

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES

Key No. 22823

January 25, 2024

REQUEST FOR PROPOSALS

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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 a variety of services related to the evaluation of project suitability and the preparation of applications seeking to secure funding from federal discretionary grant programs. Candidate infrastructure projects may already be under development, or they may not have started development work yet. These services may include conceptual design and/or abbreviated constructability services to support the evaluation or development of a grant application.

It is anticipated that a single firm will be selected to provide these services, with agreements written/executed for a period of up to two (2) years or at an appropriate application milestone, from date of the first NTP.

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://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 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. The Department, at its discretion, may negotiate services on a task by task basis and/or through supplemental agreements to the original professional services agreement.

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 Roni Pratt at roni.pratt@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 Ms. Pratt 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 February 15, 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. MST on February 22, 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 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:

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://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: COMPANY EXPERIENCE AND QUALIFICATIONS **Weight - 2** *(Complete for Consultant and each Subconsultant)*

- Describe how the company is organized to perform these services.
- Provide list and descriptions of grant applications developed by the Consultant identifying which ones were successful.
- Thoroughly describe the types of relevant work products provided to previous/other clients relevant to the scope of work and how those work products may apply to this agreement.
- List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2: PROJECT MANAGER **Weight - 3**

- 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 these services.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of these services.
- Provide descriptions of up to five (5) similar recent efforts successfully delivered by the Project Manager, identifying the similarities to this project and highlighting examples of Federally funded pursuits if available. Include dates and specific services provided.
- List three (3) verifiable professional services references with a contact person and phone number.
- 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 related to these services. Provide Idaho professional registration (as applicable) for each person identified.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- 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 proposed team, specifically identify key personnel with their roles and office locations.
- Understanding that the exact level of effort for these services will not be known until after the project suitability task, describe how the team is structured to respond to varying levels of effort throughout the duration of the agreement.

CRITERIA 4: PROJECT UNDERSTANDING
Weight - 4

- Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish these services as outlined in the General Scope of Work, specifically include knowledge of Federal grants.
- Describe the tasks to be performed for a typical grant application, the timeframe for each task, and the proposed staff member(s), including subcontractors, designated for the completion of each task.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.

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

On an as-needed basis, provide support through a Specific Rates of Compensation style of agreement for a variety of professional services related to the preparation of grant applications seeking funding from federal discretionary grant programs. Projects selected to be developed for a grant application may include technical analysis that could benefit from involvement by a professional engineer.

The agreement may be written in phases to manage scope and grants pursued. Phases could include the initial evaluation and recommendation of suitable projects and technical analysis to support the recommendation and discussion; technical analysis and economic modeling; or any combination of the following:

Task 1: Project Management and Administration

Provide agreement administration and project management services such as:

- Manage the scope, schedule, and budget associated with each agreement
- Prepare and maintain a schedule
- Prepare invoices per agreement requirements
- Oversee production and timely delivery of all deliverables
- Conduct quality control reviews of work products
- Kickoff call and weekly or biweekly check in calls
- Quality control and quality assurance of all deliverables

Task 2: Grant Suitability for ITIP Projects

Monitor, interpret, summarize and communicate potential/upcoming grant opportunities. Review projects in Idaho Transportation Investment Program (ITIP) and provide recommendation of most-suitable projects for various grant types. Summarize project qualifications based on current/anticipated Notice of Funding Opportunity (NOFO) issued by the U.S. Department of Transportation as part of federal discretionary grant funding.

Task 3: Technical Assistance

At the Department's discretion, Technical Assistance may be provided by consultants currently working on the design of the projects in cooperation with ITD or by ITD staff.

Perform technical analysis in support of project suitability evaluations and/or economic modeling. Propose and evaluate specific technical data that will help refine lists of potential candidate projects and/or be used in the development of a grant application. Services could include data collection and validation (traffic volumes, speed data, etc.), data modeling (travel, safety, etc.), and cost estimating on specific projects. Some services may benefit from having a professional engineer involved.

The following is an example list of data, information, and supporting documentation that may be required:

- Existing environmental, engineering and design studies for the projects
- Project costs, including the amount and source of federal, state, local, and private funding categories by project component and fiscal year, as well as the amount of funding requested and proposed non-federal matching funds
- Project status and milestone schedule
- Project readiness, including a description of the known risks that could impact the successful implementation of the project and the response plan of the known risks

- Information on the role of the project in the local economy, as well as potential project impacts on the economy
- Quantified safety benefits (number of accidents avoided per year by type)

Task 4: Economic Modeling

The Benefit-Cost Analysis (BCA) represents the principal quantitative justification upon which the grant applications will be assessed. The aim of a BCA is to show that the candidate project is economically feasible and will deliver benefits.

Follow Federal guidance regarding evaluation criteria, discount and monetization rates, and evaluation methods prescribed in the specific grant to develop a customized Excel spreadsheet tool to conduct the BCA. The BCA will include cost estimates and technical data, calculation and valuation of all benefits which the project will deliver over the assessment period, develop travel demand estimates, sensitivity testing of assumptions and inputs, and determination of benefit-cost ratio for the project at various discount rates.

The potential benefits that could be captured could include travel time savings for various users, reliability benefits, reduction of safety incidents/fatalities, vehicle operating cost savings, emission savings (idling), fuel savings, infrastructure maintenance savings, and/or residual value of infrastructure.

The tool will be complete, reviewed/audited by an independent expert, and logically organized for reviewers. It will be reviewed along with all of the grant application materials.

Task 5: Grant Application Development and Support

Assemble the grant application documentation into the prescribed format, addressing the criteria and other grant requirements per grant program guidelines. This includes development of the application narrative, graphics, and all sections of the grant application to carefully position the project and its various attributes in the application narrative to directly align with the key objectives and assessment criteria of the particular grant program.

Develop and deliver all economic justification and (if necessary) associated ancillary modeling (traffic, safety modeling, etc.) and provide any additional documents or submittals in support for the specific grant application, such as assumptions, methodologies, and findings.

Provide a draft letter of support template for ITD's use and include letters of support in the final application.

Incorporate comments and edits from review of draft application and submit complete application ready to submit by ITD.

Review applications being developed by other Department personnel or being performed at the direction of the Department and provide feedback that may strengthen the application.