records keeping of their testing services.

Laboratory and Field-Testing Services will be in accordance with the following Special Provisions and all addenda in accordance with; 2023 Idaho Transportation Department Standard Specifications for Highway Construction: 2024 Supplemental for the Idaho Transportation Department 2023 Standard Specifications for Highway Construction (4/23/24), 2020 Quality Assurance (QA) Manual (10/19), 2024 QA Manual Supplementals to the 2020 QA Manual (7/29/24), 2025 Buy America Insert (10/07/2025), 2023 Quality Assurance Special Provision for State Acceptance (12/07/2023), 2024 Special Provision for 405 Superpave Hot Mix Asphalt (11/29/2023), April 2024 Standard Drawings, 2017 Standard Details (09/17), Title VI Special Provisions, FHWA-1273 Federal Aid Required Contract Provisions, General Wage Decision ID250089.

With the General Contractor planning on starting construction for Key No 22247 in June 2026, the Consultant will be on-call to provide the necessary duties. The consultant will provide all sampling and testing equipment for all testing required on the project.

ITD will provide Independent Assurance Inspectors and will perform all Independent Assurance testing. Consultant testers will help ensure the project has adequate IA's performed per the Quality Assurance Manual. ITD will provide all forms, reports, plans, specifications, addendums, supplementals, and other related items necessary for the project. The Consultant will provide each field inspector with a vehicle including a yellow amber strobe light, a cellular phone, testing equipment and a digital camera, if needed, which will be included in the direct costs for the project.

The Consultant will provide necessary personal safety equipment to its staff.

Tasks:

### **Project Inspection**

Field and Laboratory Testing services will be performed by the consultant team having the required WAQTC and IQP qualifications needed for this project. The consultant will provide these services at ITD's request.

Inspector Diaries – Laboratory and Field-Testing Personnel will prepare daily diaries using form ITD-0025, and/or AASHTOWare for DWR's. Daily reports will include Contractor's hours on the site, weather conditions, and other data relative to testing, sampling, and inspections.

Monitoring Contractor Activities – Contractor activities (as applicable) will be recorded to track progress and compliance with contract work. Work that appears to be in non-conformance with the contract documents, is defective, or incomplete will be reported to ITD's delegated representative. Observed deficiencies in contractor's adherence to standard safety practices will be noted and reported accordingly. Asphalt Hot Plant and Concrete Batch Plant Inspection – the consultant will perform as

requested any asphalt hot plant and concrete batch plant inspections as need for the project in accordance with ITD's procedures.

### **Materials Testing**

Materials testing services will be performed by the consultant's team having the required WAQTC and IQP qualifications. Sampling and Testing – the consultant will perform on-site sampling and testing of materials as required by the plans and specifications and the ITD Quality Assurance requirements. The minimum testing frequency shall be met. If tests indicate materials do not meet specifications the ITD inspector will be notified immediately of receipt of the test results. Acceptance testing will be performed as indicated in the project specifications. All laboratory testing of concrete, earthwork, aggregates, and asphalt for this this project will take place in ITD's mobile laboratory located on the project.

Prepare and Transmit Test Results – Test results using standard ITD Department forms will be transmitted ITD's delegated representative on a daily basis. Document and Closeout – the consultant will only be responsible for the document control of field and laboratory testing and inputting them into the ITD D4 spreadsheet. In addition, the consultant will only responsible for project closeout of field and laboratory testing.

### **PROFESSIONAL SERVICE FEE**

The consultant will invoice ITD for Professional Services and tasks described in this Scope of Work on a monthly basis. Two separate fees will be associated with this Scope of Work, one that covers the Preconstruction meeting and approximately 8 weeks for 2 field staff, and one that covers the remaining work estimated to be 12 weeks of work. The man-hour estimates will reflect these fees.