

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**STATEWIDE ASSET ATTRIBUTE INVENTORY
PROJECT NO. A022(185)
KEY NO. 22185**

March 19, 2020

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

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a proposal for providing project development services for the Statewide Asset Attribute Inventory 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 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.

DBE PARTICIPATION:

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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, please contact Ester Ceja 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://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 Holly McClure at ITD via email at Holly.Mcclure@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Nikolaus Sterbentz at Nikolaus.Sterbentz@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. Sterbentz 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 April 9, 2020.

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 April 16, 2020. 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 eight (8) 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

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Holly McClure
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.

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: KNOWLEDGE AND EXPERIENCE ***(Weight 4)***

- Identify the project manager who will be responsible for leading the data collection/extraction effort and ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of experience and qualifications of the identified project manager, pertaining to the management of this project.
- Provide descriptions of no more than three (3) similar projects successfully delivered, identifying the similarities to this project. Include dates and specific services, including data types, provided.
- Provide three (3) verifiable professional services references, preferably for the projects listed above, with a contact person and phone number.
- Provide a written narrative demonstrating knowledge, methodologies, and procedures to accomplish this project. Include experience with building and managing GIS datasets.
- Provide a description of the evolution of data collection/extraction services since first offered. Include the number of years these services have been offered.

CRITERIA 2: DATA QUALITY AND CONSISTENCY ***(Weight 4)***

- Provide a description of data quality assurance and quality control methods. Include methods for ensuring precise, accurate measurements and positions covering both absolute and relative accuracy.
- Provide a description of methods used to ensure data consistency.
- Provide a description of steps taken to ensure data compatibility with future ITD data collection/extraction efforts, including those by ITD-internal methods and/or different vendors.

CRITERIA 3: RESOURCES AVAILABLE
(Weight 3)

- Provide a description of the data collection methods, equipment, and technologies that would be utilized for this project.
- Provide a written narrative describing an expected timetable for data collection, considering Idaho's approximate 5,000-centerline-mile state highway system. Include descriptions of technologies, methods, resources, and other factors influencing this timetable.
- Provide a written narrative describing typical data extraction methods for each potential data type. Include a general timetable for data extraction with descriptions of technologies, methods, resources, and other factors influencing this timetable.

CRITERIA 4: INNOVATION AND VALUE-ADDS
(Weight 2)

- Provide a description of specific innovative technologies, techniques, or software available to the project team to enhance the project's data deliverables.
- Provide a description of any services or software potentially of interest to ITD, not expressly part of the project scope of work, but which could be provided alongside the project scope of work.

GENERAL SCOPE OF WORK

The Idaho Transportation Department (ITD) is seeking vendor services to perform a vehicle-based field data collection of roadside assets and infrastructure using LiDAR and roadway digital photography (photolog). ITD seeks for the selected vendor to store the collected data (i.e., point cloud and roadway images) and to extract from the data an agreed-upon list of deliverable Geographic Information System (GIS) asset inventory datasets (to be defined upon vendor selection). The primary purpose of these data products is to better inform ITD's project planning, strategy, and roadway asset management decisions.

ITD will determine specifications, including database schema, for these extracted datasets. Data collection and extraction will be performed for all of Idaho's state highway system, and the project's length should encompass a single collection and extraction cycle, expected to take approximately one year, as well as data storage for an additional two years following. ITD has ownership of any ITD data that is processed and/or otherwise used within this project. Further, ITD has ownership of all data collected and/or extracted as part of this contract.

Tasks and Deliverables

The tasks to be performed by the vendor are defined as follows:

Task 1 - Collection: "Collection" refers to the field data gathering component of the project. At a minimum, ITD requires the selected vendor to collect mobile-terrestrial LiDAR point cloud data and roadway digital images (photolog) during the collection phase of the process. These collected datasets may receive some processing, but are intended to be retained by the vendor rather than provided directly to ITD unless otherwise noted.

Task 2 – Data Storage: The selected vendor must retain all data collected in this project for a period of two calendar years starting from the date of the final receipt of the extracted deliverable datasets. Within 60 days of the end of these two years, further discussion will be made between ITD and the selected vendor regarding the continued retention of the data. During this two-year retention period, the data must be made available for ITD personnel to use for various purposes.

Task 3 – Extraction to GIS Datasets: "Extraction" refers to the deriving of specific datasets from the data gathered in the collection phase of the project (i.e., data deliverables). Examples of the type of extracted GIS datasets sought by ITD include highway signs and sign supports, guardrails, pavement markings, vertical clearances, and medians. The purchase of further extracted data products, not as part of this initial collection and extraction project, is also a possibility to be negotiated between various parties at ITD and selected vendor, if and when needed.

General Requirements

This project's scope of work includes these minimum general requirements:

1. Mobile ground-based LiDAR and roadway photolog field data collection, data extraction, and retention of collected data, to begin on an agreed upon notice-to-proceed date.

