

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR CONSULTANT STAFFED DISTRICT LAB AGREEMENT FOR MATERIALS TESTING, AND INSPECTION

FOR

2025 D1 LAB AGREEMENT

KEY NOs.

21933

21980

22770

23243

January 3, 2025

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 inspection, sampling and testing services for District 1 construction projects as identified in the scope of work.

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>.

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.

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Christina Straub at ITD via email at Christina.Straub@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Keith Viebrock at Keith.Viebrock@itd.idaho.gov or Mitchell Lazore at Mitchell.Lazore@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 Keith Viebrock 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 January 17, 2025.

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 January 24, 2025. 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
 - Idaho Code Certification Form

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Christina Straub
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 these projects.
- The Project Manager should list proof of direct applicable Material Sampling and Testing experience. Include the roles and responsibilities on each of the listed projects.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Project Manager is currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved. Highlight the experience and ability to manage multiple projects at the same time with conflicting priorities.

CRITERIA 2 – RESOURCE AVAILABILITY

(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Identify testing equipment, including vehicles, available to perform these services.
- Identify a qualified lab or labs as backup in case the D1's Lab is unavailable.

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 list proof of direct applicable experience in working on ITD projects.
- Include Idaho professional registration (if applicable) for each person identified.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.

CRITERIA 4 – COMMUNICATION

(Weight 3) *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD, and interested stakeholders.
- Describe innovations and best practices that your team has effectively implemented or shared with owners that they have or are in the process of implementing.

CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT

(Weight 4)

- Describe the Consultant's procedures for dealing with multiple projects in different locations demanding immediacy for material sampling and testing.
- Describe the procedures you will use to ensure the project documentation will be kept up in a cost effective and timely manner.
- Describe the Consultant's process for keeping ITD Project Managers informed of budget on each project.

SCOPE OF WORK

DISTRICT ONE DISTRICT LABORATORY STAFFING

District One (D1) is seeking to hire a consultant or a consultant with sub consultant to provide material sampling/testing/transporting, project documentation, assist in equipment standardization and calibration, as well as concrete (including precast) plant sampling/testing/inspecting. One consultant firm will be hired under this Request For Proposal (RFP). These services will be provided under the direction of the Design Construction Engineers (DCE) for an on-call basis and as agreed upon. It can be anticipated that multiple construction projects in D1 will use this agreement for the above-mentioned services at one point in the agreement.

For this RFP, D1 will need to have experienced WAQTC certified staff operating the Residency Lab in Coeur d'Alene. Overflow/concurrent testing may occur requiring a backup lab as identified by the Consultant and approved by the Agreement Administrator. The workload will vary across the construction season. At points under the agreement no staff will be required. The lab may require more than one technician working at the same time. At the peak of the construction season, it is anticipated that four to six technicians will be required to perform the services across District 1.

The technicians will perform work on projects noted in the Project Matrix administered in D1. The ability to organize records across these projects will be an important function of the staff completing this work. ProjectWise will be utilized to organize all documents required and all documents will reside under a folder structure with the projects noted in the Project Matrix to allow quick file entry.

For projects requiring project close out assistance, the consultant will be expected to review files, notify the Project Manager of any deficiencies and help rectify the deficiencies.

Safety is expected and must comply with ITD standards. (For example, all vehicles onsite will be equipped with amber flashing lights, Class III reflective vests, and etc.) All personnel will be required to wear safety glasses and safety toe shoes while testing material.

Projects that are multi-year projects will only be for the current year of that project only.

The scope of services for these projects will include, but not limited to:

Construction Administration: Provide clerical support. One individual as the point of contact for turning in documentation on projects. It is expected that any documents being turned in are complete to ITD standards. Projects are to have final material acceptance within 90 days of the last day charged to a project. The personnel are to provide support for this effort, and it will be considered under project close out.

Materials Sampling and Testing: Provide materials sampling and testing services as required by ITD specifications. Materials sampling and testing duties may include, but are not limited to, asphalt pavement, concrete pavement, concrete cylinder breaking, earthwork, aggregate, as well as structural and non-structural concrete. The ITD D1 labs in Coeur d'Alene (LQ1036) and Sandpoint (LQ1002, aggregate only) are available to perform the work of this RFP. The D1 Materials Section Lab (LQ1001) may be available based on agreement administrator preference. Field Sampling will be a case by case basis and may or may not be required for all projects. Personnel will be

responsible for maintaining lab cleanliness and equipment in good working condition.

Concrete Plant Inspections: Provide inspection of concrete plants that provide material to the referenced projects above and other District projects.

Yearly GSB Sampling: Sample and ship/transport stockpile material for yearly GSB testing as needed.

Laboratory Equipment Standardization/Calibration: At the end of the 2025 construction season, personnel will need to standardize/calibrate the equipment in the various ITD Lab Spaces including the D1 Residency Lab, Sandpoint, D1 Main, and up to 2 trailers per the ITD Lab Operations Manual.

PROJECT MATRIX
(See next sheet)

Description	Project KN	ASPHALT										Other	AGG.				E&B			CONCRETE					Narrative	
		Loose Mix Sampling	Loose Mix Lab Testing	Estimated Tonnage	Number of Paving days	Density	#Tubs of BMA Samples to Base	Liquid Asphalt Binder Sampling	Anti Strip Testing	Density (soft spot, inlets, pipe)	Days	Sampling	Tonnage	Days	Laboratory Testing	Density	Soil Proctor Testing	Excavation	Gran Borrow	Density	CONCRETE FIELD TESTING	Number of Days	Concrete Age Sampling/Testing	CYLINDER PICKUP		CEMENT FLY/ASH/SLAG SAMPLING
SH-54, SH-41 to Greystone Rd, Kootenai Co	22770	TBD	Y	28,400	14.2	Y	2	Y	Y	TBD	TBD	52100	35	Y	TBD	Y	Y	Y	Y	Y	TBD	Y	Y	Y	Y	Work starting March 2025; crossover with 2023 lab agreement potentially. 2 year project
I90 Wolf Lodge to Cedars MTC Site, Kootenai Co	23243	TBD	Y	55,000	28	Y	2	Y	Y	15		Not anticipated								Y	15	Y	Y	Y		Contract starting in June 2025 2year project
FY25 D1 Bridge Repair	21933	Minimal involvement: TBD																						Minimal involvement anticipated.		
FY25 D1 Bridge Repairs on I-90	21980	TBD	Y	52	2	*	1	Y	M			Not anticipated								150	CY	5	Y	Y	Y	Density by Cores/Loose Mix

Project Overview	Description	Project KN
Reconstruct 7 miles of SH54, widening, includes mailbox turnouts, intersection illumination, ditching and approach culverts 2 year project (qtys represent half of the project).	SH-54, SH-41 to Greystone Rd, Kootenai Co	22770
This project will extend the service life of the roadway on I-90 between Wolf lodge milepost 24 and milepost 32.4 at the Cedars maintenance site. The project will consist of a deep mill and asphalt pavement inlay, add illumination at the ramps, and guardrail replacement.	I90 Wolf Lodge to Cedars MTC Site, Kootenai Co	23243
This project will provide bridge deck preservation and preventative maintenance to the bridges, bridge approaches and guardrail in various locations throughout District 1.	FY25 D1 Bridge Repair	21933
Address high priority maintenance needs on multiple District 1 bridges.	FY25 D1 Bridge Repairs on I-90	21980