

**THE IDAHO TRANSPORTATION  
DEPARTMENT**

**THE LOCAL HIGHWAY TECHNICAL  
ASSISTANCE COUNCIL**

**And**

**CITY OF MCCALL**

**REQUEST FOR PROPOSALS**

**FOR**

**CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING  
(CEI&S) SERVICES**

**FOR**

**1<sup>ST</sup> STREET Phase 3B Surface Improvements**

**KEY NO. 22950**

**March 5, 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 sites:**

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications (CE&I)
- ❖ Federal Per Diem Policy
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters 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), the Local Highway Technical Assistance Council (LHTAC), and the City of McCall are seeking qualified and experienced respondents from interested firms to submit a proposal for providing provide Construction Engineering, Inspection & Sampling (CEI&S) Services for the 1<sup>st</sup> Street Phase 3B Surface Improvements, Valley County.

## **GENERAL TERMS**

This Request for Proposals (RFP) does not commit the ITD, the LHTAC, or City of McCall 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 the ITD, the LHTAC, or the City of McCall that any contract will actually be entered into by the ITD, the LHTAC, or the City of McCall, 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 the ITD, the LHTAC, or the City of McCall 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: <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 most recent version of the AASHTO Audit Guide. More information can be found at the following web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.

## **PROPRIETARY MATERIAL**

The ITD, the LHTAC, and the City of McCall 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 <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 15 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 Andrea Aliev at ITD via email at [Andrea.Aliev@itd.idaho.gov](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Amanda LaMott at [alamott@lhtac.org](mailto: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 Ms. LaMott 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 March 19, 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. MDT on March 26,2024. 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](mailto:consultantadminunit@itd.idaho.gov)

## **FORMAT:**

- Required File Format: pdf
- Maximum length of the submittal shall be six (6) pages.
- Cover pages are not 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
  - The 5-Year ITD/LHTAC CE&I Project Log
  - Certification Regarding Debarment

## **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Andrea Aliev  
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, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet the ITD's, the LHTAC's, and the City of McCall'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 <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 and Lead On-Site Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the ITD, the LHTAC, or the City of McCall 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.

### **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 construction projects within the past five (5) years 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 2 – LEAD ON-SITE INSPECTOR (Weight 2)**

*(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications. (WAQTC & IQP not required on this project).
- List the CE&I inspection experience and role that this individual has had on previous fed-aid projects.
- Include Idaho professional registration (if applicable).
- Identify availability.

### **CRITERIA 3 - KEY PERSONNEL ASSIGNED TO THE PROJECT (Weight 3)**

*(Complete for Consultant and each Subconsultant)*

- Identify the following key personnel to be assigned to the project:
  - Additional Inspector/Alternate Inspector
  - Document controller/Records Inspector
- The first individual listed for each role will be considered in scoring. Additional personnel will be excluded from consideration.
- Describe each person's role, duties and qualifications on this project. Include their office 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.
- Key Personnel should have direct applicable CEI experience in working on urban and/or infill projects.
- Key Personnel should have direct applicable CEI experience working in mountainous elevations and understand weather impacts and how it pertains to workmanship and durability.
- Include Idaho professional registration (if applicable) for each person identified.
- Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing.
- If staff members are currently assigned to other projects, note how the other project(s) will be impacted and the impact resolved.
- The proposed material testing firm must have a current, approved Schedule of Testing fees approved by the LHTAC at the time of selection.

### **CRITERIA 4 - PROJECT CONTROL & CLOSE-OUT (Weight 2)**

- Describe the Consultant's procedures to control scope change, schedule, quality and costs under this agreement as well as control these same elements with the contractor. 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 5 - PROJECT MANAGEMENT PLAN (Weight 3)**

- Describe the Consultant's project management strategy. This should include, but not be limited to:
  - The number and type of field staff expected. How much involvement/time is expected from each member of field staff for the duration of the work. (Involvement/time should be expressed as a percentage of the whole project duration.).
  - Administrative personnel anticipated and their level of involvement.
  - Proposed Project Managers anticipated level of involvement including specific project duties, detailed as a percentage.
  - Overall strategy to meet the project Scope of Work.
  - Strategy to maintain staffing continuity in light of project duration.
  - Any anticipated staffing considerations and concerns.
  - Additional project observations.

# **Scope of Services**

## **Construction Engineering, Inspection & Sampling (CEI&S) Services**

**Date:**           **March 1, 2024**

**Project(s):**   **22950 1<sup>st</sup> St Pedestrian Safety, City of McCall**

### **Request for Proposal (RFP)**

### **General Scope of Work Information**

#### **PROJECT DESCRIPTION**

This project is multi funded with Transportation Alternatives Program (TAP) administered by LHTAC, Economic Development Administration (EDA) funds, Community Development Block Grant (CDBG) funds, and City of McCall local funds.

This project generally includes roadway improvements on 1<sup>st</sup> Street from Park Street to Lake Street (SH-55). These roadway improvements will include a full-depth reconstruction of the existing roadway as well as the installation of stormwater inlets, curb, gutter, sidewalk, light poles and electrical system, striping, irrigation system, and landscaping. The project also includes full depth reconstruction of the 1<sup>st</sup> street parking lot to include striping, lighting and electrical, landscaping, and stormwater improvements. It is expected that the project will be substantially complete on or before October 4, 2024.

Work includes:

- Construction Administration
- Tracking Certified Payroll
- Submittal Log/MTR verification
- Labor Compliance
- Progress Estimate review
- Contract Changes
- Project inspection
- quantity verification
- Record Drawings
- Subcontractor prompt payment verification
- Includes other related and necessary tasks

**5-Year CE&I Federal-aid Project Log**

<i>Project Information</i>						<i>Assigned Staff</i>		
<i>Project Key Number</i>	<i>ITD Dist.</i>	<i>Project Name</i>	<i>Project Type*</i>	<i>Date Completed</i>	<i>Const. Amt.</i>	<i>Project Manager</i>	<i>Lead Inspector</i>	<i>Other</i>

*\*Project Type: i.e. Bridge or Roadway*