2. Selected vendor must deliver an initial 5% total mileage of each extracted GIS data deliverable to ITD for purposes of QA/QC by a date three calendar months after data collection start date.
3. The 5% of total mileage delivery of all deliverable datasets is important to ITD to ensure any systematic or incidental errors are corrected early in the data collection and extraction process. ITD will make every effort to review the 5% deliveries in a timely manner. Deadlines for ITD to complete these reviews may be set during negotiations.
4. Final delivery of extracted data deliverables no later than one calendar year after notice-to-proceed is given.
5. ITD requires that all data collected as part of this project be retained by selected vendor for a period of two calendar years, starting on this final delivery date. During this period ITD staff must have access to the data for various purposes. At the end of this two-year period, ITD will re-evaluate and work with selected vendor to determine future storage of the data.
6. If any data are determined to be unacceptable by ITD, the selected vendor will be required to provide the corrected items within 30 calendar days.
7. It will also be required even after the final delivery and acceptance of the data and images by ITD that the selected vendor will continue to work with ITD to complete corrections and perform minor revisions to the data.
8. Data will be collected at a speed so as to not impede the safe flow of traffic and in conformance to applicable traffic laws in Idaho.
9. Deliverables for all interchange ramps will be required the same as all other roadways.
10. Data must be collected in snow-free and rain-free conditions to ensure precipitation and/or snow accumulation does not inhibit the visibility of the roadside assets to be collected.
11. The possibility exists that an ITD road closure or closures may impact selected vendor's collection process. If this becomes the case, the closed route or routes must still be included in the collection by selected vendor once the route is re-opened for travel. If a closure would result in a significant alteration to the selected vendor's collection schedule, this may be discussed with ITD to determine a course of action.

Data Requirements

This project's scope of work includes these minimum requirements pertaining specifically to the collected data:

1. Mobile-Terrestrial LiDAR Point Cloud Data
 - a. Selected vendor shall collect, retain, and make point cloud data collected as part of this project available to ITD. ITD does not want point cloud data to be directly delivered as part of this project.
 - b. Point cloud data must be made available as .las files for ITD's use, conforming to the latest ASPRS standards for the file format. The use of additional file formats or storage methods will be at the selected vendor's discretion.
 - c. Point cloud data must be divided into useable, logical sections, such as by route and milepost/measure, for ITD's use. An indexing system must be provided.
2. Roadway and Right-of-Way Digital Images (Roadway Photolog)
 - a. Selected vendor shall collect, retain, and make digital images of Idaho's state highway system and surrounding right-of-way available to ITD. ITD does not want the full set of digital images to be directly delivered as part of this project.
 - b. Roadway photolog images must be:
 - i. Free of distortion and sun overexposure
 - ii. Collected at an interval to appear as a "video log" when viewed in succession, taken in equal intervals of 200 per mile, or more frequently
 - iii. Wide-angle
 - iv. High-resolution
 - v. Angled to include the entire roadway, shoulders, roadway signs, and as much of the right-of-way as feasible and practicable
 - vi. Captured with each photo image as an individual file
 - vii. Able to be queried in a database
 - viii. Organized by the distinguishing information associated with each image, identifying:
 1. Highway route type and number (i.e. I-15, US-30)
 2. Direction
 3. Linear referencing system measure based on ITD Esri Roads & Highways data
 - ix. Taken with a camera capable of achieving a minimum 120-degree viewing angle in one viewable image
 - x. Synchronized in relationship to each other and to the associated GIS/GPS data, and capable of integration with future roadway imagery collections
3. Collected data must be synchronized to GPS locations.
4. Collected and extracted data must be referenced to ITD's Esri Roads & Highways Linear Referencing System. ITD will provide its current Esri Roads & Highways LRS to selected vendor for these purposes.

Deliverable Requirements

This project's scope of work includes these minimum requirements pertaining specifically to the extracted GIS data deliverables:

1. All extracted GIS asset datasets are to be delivered to ITD in Esri File Geodatabase Feature Class format. Selected vendor will create and populate these datasets to match each dataset's requirements, specifications, and data dictionary schema table, as specified by ITD, as closely as possible.
2. The selected vendor will be expected to make measurements in U.S. customary units, which is ideal for avoiding error associated with conversion. Distance measurement instruments (DMIs) on data collection vehicles must measure directly in U.S. customary units. The major exceptions to this requirement are the required projected and geographic coordinate systems.
3. All GIS data must be projected to ITD's standard projected coordinate system, NAD 1983 Idaho Transverse Mercator (Meters), WKID 102605 (Authority: Esri). All latitude/longitude fields in GIS datasets must be calculated to WGS84 geographic coordinate system using numeric decimal degrees (not N/S/E/W).
4. For proposing vendors' information, Idaho has approximately 5,000 centerline miles (12,000 lane miles) on its highway system, including interstate and other state routes.
5. Asset data deliverables must be capable of integration with future data collection/extraction efforts, even if those future efforts are performed by different vendors. To help satisfy this requirement, a unique ID must be assigned to each asset record to identify the same asset in any future data collection efforts. This requirement applies only to asset data representing the physical location of the represented roadway features (i.e. this will not be necessary for linear "presence/descriptive" features).
6. The selected vendor must be able to record latitude, longitude, and elevation GPS coordinates at a minimum absolute positional accuracy (position on the earth) of approximately 5 feet or less. Certain data, such as vertical clearance measurements, require a much higher degree of accuracy and precision, and ITD expects these will rely on relative accuracy (Lidar point-to-point within a particular vicinity) derived from the collected mobile-terrestrial Lidar rather than overall absolute accuracy.
7. For assets appearing at intersections of multiple routes, a single record must be recorded for that asset, rather than one for each appearance along a highway route.
8. During the negotiations process with selected vendor, additional refinement of ITD's requirements, specifications, and data dictionary schema tables may take place.